



# DEPARTMENT OF CITY PLANNING

## APPEAL RECOMMENDATION REPORT

### Central Area Planning Commission

**Date:** May 12, 2026  
**Time:** After 4:30 p.m.\*  
**Place:** Los Angeles City Hall  
200 North Spring Street, 10<sup>th</sup> Floor, Room 1010  
Los Angeles, CA 90012

This meeting may be available virtually, in hybrid format. Please check the meeting agenda (available at the link below) approximately 72 hours before the meeting for additional information or contact [apcCentral@lacity.org](mailto:apcCentral@lacity.org).

<https://planning.lacity.org/about/commissions-boards-hearings>

**Public Hearing:** Required  
**Appeal Status:** Not further appealable  
**Expiration Date:** May 12, 2026

**Multiple Approval:** No

**Case No.:** VTT-84762-SL-1A  
**CEQA No.:** ENV-2025-1299-CE  
**Related Case No.:** ADM-2025-1671-SLD  
**Council No.:** 13 – Soto-Martinez  
**Plan Area:** Hollywood  
**Specific Plan:** Vermont/Western Station  
Neighborhood Area Plan  
(SNAP) Specific Plan –  
Subarea B (Mixed Use  
Boulevards)  
**Certified NC:** East Hollywood  
**GPLU:** Low Medium II Residential  
**Zone:** RD1.5-1XL  
**Applicant:** Aaron Belliston,  
Melrose Ten LLC

**Representative:** Aaron Belliston,  
BMR Enterprises

**Appellant:** Dustin Cañez and Stephen  
Webb

**Appellant's  
Representative:** N/A

**PROJECT  
LOCATION:** 4061 West Melrose Avenue (4061-4069 ½ West Melrose Avenue)

**PROJECT:** The project includes the merger and resubdivision of three (3) lots, totaling 15,513 square feet, into nine (9) small lots in the RD1.5-1XL. The project also includes a waiver of street widening improvements. The project site is currently developed with eight (8) one (1)-story single-family dwellings and one (1) two (2)-story duplex for a total of 10 units. The project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height.

**REQUESTED  
ACTIONS:** An Appeal by the Appellant of the entire February 26, 2026, Advisory Agency's determination which:

1. **Determined** that, based on the whole administrative record, the project is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines, Article 19, Section 15301 (Class 1), and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;
2. **Approved with Conditions** that, pursuant to Chapter 1 of the Los Angeles Municipal Code (LAMC) Sections 17.06, 17.15, and 12.22 C.27 and Sections 13B.7.3.D and 13B.7.3.I of Chapter 1A, a Vesting Tentative Tract Map, VTT-84762-SL (stamp map dated January 26, 2026), for the merger and resubdivision of three (3) lots, totaling 15,513 square feet, into

nine (9) small lots in accordance with the Small Lot Ordinance No. 185,462 in the RD1.5-1XL Zone; and

3. **Approved with Conditions** that, pursuant to Chapter 1A of LAMC Section 13B.7.1.C.2, a request to waive a two (2) foot widening improvement requirement along West Melrose Avenue, adjacent to the project's street frontage, to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway.

**RECOMMENDED ACTIONS:**


1. **Determine**, based on the whole administrative record, the project is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines, Article 19, Section 15301 (Class 1), and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;
2. **Deny** the appeal of VTT-84762-SL-1A;
3. **Sustain** the action of the Advisory Agency in approving VTT-84762-SL-1A; to conditionally approve a Small Lot Subdivision and widening improvement waiver; the merger of three (3) lots and resubdivision into nine (9) new Small Lots with a total of 10 units; and to waive a two (2) foot widening improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway.
4. **Adopt** the Advisory Agency's Conditions of Approval and Findings.

VINCENT P. BERTONI, AICP  
Director of Planning

  
Jane Choi, AICP, Principal City Planner

  
Deborah Kahen, AICP, Senior City Planner

  
Chi Dang, City Planner

  
Yamillet Brizuela, AICP, City Planning Associate  
[yamillet.brizuela@lacity.org](mailto:yamillet.brizuela@lacity.org)

**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 emailed to [apccentral@lacity.org](mailto:apccentral@lacity.org). While all written communications are given to the Commission for consideration, the initial packets are sent to the Commission 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 no later than three working days (72 hours) prior to the meeting by calling the Commission Secretariat at (213) 978-1300 or email [apccentral@lacity.org](mailto:apccentral@lacity.org).

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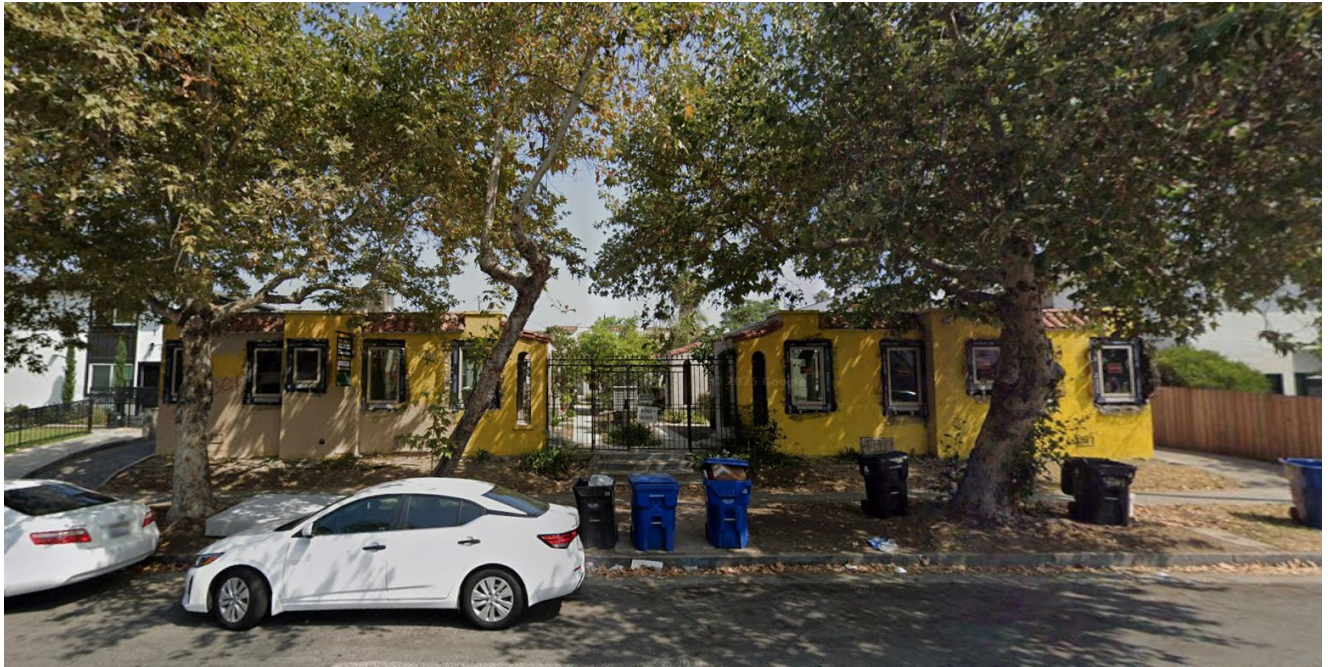
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## PROJECT ANALYSIS

### Project Summary

The proposed project is the merger of three (3) lots and resubdivision into nine (9) new Small Lots for a total of 10 units; the project also includes a waiver of a two (2) foot widening requirement along the West Melrose Avenue; as the applicant seeks to maintain the existing 20-foot adjacent half roadway and five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway.

While the project proposes interior remodels, no new construction to expand the existing building floor area, footprint, or height is proposed. Although the subject property is located in a BOE Special Grading Area, a haul route is not required as no grading is proposed.



*Figure 1. Photo of Project Site*

On February 26, 2026, the Advisory Agency approved the project, and found the project to be consistent with the provisions of the Small Lot Subdivision Ordinance and the Vermont/Western Station Neighborhood Area Plan (SNAP) Specific Plan (Subarea B - Mixed Use Boulevards).

### Background

The project site is comprised of three (3) parcels totaling 15,513 square feet, located within the Hollywood Community Plan area. The site has a land use designation of Low Medium II Residential and is zoned RD1.5-1XL, which allows for a maximum of 10 dwelling units. The project site fronts Melrose Avenue, between Madison Avenue and Virgil Avenue, with a frontage of approximately 100 feet and a uniform depth of approximately 155 feet. The subject site is located within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP Specific Plan.

The project site is currently developed with eight (8) one (1)-story single-family dwellings and one (1) two (2)-story duplex, all constructed in 1923. The site was not found to be a potential historic resource based on the City's HistoricPlacesLA website or Survey LA. Moreover, on April 29, 2025, the Office of Historic Resources concurred with the Historic Resource Assessment conducted for the site that the properties are not historical resources for the purposes of CEQA.

There are no protected trees and shrubs on the site, as identified in a Tree Report prepared by Lisa Smith, Certified Arborist License No. WE3782B, dated February 1, 2025. The two (2) non-protected onsite trees and three (3) street trees are proposed to remain.

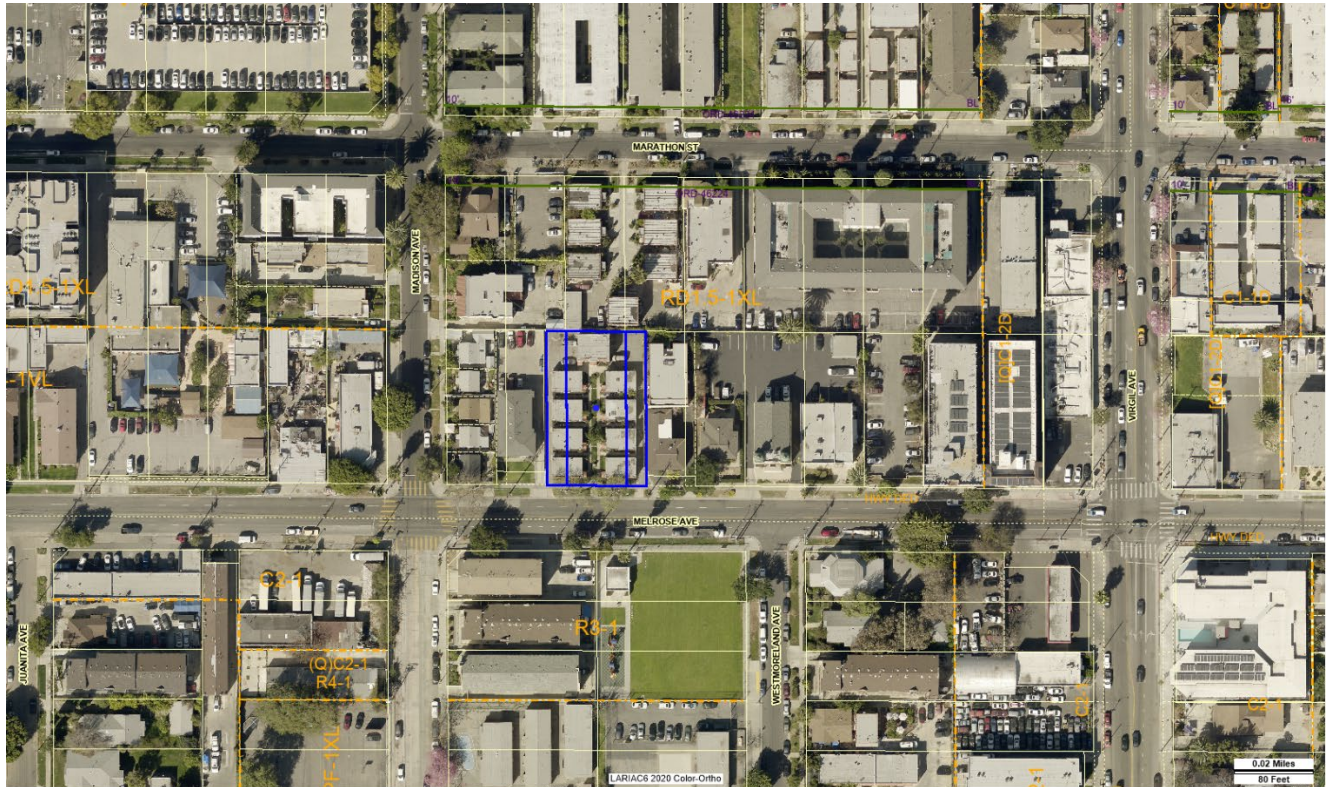


Figure 2. Aerial view of the subject property.

The surrounding properties are improved with low to medium density residential uses, including Dayton Heights Elementary School located to the south and the Ukrainian Orthodox church located further east. The properties to the north are zoned RD1.5-1XL, within Subarea A (Neighborhood Conservation) of the Vermont/Western SNAP and are developed with a one (1) to two (2)-story multifamily residential developments. The property to the south, across Melrose Avenue is zoned R-3, within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP, and is developed with a three-story, multi-family residential development and an elementary. The adjacent property to the east is zoned RD1.5-1XL, within Subarea B (Mixed Use Boulevards), and is developed with a two (2)-story multi-family residential development. The property to the west is zoned RD1.5-1XL, within Subarea B (Mixed Use Boulevards), and is developed with a two (2)-story multi-family residential development.

### **Summary of Appeal**

On March 13, 2026, Stephen Webb and Dustin Cañez filed one (1) appeal for the entire Advisory Agency Determination issued on February 26, 2026. The following section provides a summary of the Appellant's points and Planning staff's responses to each point.

### **Appeal Analysis**

#### **IMPROPER REMOVAL OF RENT STABILIZATION ORDINANCE PROTECTIONS**

**Appeal Point 1:** *The Appellant contends that approval of the tract map effectively removes Rent Stabilization Ordinance (RSO) protections from the Melrose Bungalows by converting existing rent-stabilized units within the bungalow court into fee-simple housing on individually subdivided Small Lots, thereby causing the units to lose their RSO status.*

**Staff's Response:** The Appellant is accurate that the approval of the tract map removes the units on lots with one unit on them from the Rent Stabilization Ordinance (RSO) requirements. The request before the Planning Department was for the consideration of a Small Lot Subdivision and Waiver of Street Widening Improvements. The proposed Small Lot subdivision changes existing rental units into fee-simple housing units. The removal of the RSO units from the rental housing market is governed through the Ellis Act. The Applicant's proposal to remove the units from the rental housing market is within the purview of the Ellis Act. While many project sites that undergo the Ellis Act process end up with demolition of existing structures, the Small Lot Bungalow Court Conversion provisions of the Small Lot Subdivision Ordinance allow for the preservation of the units as a for-sale housing units. Each lot with one dwelling unit will no longer retain RSO status, as the RSO applies to lots with two or more dwelling units.

There is no proposed physical demolition and no reduction in the number of dwelling units on the site. Under the State's Housing Crisis Act (HCA) SB 8, unit replacement requirements are only triggered by the physical demolition of any residential dwelling unit or a reduction of units on the site within the past five years. To enforce State law, the Los Angeles Housing Department (LAHD) must verify this five-year history. LAHD utilizes a Replacement Unit Determination (RUD) letter as the mechanism to determine these replacement and affordability requirements. Since this project retains all existing units, the applicant submitted a No Net Loss Declaration (Exhibit F), dated May 28, 2025. As noted in the declaration, a No Net Loss Declaration may be submitted in lieu of an SB 8's RUD Letter from LAHD for projects where there are no demolition and no reduction in units. As the physical structures remain, the proposed subdivision does not trigger the demolition clauses of the HCA. Therefore, since this project retains all existing units and no reduction in the unit count, a RUD letter was not required.

While the project is exempt from SB8 replacement requirements, the Letter of Determination includes Tenant Notification and Relocation Conditions (Nos. 32-34, and SL-1 and SL-2), which conditions that the impacted tenants are provided with appropriate notification and relocation assistance that include the exclusive right to purchase, continued tenancy pending relocation, right of first refusal, and just cause eviction protections, which are consistent with the Ellis Act and Advisory Agency Policy No. 2006-02 (Exhibit G). Additionally, the City's Relocation Consultant will be engaged to provide transportation and support during the relocation process, as required by LAMC Section 47.07.

The project as approved retains all existing residential units and does not reduce housing supply. It complies with applicable State and local housing requirements, including submittal of a No Net Loss Declaration in lieu of receiving a RUD Letter from the LAHD. The applicant is still obligated to provide tenant protections such as adequate notification, relocation assistance, continued tenancy pending relocation, right of first refusal, and just cause protections under the Ellis Act, and Advisory Agency Policy No. 2006-02 (Exhibit G). Therefore, the Advisory Agency's decision was appropriate, as it does not require a RUD letter, and that the applicant must adhere to the tenant protections under the Ellis Act.

**MISAPPLICATION OF THE HOUSING CRISIS ACT (SB 8)**

**Appeal Point 2:** *The Appellant contends that the project removes existing rent-stabilized housing and does not create replacement housing, new units, or preserved affordability, and that the Advisory Agency failed to adequately analyze this loss.*

**Staff's Response:** The Advisory Agency correctly applied SB 8 requirements under the State Housing Crisis Act (HCA). SB 8 replacement requirements are legally triggered by the physical demolition of protected residential units or a reduction in the overall unit count, which is determined through a RUD letter administered by LAHD during the City's development review process. In instances in which no units are demolished and does not reduce the number of units on site, no replacement housing is required. Because the proposed project retains all existing units and does not involve demolition, a RUD was not required. Therefore, rent-stabilized replacement units are not required.

SB 8 regulates the physical loss of housing stock, not the conversion of rental units to fee-simple ownership units. The project as approved retains all existing residential units, does not reduce housing supply, and complies with applicable State and local housing requirements. Therefore, the Advisory Agency decision was appropriate.

**Appeal Point 3:** *The Appellant contends that the Advisory Agency misapplied the Housing Crisis Act by evaluating the project only in terms of whether physical structures would be demolished rather than whether rent-controlled housing protections would be lost.*

**Staff's Response:** The Appellant contends that the Advisory Agency misapplied the Housing Crisis Act by evaluating the project based on the absence of demolition rather than the potential loss of rent-stabilized unit protections.

The Advisory Agency's application of the Housing Crisis Act (SB 8) aligns strictly with State law. The Housing Crisis Act establishes requirements related to the demolition of existing residential units and the replacement of protected units, including a strict prohibition on projects that would result in a net loss of housing units. Legally, these replacement requirements are triggered by the demolition of protected units or a reduction in the overall unit count. In this case, the project does not involve the demolition of any residential units and does not reduce the number of dwelling units on the site. The tract map proposes the merger and resubdivision of an existing property while retaining all existing residential structures and units.

The applicant submitted a No Net Loss Declaration (Exhibit F), dated May 28, 2025, which affirms that the project will not result in fewer residential dwelling units than existed on the site within the previous five years and that all existing units will remain as residential dwelling units. As stated in the No Net Loss Declaration, this documentation may be submitted in lieu of a RUD where no demolition or reduction in units is proposed. A RUD was not required because the project retains all existing units and does not involve demolition.

As such, the project as approved retains all existing residential units, does not reduce housing supply, and complies with applicable State and local housing requirements, so a RUD Letter from LAHD was not required since there will be no net loss of residential dwelling units. Therefore, the Advisory Agency evaluated the project correctly under the scope defined by SB 8.

**INCONSISTENCY WITH THE CITY OF LOS ANGELES HOUSING ELEMENT**

**Appeal Point 4:** *The Appellant contends that approval of the tract map conflicts with policies in the City's Housing Element that prioritizes preservation of existing affordable housing and prevention of displacement.*

**Staff's Response:** While the project involves the conversion of units currently subject to the RSO to fee-simple housing which may result in tenant displacement, it remains consistent with the City's Housing Element goals, objectives, and implementing programs.

The Housing Element aims to protect tenants while promoting a diversity of housing types and ownership and rental opportunities. Specifically, Goal 2 states an aim for: "A City that preserves and enhances the quality of housing and provides greater housing stability for households of all income levels." This project proposes to preserve the existing residential structures and dwelling units. Policies that emphasize minimizing displacement and preserving affordability are implemented through the Housing Crisis Act, the Ellis Act, and applicable City regulations.

The Housing Element also aims to promote homeownership. For example, the Housing Element includes Implementation Program No. 3 which is called "Innovation of Subdivision," that aims to "facilitate the development of smaller and new types of subdivisions that permit detached, fee simple home ownership, thus providing more affordable alternatives for-sale housing types." Additionally, Policy No. 2.21 of the Housing Element states an aim to "expand ownership models that increase the ability for households to attain homeownership, including alternative forms of shared- and limited-equity ownership." The proposed Small Lot Subdivision directly implements this program by converting the site into fee-simple housing.

The project aligns with Housing Element objectives addressing housing supply. Objective 2.3 states: "Preserve, conserve, and improve the quality of housing." By maintaining all existing structures with no net loss of units, the project fulfills these goals.

While the project changes the RSO status of units to fee-simple housing, the Housing Element does not prohibit projects that involve tenant relocation or conversion to fee-simple housing, and impacts are addressed through compliance with applicable tenant protection regulations, covered by Condition Nos. SL-1, SL-2, 32, 33, and 34 in the Letter of Determination (Exhibit D). These tenant protections include tenants receiving a written notice of the applicant's intention to convert a minimum of 180-days before termination of tenancy, right of first refusal, and relocation subsidies exactly as if it were a condominium conversion, as required per Advisory Agency Policy No. 2006-02. While the appellant's core grievance concerns the loss of renter protections, particularly the removal of RSO status through fee-simple conversion, the record demonstrates that the Advisory Agency imposed tenant notification and relocation conditions as required. Accordingly, the Advisory Agency's Letter of Determination (Exhibit D) imposed conditions in compliance with applicable state and local regulations governing tenant protections.

In conclusion, the project remains consistent with the Housing Element as it promotes homeownership and maintains the City's housing stock and complies with all relevant tenant protection policies. The Appellant has not demonstrated

a conflict with the Housing Element, and the Advisory Agency's approval of the tract map was appropriate.

#### **FAILURE TO MAKE REQUIRED FINDINGS UNDER LAMC SECTION 12.95.2**

**Appeal Point 5:** *The Appellant contends that determination lacks substantial evidence supporting the findings required under LAMC Section 12.95.2, including analysis regarding whether existing tenants could realistically purchase subdivided units, despite public claims by the applicant that subdivision could create ownership opportunities.*

**Staff's Response:** LAMC Chapter 1, Section 12.95.2 applies specifically to subdivision projects involving a condominium conversion. The project does not involve the conversion of rental units into condominiums, but it is a Small Lot subdivision where the existing residential structures are to remain. As such, the project does not meet the legal definition of a condominium project pursuant to the Subdivision Map Act (Government Code Section 66424), and the condominium conversion findings required under LAMC Section 12.95.2 are not required for approval of this project.

However, the Advisory Agency enforced the applicable tenant protections pursuant to Advisory Agency Policy No. 2006-02 (Exhibit G), dated September 20, 2006, through conditions of approval. This policy mandates that tenants in Small Lot subdivisions involving retained buildings receive the exact same notification and relocation assistance as if the project were a condominium conversion.

The Letter of Determination (Exhibit D) legally binds the applicant to these protections through Conditions of Approval SL-1, SL-2, 32, 33, and 34. Specifically, the conditions were:

*Condition SL-1: Mandates that each tenant receive at least a 180-day written notice of intention to convert prior to termination of tenancy.*

*Condition SL-2: Grants existing tenants an exclusive right to contract for the purchase of their dwelling unit upon the same or more favorable terms than those initially offered to the general public.*

*Condition 33: Requires the execution and recordation of a Covenant and Agreement to provide relocation assistance consistent with LAMC Section 12.95.2 G and 47.06.*

*Condition 34: Within 10 days after the time to appeal has expired, the applicant shall execute and record a Covenant and Agreement (Planning Department General Form CP-6770) in a form satisfactory to the Advisory Agency binding the applicant and any successor in interest to the affirmative duty to abide by all provisions of the Ellis Act (Government Code §§ 7060, et seq.) and §§ 151.22 – 151.28 of the Los Angeles Municipal Code.*

By implementing these conditions, the Advisory Agency fulfilled its obligations to protect tenants under Advisory Agency Policy No. 2006-02 without improperly applying discretionary condominium findings to a Small Lot subdivision.

Therefore, while tenants are entitled to notice and relocation protections consistent with those required for condominium conversions, the findings set

forth in LAMC Section 12.95.2 are not required for approval of this Small Lot subdivision. For the reasons above, the Advisory Agency decision was appropriate.

### **ABUSE OF DISCRETION AND PRECEDENT-SETTING HARM**

**Appeal Point 6:** *The Appellant contends that the Advisory Agency abused its discretion by approving the tract map without considering the precedent the decision could set for other rent-stabilized bungalow courts and the effects it will have on affordable housing and tenant protections citywide.*

**Staff's Response:** The Advisory Agency's role is to evaluate each subdivision application based on the required findings under the Subdivision Map Act, the Small Lot Subdivision Ordinance, and all other applicable sections of the LAMC. The Advisory Agency applies objective density, area, and design standards in the LAMC and the Vermont Western SNAP.

The determination in each case is based on the individual project and the governing regulations, and approval of a tract map does not establish a binding precedent for other properties, which must each be evaluated on a case-by-case basis.

In this case, the Advisory Agency reviewed the project for consistency with all applicable subdivision regulations and housing policies and determined that the required findings could be made. Because the project satisfies the objective standards of the LAMC and the Specific Plan, the Advisory Agency approved the tract map. Accordingly, the Appellant has not demonstrated that the Advisory Agency abused its discretion in rendering its decision.

### **STAFF'S RECOMMENDATION:**

In consideration of the foregoing, it is submitted that the Advisory Agency acted reasonably in conditionally approving a Small Lot Subdivision and Waivers of Street Widening Improvements for the merger of three (3) lots and resubdivision into nine (9) new Small Lots with a total of 10 units; the project also includes a request to waive a two (2) foot widening improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP Specific Plan. Staff recommends that the Los Angeles Central Area Planning Commission deny the appeal, determine that the project is categorically exempt from CEQA as a Class 1 Existing Building Project, sustain the action of the Advisory Agency in approving the Small Lot Subdivision and Waiver of Street Widening Improvements, and adopt the Conditions of Approval and Findings of the Advisory Agency.

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**A – APPEAL MATERIALS**

**A.1 – APPEAL APPLICATION**  
**A.2 – APPEAL JUSTIFICATION**

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**A – APPEAL MATERIALS**

**A.1 – APPEAL APPLICATION**

# APPLICATIONS



## APPEAL APPLICATION Instructions and Checklist

### PURPOSE

This application is for the appeal of Los Angeles Department of City Planning determinations, as authorized by the LAMC. For California Environmental Quality Act Appeals, use form [CP13-7840](#). For Building and Safety Appeals and Housing Department Appeals, use form [CP13-7854](#).

### RELATED CODE SECTION

Refer to the Letter of Determination (LOD) for the subject case to identify the applicable Los Angeles Municipal Code (LAMC) Section for the entitlement and the appeal procedures.

### APPELLATE BODY

**Check only one. If unsure of the Appellate Body, check with City Planning staff before submission.**

- Area Planning Commission (APC)     City Planning Commission (CPC)     City Council  
 Zoning Administrator (ZA)

### CASE INFORMATION

Case Number: VTT-84762-SL

APN: \_\_\_\_\_

Project Address: 4061 West Melrose Avenue (4061-4069 1/2 West Melrose Avenue)

Final Date to Appeal: March 13, 2026

### APPELLANT

**Check all that apply.**

- Person, other than the Applicant, Owner or Operator claiming to be aggrieved  
 Representative     Property Owner     Applicant     Operator of the Use/Site

## APPELLANT INFORMATION

Appellant Name: Stephen Webb and Dustin Cañez

Company/Organization: Long-term tenants residing at the project site (Melrose Bungalows).

Mailing Address: 4063 1/2 Melrose Avenue

City: Los Angeles State: CA Zip Code: 90029

Telephone: 2565092856 E-mail: smwebbwriter@gmail.com

Is the appeal being filed on your behalf or on behalf of another party, organization, or company?

Self  Other: \_\_\_\_\_

Is the appeal being filed to support the original applicant's position?  YES  NO

## REPRESENTATIVE / AGENT INFORMATION

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## JUSTIFICATION / REASON FOR APPEAL

Is the decision being appealed in its entirety or in part?  Entire  Part

Are specific Conditions of Approval being appealed?  YES  NO

If Yes, list the Condition Number(s) here: \_\_\_\_\_

On a separate sheet provide the following:

Reason(s) for the appeal

Specific points at issue

How you are aggrieved by the decision

## APPLICANT'S AFFIDAVIT

I certify that the statements contained in this application are complete and true.

**Appellant Signature:** Stephen Webb Digitally signed by Stephen Webb  
Date: 2026.03.12 17:54:51 -07'00' **Date:** 03.12.2026

## GENERAL NOTES

*A Certified Neighborhood Council (CNC) or a person identified as a member of a CNC or as representing the CNC may not file an appeal on behalf of the Neighborhood Council; persons affiliated with a CNC may only file as an individual on behalf of self.*

*The appellate body must act on the appeal within a time period specified in the LAMC Section(s) pertaining to the type of appeal being filed. Los Angeles City Planning will make its best efforts to have appeals scheduled prior to the appellate body's last day to act in order to provide due process to the appellant. If the appellate body is unable to come to a consensus or is unable to hear and consider the appeal prior to the last day to act, the appeal is automatically deemed denied, and the original decision will stand. The last day to act as defined in the LAMC may only be extended if formally agreed upon by the applicant.*

### THIS SECTION FOR CITY PLANNING STAFF USE ONLY

**Base Fee:** \_\_\_\_\_

**Reviewed & Accepted by (DSC Planner):** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Determination authority notified

Receipt Number

## GENERAL APPEAL FILING REQUIREMENTS

If dropping off an appeal at a Development Services Center (DSC), the following items are required. See also additional instructions for specific case types. To file online, visit our [Online Application System \(OAS\)](#).

## APPEAL DOCUMENTS

### 1. Hard Copy

Provide three sets (one original, two duplicates) of the listed documents for each appeal filed.

Appeal Application

Justification/Reason for Appeal

- Copy of Letter of Determination (LOD) for the decision being appealed

## 2. Electronic Copy

- Provide an electronic copy of the appeal documents on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., “Appeal Form”, “Justification/Reason Statement”, or “Original Determination Letter”). No file should exceed 70 MB in size.

## 3. Appeal Fee

- Original Applicant.* The fee charged shall be in accordance with [LAMC Section 19.01 B.1\(a\) of Chapter 1](#) or [LAMC Section 15.1.1.F.1.a. \(Appeal Fees\) of Chapter 1A](#) as applicable, or a fee equal to 85% of the original base application fee. Provide a copy of the original application receipt(s) to calculate the fee.
- Aggrieved Party.* The fee charged shall be in accordance with [LAMC Section 19.01 B.1\(b\) of Chapter 1](#) or [LAMC Section 15.1.1.F.1.b. \(Appeal Fees\) of Chapter 1A](#) as applicable

## 4. Noticing Requirements (Applicant Appeals Only)

- Copy of Mailing Labels.* All appeals require noticing of the appeal hearing per the applicable LAMC Section(s). Original Applicants must provide noticing per the LAMC for all Applicant appeals. See the Mailing Procedures Instructions ([CP13-2074](#)) for applicable requirements.

## SPECIFIC CASE TYPES

### ADDITIONAL APPEAL FILING REQUIREMENTS AND / OR LIMITATIONS

## DENSITY BONUS (DB) / TRANSIT ORIENTED COMMUNITES (TOC)

Appeal procedures for DB/TOC cases are pursuant to [LAMC Section 13B.2.5. \(Director Determination\) of Chapter 1A](#) or [LAMC Section 13B.2.3. \(Class 3 Conditional Use\) of Chapter 1A](#) as applicable.

- Off-Menu Incentives or Waiver of Development Standards are not appealable.
- Appeals of On-Menu Density Bonus or Additional Incentives for TOC cases can only be filed by adjacent owners or tenants and is appealable to the City Planning Commission.

- Provide documentation confirming adjacent owner or tenant status is required (e.g., a lease agreement, rent receipt, utility bill, property tax bill, ZIMAS, driver's license, bill statement).

## WAIVER OF DEDICATION AND / OR IMPROVEMENT

Procedures for appeals of Waiver of Dedication and/or Improvements (WDIs) are pursuant to [LAMC Section 12.37 I of Chapter 1](#) or [LAMC Section 10.1.10. \(Waiver and Appeals\) of Chapter 1A](#) as applicable.

- WDIs for by-right projects can only be appealed by the Property Owner.
- If the WDI is part of a larger discretionary project, the applicant may appeal pursuant to the procedures which govern the main entitlement.

## [VESTING] TENTATIVE TRACT MAP

Procedures for appeals of [Vesting] Tentative Tract Maps are pursuant [LAMC Section 13B.7.3.G. of Chapter 1A](#).

- Appeals must be filed within 10 days of the date of the written determination of the decision-maker.

## NUISANCE ABATEMENT / REVOCATIONS

Appeal procedures for Nuisance Abatement/Revocations are pursuant to [LAMC Section 13B.6.2.G. of Chapter 1A](#). Nuisance Abatement/Revocations cases are only appealable to the City Council.

### Appeal Fee

- Applicant (Owner/Operator)*. The fee charged shall be in accordance with the [LAMC Section 19.01 B.1\(a\) of Chapter 1](#) or [LAMC Section 15.1.1.F.1.a. \(Appeal Fees\) of Chapter 1A](#) as applicable.

For appeals filed by the property owner and/or business owner/operator, or any individuals/agents/representatives/associates affiliated with the property and business, who files the appeal on behalf of the property owner and/or business owner/operator, appeal application fees listed under [LAMC Section 19.01 B.1\(a\) of Chapter 1](#) shall be paid, at the time the appeal application is submitted, or the appeal application will not be accepted.

- Aggrieved Party*. The fee charged shall be in accordance with the [LAMC Section 19.01 B.1\(b\) of Chapter 1](#) or [LAMC Section 15.1.1.F.1.b. \(Appeal Fees\) of Chapter 1A](#) as applicable.

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**A – APPEAL MATERIALS**

**A.2 – APPEAL JUSTIFICATION**

## **Appeal of Vesting Tentative Tract Map No. VTT-84762-SL**

### **Grounds for Appeal (Final Filing Version)**

Appellant: Stephen Webb

Project: Melrose Bungalows, 4061 West Melrose Avenue (4061-4069 1/2 West Melrose Avenue)

Appellate Body: Area Planning Commission

### **Statement of Standing**

Appellant is a long-term tenant residing at the project site known as the Melrose Bungalows.

### **I. Improper Removal of Rent Stabilization Ordinance Protections**

The Advisory Agency erred in approving Vesting Tentative Tract Map No. VTT-84762-SL because the project results in the effective removal of Rent Stabilization Ordinance protections from the Melrose Bungalows, a 1923 bungalow court consisting of eight bungalows and one duplex that has long functioned as a rent-stabilized community in East Hollywood. Several residents have lived at the property for more than two decades, and for many tenants this is not simply housing but a long-established community built over many years.

The project does not create new housing units or preserve affordability. Instead, it subdivides a unified rent-stabilized property into individually saleable lots under the Small Lot Subdivision Ordinance, fundamentally changing the legal status of the homes that currently exist. While the structures may remain, the protections that allow tenants to remain in place do not.

Although several long-delayed repairs were finally addressed after the City became involved following the September 2025 hearing, that work came only after prolonged tenant complaints and outside intervention. At the same time, vacant units have continued to receive significant upgrades, while many tenants remain reluctant to engage with management after years of inconsistent maintenance and limited communication.

For those of us who live here, approval means the disappearance of rent-stabilized housing without demolition, replacement, or meaningful tenant protection. The Advisory Agency failed to fully analyze this practical loss of protected housing.

### **II. Misapplication of the Housing Crisis Act (SB 8)**

The Advisory Agency erred by treating the Melrose Bungalows as though this were a routine subdivision with no loss of protected housing simply because the buildings themselves remain standing. The Melrose Bungalows are eight bungalows and one duplex containing rent-stabilized homes, several inhabited by tenants who have built their lives around the protections afforded by the Rent Stabilization Ordinance.

SB 8 protects housing that has been subject to rent control within the previous five years because loss of those protections can trigger displacement even when no structure is demolished. Here, approval of VTT-84762-SL allows the bungalow court to be legally transformed from protected rental housing into individually subdivided lots, stripping away the conditions that currently allow tenants to remain in place.

No replacement housing is created. No affordability is preserved. The structures remain, but the protected housing does not. By focusing only on whether walls are removed, rather than whether protected housing is functionally lost, the Advisory Agency applied SB 8 too narrowly.

### **III. Inconsistency with the City of Los Angeles Housing Element**

The approval of VTT-84762-SL is inconsistent with the City of Los Angeles Housing Element, which

identifies preservation of existing affordable housing as essential to addressing displacement. The Melrose Bungalows already provide that housing: a long-standing rent-stabilized community where residents have remained because rents stayed within reach.

This project does not add affordable housing, rehabilitate occupied units for existing tenants, or improve housing access. It instead converts an existing protected community into subdivided lots, making future displacement more likely and directly undermining the City's adopted housing goals.

#### **IV. Failure to Make Required Findings Under LAMC Section 12.95.2**

The Determination does not contain substantial evidence supporting the findings required under Los Angeles Municipal Code Section 12.95.2. In particular, there is no meaningful analysis of whether existing tenants could realistically purchase subdivided units, despite public claims by the applicant that subdivision could create ownership opportunities.

None of the tenants at the Melrose Bungalows have ever been approached with such an opportunity, nor have the owners met with tenants to discuss ownership in any practical or financial terms. For working tenants in a rent-stabilized property, many of whom have remained because these units are among the few affordable homes left available to them, such claims do not reflect financial reality.

The record also lacks meaningful analysis of cumulative impacts on similar bungalow courts facing the same strategy, despite the fact that the Melrose Bungalows are already the second known property in Los Angeles where this method is being pursued.

#### **V. Abuse of Discretion and Precedent-Setting Harm**

By approving this tract map as a routine subdivision, the Advisory Agency failed to account for what this decision signals beyond one property. The Melrose Bungalows are the second known bungalow court in Los Angeles where subdivision is being used in this way following the Scott Avenue Court case.

If allowed to stand, this approval signals that rent-stabilized bungalow courts across Los Angeles may be converted into individually subdivided lots without preserving tenant protections. That precedent threatens affordable housing far beyond this property and encourages similar displacement elsewhere.

#### **Requested Action**

For the reasons stated above, Appellant respectfully requests that the Area Planning Commission overturn the Advisory Agency's approval of Vesting Tentative Tract Map No. VTT-84762-SL in its entirety.

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**B – MAPS**

**B.1 - VICINITY MAP**

**B.2 - ZIMAS MAP**

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

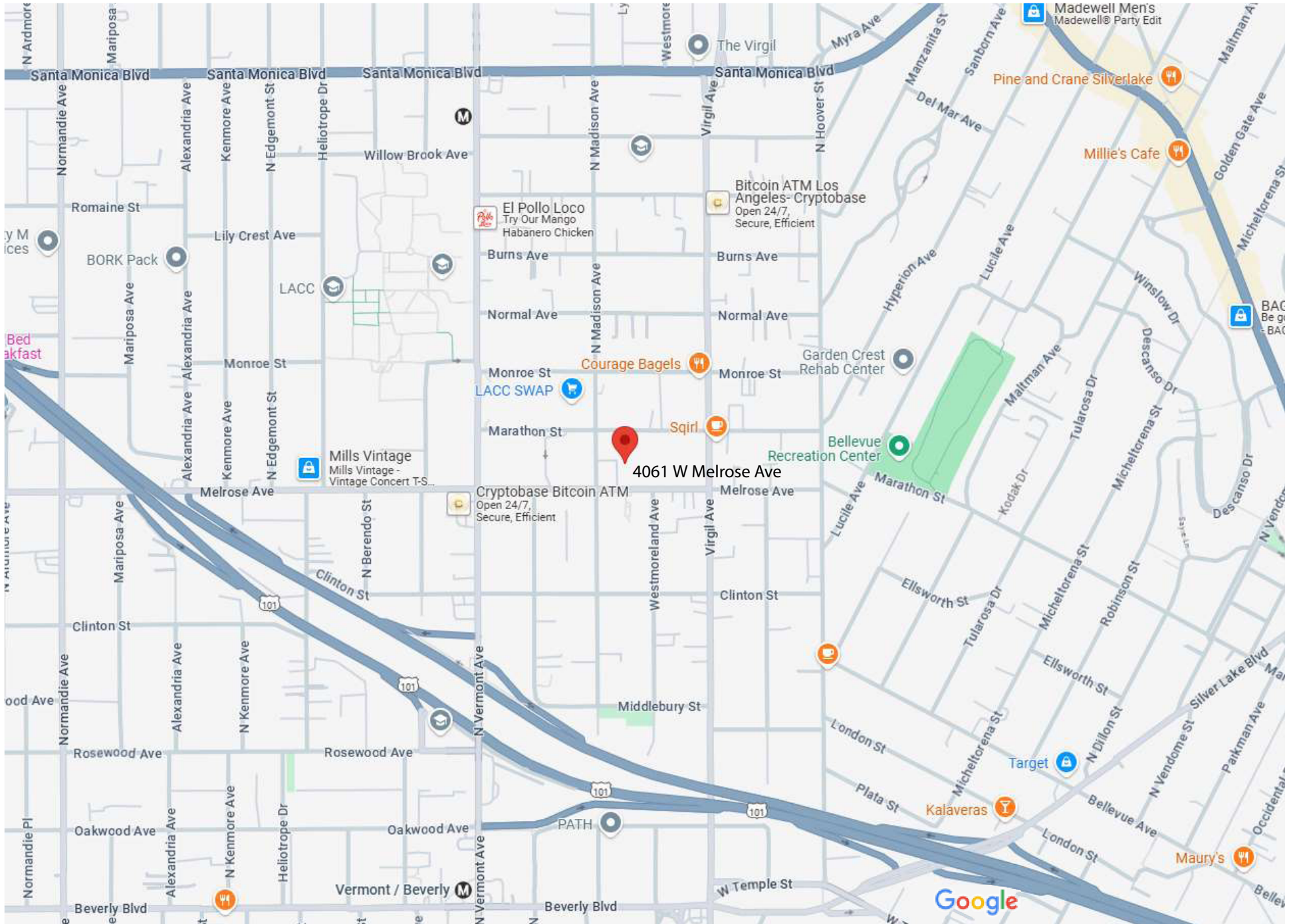
**B – MAPS**

**B.1 - VICINITY MAP**

4061-4069 W Melrose Ave  
Los Angeles, CA 90029

VICINITY MAP

JPL 9189



VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**B – MAPS**

**B.2 - ZIMAS MAP**



Address: 4061-4069 W MELROSE AVE

Tract: CONNER'S SUBDIVISION OF  
THE JOHANNSEN TRACT

Zoning: RD1.5-1XL

APN: 5539020019

Block: None

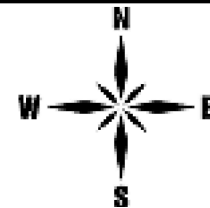
General Plan: Low Medium II Residential

PIN #: 141B197 425

Lot: FR 450

Arb: 2

# ZIMAS MAP



0.02 Miles  
80 Feet

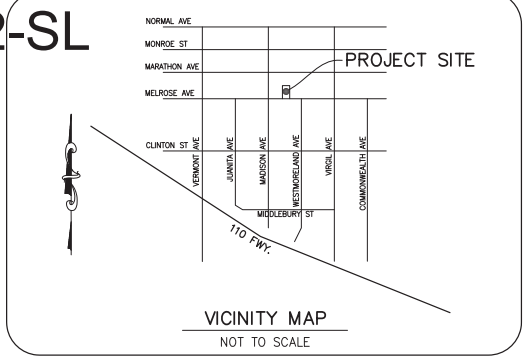
VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**C – VESTING TENTATIVE TRACT MAP NO. 84762 (STAMP-DATED 01/26/2026)**

VESTING TENTATIVE TRACT MAP NO. 84762  
FOR SMALL LOT SUBDIVISION PURPOSES  
IN THE CITY OF LOS ANGELES, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

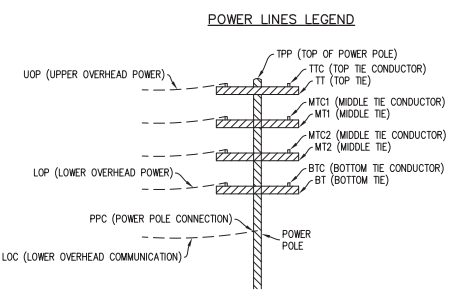
VTT-84762-SL



- NOTES**
- SMALL LOT SINGLE FAMILY SUBDIVISION IN THE RD1.5-1XL ZONE, PURSUANT TO ORDINANCE 185,462.
  - REFERENCE DOCUMENT FOR LEGAL DESCRIPTION AND EASEMENTS: CHICAGO TITLE COMPANY PRELIMINARY TITLE REPORT ORDER NO. 00209020-27X, DATED MAY 17, 2024.
  - SITE ADDRESS: 4061 MELROSE AVENUE, LOS ANGELES, CA 90029
  - ASSESSOR'S PARCEL NUMBER: 5539-020-019.
  - LAND AREA: 15,513 SQ. FT. 0.356 ACRE
  - LEGAL OWNER: BOW HUNTER DEVELOPMENT, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, AS TO AN UNDIVIDED 86.0000% INTEREST AND MELROSE TEN LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, AS TO AN UNDIVIDED 14.0000% INTEREST, AS TENANTS IN COMMON  
ADDRESS: 5250 LANKERSHIM BLVD. STE 500, NORTH HOLLYWOOD, CA 91601  
TELEPHONE NO.: (323) 839-4623
  - EXISTING AND PROPOSED: RD1.5-1XL
  - BUILDING SETBACKS PER ZONE:  
FRONT: 15 FT.  
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 FT.  
REAR: 10% OF LOT WIDTH, 10 FT MAX; 5 FT MIN.
  - ALLOWABLE BUILDING HEIGHT PER ZONE: 30 FEET & 2 STORIES.
  - FLOOR AREA RATIO PER ZONE: 3:1
  - EXISTING PROPERTY USE: RESIDENTIAL  
PROPOSED PROPERTY USE: RESIDENTIAL
  - EXISTING PARKING SPACES: 8 STANDARD SPACES
  - PROPOSED PARCEL AREAS:  
PARCEL 1 = 1,547 SQ. FT.  
PARCEL 2 = 1,454 SQ. FT.  
PARCEL 3 = 1,446 SQ. FT.  
PARCEL 4 = 1,362 SQ. FT.  
PARCEL 5 = 3,918 SQ. FT.  
PARCEL 6 = 1,362 SQ. FT.  
PARCEL 7 = 1,446 SQ. FT.  
PARCEL 8 = 1,454 SQ. FT.  
PARCEL 9 = 1,524 SQ. FT.  
TOTAL = 15,513 SQ. FT.
  - EXISTING BUILDING FOOTPRINT AREAS:  
BUILDING 1 = 616 SQ. FT.  
BUILDING 2 = 615 SQ. FT.  
BUILDING 3 = 614 SQ. FT.  
BUILDING 4 = 615 SQ. FT.  
BUILDING 5 = 843 SQ. FT.  
BUILDING 6 = 615 SQ. FT.  
BUILDING 7 = 614 SQ. FT.  
BUILDING 8 = 616 SQ. FT.  
BUILDING 9 = 617 SQ. FT.
  - THERE ARE NO PROTECTED TREES OR SHRUBS ON-SITE.
  - THERE WILL BE NO GRADING.
  - SEWERS ARE IN PLACE AND DRAINING INTO THE CITY SEWER IN MELROSE.
  - UTILITIES SHOWN HEREON WERE OBTAINED FROM OBSERVED EVIDENCE AND UNDERGROUND UTILITY LINES WERE TAKEN FROM AVAILABLE SUBSTRUCTURE MAPS.
  - UNDER DRAINAGE IS BY SURFACE DRAIN.

- LEGEND**
- CENTER LINE
  - PROPERTY LINE
  - PROPOSED VEHICULAR ACCESS AND PARKING EASEMENT
  - PROPOSED PEDESTRIAN ACCESS EASEMENT
  - CURB UNLESS OTHERWISE NOTED
  - WALL
  - COLUMN
  - FENCE
  - POWER POLE
  - COMMUNICATION POLE
  - SURFACE DRAIN
  - SIGN
  - TREE WITH TRUNK DIAMETER
  - SUBSURFACE GAS LINE
  - SUBSURFACE SEWER LINE
  - SUBSURFACE TELEPHONE LINE
  - SUBSURFACE WATER LINE

- ABBREVIATIONS**
- A/C AIR CONDITION
  - AC ASPHALT CONCRETE
  - BK BRICK
  - BLDG BUILDING
  - BSW BACK OF SIDEWALK
  - BT BOTTOM TIE
  - BTC BOTTOM TIE CONDUCTOR
  - BWL BLOCK WALL
  - CB CURB & GUTTER
  - CC CONCRETE
  - CLF CHAIN LINK FENCE
  - COL COLUMN
  - CDM COMMUNICATION
  - CP COMMUNICATION POLE
  - CV COVERED DRIVEWAY
  - ECAB ELECTRICAL CABINET
  - EG ELEVATION
  - EM ELECTRICAL METER
  - EPIG ELECTRICAL PIPE IN GROUND
  - ER EARTH
  - FF FINISH FLOOR
  - FLW FLOW LINE
  - FRY FRONT YARD
  - GM GAS METER
  - IRN IRON GATE
  - INF IRON FENCE
  - LN LANDING
  - LDC LOWER OVERHEAD COMMUNICATION
  - LDP LOWER OVERHEAD POWER
  - MAP MAILBOX
  - N.B. MAILBOX
  - MTC MIDDLE TIE
  - MTC MIDDLE TIE CONDUCTOR
  - DHG OVERHEAD OVERHANG
  - PP POWER POLE
  - PPC POWER POLE CONNECTION
  - PWR POWER
  - RF ROOF
  - RY REAR YARD
  - S.GATE SLIDE GATE
  - SCD SEWER CLEAN OUT
  - SY SIDE YARD
  - TT TOP OF CURB
  - TPP TOP OF POWER POLE
  - TR TRANSFORMER
  - TT TOP TIE CONDUCTOR
  - TW TOP OF WALL
  - TYP TYPICAL
  - UPD UPPER OVERHEAD POWER
  - VCP VITRIFIED CLAY PIPE
  - W/WOOD WOOD COLUMN
  - WD WOOD
  - WDF WOOD FENCE
  - WM WATER METER
  - YBTS YARD BOX TRAFFIC SIGNAL



**SMALL LOT AND SETBACK MATRIX**

LOT	LOT SIZE	LOT COVERAGE	SETBACK			
			WEST	SOUTH	NORTH	EAST
1	1,547 S.F.	40%	7'-7" (SY)	4'-11 1/2" (FY)	4'-9" (RY)	8'-1 1/2" (SY)
2	1,454 S.F.	42%	7'-9" (SY)	3'-0" (FY)	4'-11" (RY)	7'-11 1/2" (SY)
3	1,446 S.F.	42%	7'-11 1/2" (SY)	3'-0" (FY)	4'-9" (RY)	7'-10 1/2" (SY)
4	1,362 S.F.	45%	5'-6 1/2" (SY)	3'-0" (FY)	3'-1" (RY)	7'-9" (SY)
5	3,918 S.F.	22%	34'-0" (SY)	2'-10 1/2" (FY)	0'-2" (RY)	33'-8 1/2" (SY)
6	1,356 S.F.	45%	8'-0" (SY)	3'-0" (FY)	3'-0" (RY)	7'-11" (SY)
7	1,462 S.F.	42%	7'-10 1/2" (SY)	3'-0" (FY)	4'-9" (RY)	7'-11 1/2" (SY)
8	1,454 S.F.	42%	7'-9" (SY)	3'-0" (FY)	4'-10 1/2" (RY)	8'-0 1/2" (SY)
9	1,524 S.F.	40%	7'-7 1/2" (SY)	4'-4 1/2" (FY)	4'-10 1/2" (RY)	8'-1" (SY)

LOS ANGELES DEPT. OF CITY PLANNING  
SUBMITTED FOR FILING  
 TRACT MAP  
 **JAN 26 2026**

REVISED MAP  
 EXTENSION OF TIME  
 FINAL MAP UNIT  
 MODIFIED  
DEPUTY ADVISORY AGENCY

**BRIEF LEGAL DESCRIPTION**  
THE WEST 20 FEET OF LOT 446 AND ALL OF LOT 448 AND THE EAST 20 FEET OF LOT 450 OF CONNER'S SUBDIVISION OF THE JOHANNSEN TRACT, IN THE CITY OF LOS ANGELES, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 15, PAGE 86 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

**EASEMENT NOTE**  
THERE ARE NO EASEMENTS PER THE REFERENCED PRELIMINARY TITLE REPORT.

**BASIS OF BEARINGS**  
THE EASTERLY LINE OF VIRGIL AVENUE, BEING SOUTH PER TRACT NO. 2179 M.B. 21-193A.

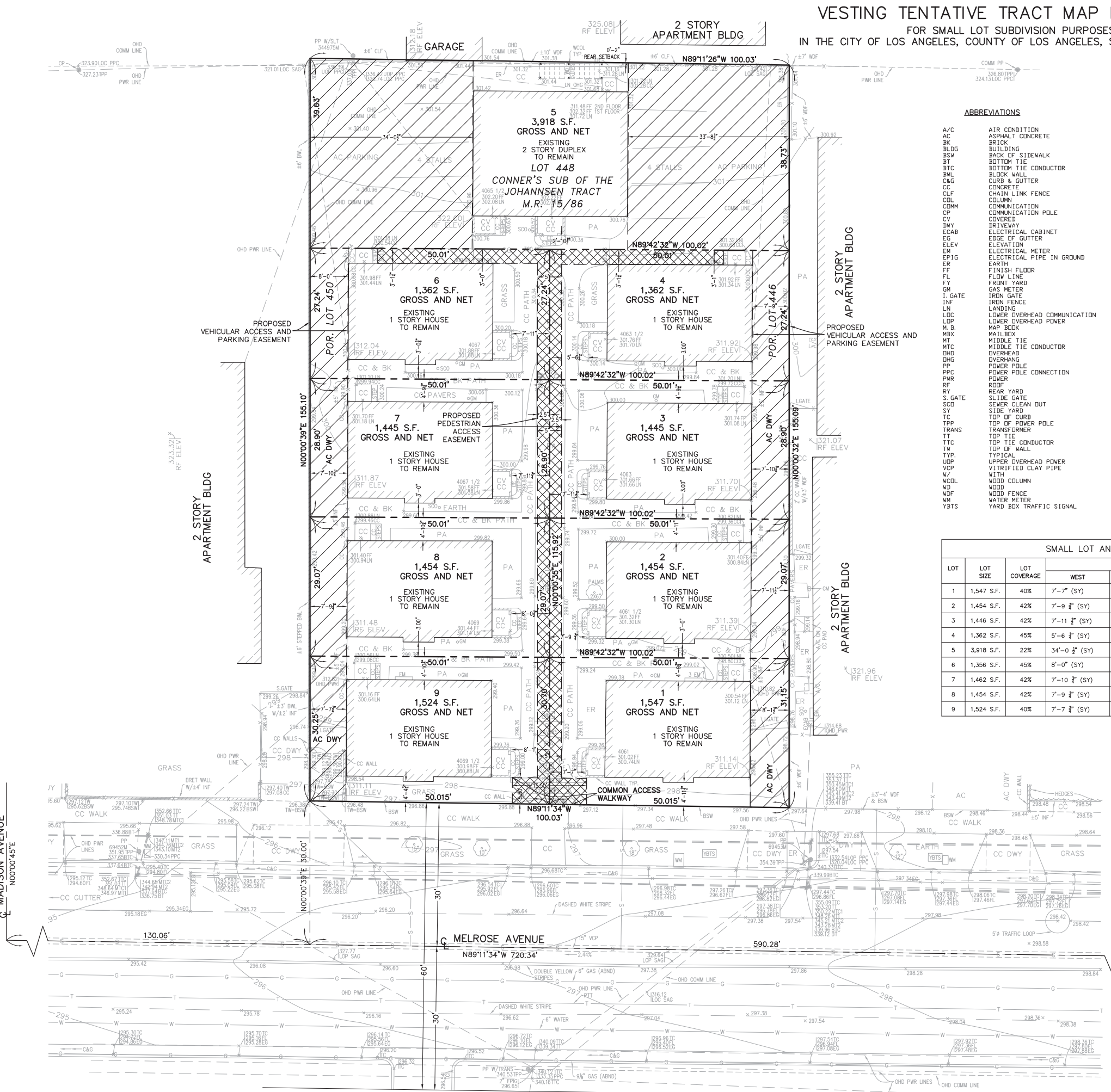
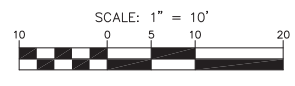
**BENCH MARK**  
CITY OF LOS ANGELES BENCH MARK NO. 12-18249 ELEV=295.063  
DATUM: NAVD 1988  
YEAR: 2000  
DESCRIPTION: CITY OF L.A. SURV. PBM \*STMPD\* 12-18249 1970\* 3.7FT S OF S CURB LINE MELROSE AVE; 21FT E OF BC CURB RETURN E OF MADISON AVE; SE COR CB.

*Ofer Shapira*  
1-8-26  
DATE

**Surveying & Drafting Services, Inc.**  
901 Seward Street, Los Angeles, CA 90038  
Tel: (323) 366-2882 Email: mailbox@surveyinganddrafting.com  
www.surveyinganddrafting.com

**TENTATIVE TRACT NO. 84762**  
4061 MELROSE AVENUE  
LOS ANGELES, CALIFORNIA 90029

DATE: 1-8-26  
DATE OF SURVEY: 7-25-24  
JOB NAME: BMR/MELROSE  
DRAWN BY: A.S., V.L.  
CHECKED BY: O.S.  
SHEET: 1 OF 1



VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**D – ADVISORY AGENCY LETTER OF DETERMINATION (DATED 02/26/2026)**

DEPARTMENT OF  
CITY PLANNING

COMMISSION OFFICE  
(213) 978-1300

CITY PLANNING COMMISSION

MONIQUE LAWSHE  
PRESIDENT

CAROLINE CHOE  
VICE-PRESIDENT

PRISCILLA CHAVEZ  
MARTINA DIAZ  
SARAH JOHNSON  
PHYLLIS KLEIN  
BRIAN ROSENSTEIN  
JACOB SAITMAN  
ELIZABETH ZAMORA

CITY OF LOS ANGELES  
CALIFORNIA



KAREN BASS  
MAYOR

EXECUTIVE OFFICES  
200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
(213) 978-1271

VINCENT P. BERTONI, AICP  
DIRECTOR

KEVIN J. KELLER, AICP  
EXECUTIVE OFFICER

SHANA M.M. BONSTIN  
DEPUTY DIRECTOR

HAYDEE URITA-LOPEZ  
DEPUTY DIRECTOR

ARTHI L. VARMA, AICP  
DEPUTY DIRECTOR

LISA M. WEBBER, AICP  
DEPUTY DIRECTOR

CRAIG R. WEBER  
DEPUTY DIRECTOR

Decision Date: February 26, 2026

Last Day to File an Appeal: March 13, 2026

Aaron Belliston (A)(O)  
Melrose Ten LLC  
5250 Lankershim Boulevard,  
Suite 500  
North Hollywood CA, 91601

Case No.: VTT-84762-SL  
Related Case No. ADM-2025-1671-SLD  
CEQA Case No. ENV-2025-1299-CE  
Address: 4061 West Melrose Avenue  
(4061-4069 ½ West Melrose  
Avenue)  
Planning Area: Hollywood  
Zone: RD1.5-1XL  
D.M.: 141B197  
C.D.: 13 – Soto-Martinez  
Legal Description: Lot 448, Lot FR 450 (Arb 2), and  
Lot 446 (Arb 1), Block E of  
Conner's Subdivision of the  
Johannsen Tract

The Advisory Agency determined, based on the whole administrative record, that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Article 19, Section 15301 (Class 1), and there is no substantial evidence demonstrating that an exception to a categorical exemption, pursuant to Section 15300.2, applies. In accordance with provisions of Sections 17.06, and 17.15 of Chapter 1 and Sections 13B.7.3.C.2 of Chapter 1A of the Los Angeles Municipal Code (LAMC), the Advisory Agency approved Vesting Tentative Tract No. 84762-SL, located at 4061 West Melrose Avenue for the merger and resubdivision of three (3) lots, totaling 15,513 square feet, into **nine (9) small lots**, pursuant to LAMC Chapter 1, Section 12.22 C.27, as shown on revised map stamp-dated **January 26, 2026** in the Hollywood Community Plan and Vermont/Western Station Neighborhood Area Plan (SNAP) Specific Plan. This unit density is based on the RD1.5-1XL Zone. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height. In accordance with Chapter 1A of LAMC Section 13B.7.1.C.2, the Advisory Agency approves a waiver of a two (2) foot widening improvement requirement along West Melrose Avenue, adjacent to the project's street frontage, to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway. (The subdivider is hereby advised that the LAMC may not permit this maximum approved density.)

Therefore, verification should be obtained from the Department of City Planning Zoning Review Division.) The Advisory Agency's approval is subject to the following conditions:

**NOTE** on clearing conditions: When two (2) or more **agencies** must clear a condition, subdivider should follow the sequence indicated in the condition. For the benefit of the applicant, subdivider shall maintain record of all conditions cleared, including all material supporting clearances and be prepared to present copies of the clearances to each reviewing agency as may be required by its staff at the time of its review. The final map must be recorded within 36 months of this approval, unless the subdivider requests a time extension and it is granted before the end of such period, if applicable. Time Extensions may not always be granted.

#### **BUREAU OF ENGINEERING – SPECIFIC CONDITIONS**

*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/>.*

1. That if this tract map is approved as "Small Lot Subdivision" then, if necessary for street address purposes, all the common access to this subdivision be named on the final map satisfactory to the City Engineer.
2. That if this tract map is approved as small lot subdivision, then the final map be labeled as "Small Lot Subdivision per Ordinance No. 185462" satisfactory to the City Engineer.
3. That all common access easements including the vehicular access and pedestrian access easement be part of the adjoining lots.
4. That all pedestrian common access easements be shown on the final map.
5. That, if necessary, the owners of the property record an agreement satisfactory to the City Engineer that they will provide name signs for the common access driveways.
6. That, if necessary, public sanitary sewer easements be dedicated on the final map based on an alignment approved by the BOE - Central District Office.
7. That, the subdivider makes a request to the BOE - Central District Office to determine the capacity of existing sewers in this area.
8. That the following improvements be either constructed prior to recordation of the final map or that the construction be suitably guaranteed satisfactory to the City Engineer:
  - a. Improve Melrose Avenue adjoining the subdivision by the repair and or replacement any broken, off-grade or damaged concrete curb, gutter, sidewalk, and roadway pavement, including any necessary removal and reconstruction of existing improvements.
  - b. Construct any necessary on-site mainline and house connection sewers satisfactory to the City Engineer.

**DEPARTMENT OF BUILDING AND SAFETY, GRADING DIVISION**

*Grading Division approvals are conducted at 221 North Figueroa Street, 12<sup>th</sup> Floor suite 1200. The approval of this Tract Map shall not be construed as having been based upon a geological investigation such as will authorize the issuance of the building permit of the subject property. Such permits will be issued only at such time as the Department of Building and Safety has received such topographic maps and geological reports as it deems necessary to justify the issuance of such building permits.*

9. Comply with any requirements with the Department of Building and Safety, Grading Division for recordation of the final map and issuance of any permit.

**DEPARTMENT OF BUILDING AND SAFETY, ZONING DIVISION**

*An appointment is required for the issuance of a clearance letter from the Department of Building and Safety. The applicant is asked to contact Eric Wong at (213) 482-6876 to schedule an appointment.*

10. There are two permits (1923LA1833 and 1923LA1840) for 2 detached garages on the site with four parking spaces per garage for total of eight parking spaces. The two garages are currently no longer there without obtaining the applicable demolition permits. Obtain demolition permits to remove the parking structures and parking spaces from the site.
11. Obtain demolition permits to remove the parking structures and parking spaces from the site without replace or replace it with uncovered parking spaces. Provide copies of the permits and signed inspection cards to show completion of the work.
12. Provide building plans to show compliance with current Los Angeles City Residential Code concerning exterior wall/opening protection and exit requirements with respect to the new property lines.
  - a. Provide 1-hr fire-resistance exterior walls if fire separation distance is: Less than 5' [T-R302.1(1)], or Less than 3' if the building is equipped throughout with an automatic residential fire sprinkler system installed in accordance with section R313. [T-R302.1(2)].
  - b. Openings are not allowed within 3' fire separation distance. [T-R302.1(1) & T-R302.1(2)].
  - c. Maximum 25% opening area is allowed when the fire separation distance is between 3' and 5' for building without automatic sprinkler. (T-302.1(1)).
  - d. Unlimited opening area is allowed when the fire separation distance is  $\geq 3'$  for building with automatic sprinkler. (T-302.1(2)).
  - e. All noncompliance issues shall be corrected, required permits shall be obtained, and the final work inspected prior to a clearance letter being issued.
13. Show all street dedication as required by Bureau of Engineering and provide net lot area after all dedication. "Area" requirements shall be re-checked as per net lot area after street/alley dedication. Front yard and density requirements shall be required to comply with current code as measured from new property line after dedication.
14. If dedication is required, obtain City Planning to allow for the further reduction of the existing nonconforming front yard setback for Lots 1 and 9.

15. If dedication is required, a minimum 15,000 SF of total lot area is required to maintain the existing 10 units (maximum density of 1,500 SF of lot area/dwelling unit) after required dedication is taken.

Notes:

Owners are to record a Maintenance Agreement that runs with the land for the purpose of reciprocal private easements maintenance program to all common areas and shared facilities such as trees, landscaping, drainage, trash, parking, community driveway (ground floor width and width clear to sky above the ground floor level), including walkways as shown on the approved Small Lot Subdivision Map.

The project site is within the Vermont / Western Station Neighborhood Area Plan.

The project site is within AB 2097.

The proposed building plans have not been checked for and shall comply with Building and Zoning Code requirements. With the exception of revised health or safety standards, the subdivider shall have a vested right to proceed with the proposed development in substantial compliance with the ordinances, policies, and standards in effect at the time the subdivision application was deemed complete. Plan check will be required before any construction, occupancy or change of use.

#### DEPARTMENT OF TRANSPORTATION

Contact [ladot.onestop@lacity.org](mailto:ladot.onestop@lacity.org) for any questions.

16. Any changes made to the existing parking and/or driveway, a parking area and driveway plan be submitted to the LADOT Citywide Planning Coordination Section for approval prior to submittal of building permit plans for plan check by the Department of Building and Safety. Transportation approvals are conducted at 201 North Figueroa Street, Room 550. For an appointment, contact LADOT's One Stop email at [ladot.onestop@lacity.org](mailto:ladot.onestop@lacity.org).
17. Any changes made to the existing parking and/or driveway, a fee in the amount of \$205 be paid to LADOT as required per Ordinance No. 180542 and LAMC Section 19.15 prior to recordation of the final map. Note: the applicant may be required to comply with any other applicable fees per this new ordinance.

#### FIRE DEPARTMENT

*The applicant is further advised that all subsequent contact regarding these conditions must be with the Hydrant and Access Unit. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished BY APPOINTMENT ONLY, in order to assure that you receive service with a minimum amount of waiting please call (213) 482-6543. You should advise any consultant representing you of this requirement as well.*

18. That prior to the recordation of the final map, a suitable arrangement shall be made satisfactory to the Fire Department, binding the subdivider and all successors to the following:
- a. Access for Fire Department apparatus and personnel to and into all structures shall be required.
  - b. Address identification. New and existing buildings shall have approved building

identification placed in a position that is plainly legible and visible from the street or road fronting the property.

- c. One or more Knox Boxes will be required to be installed for LAFD access to project.
- d. Location and number to be determined by LAFD Field Inspector. (Refer to FPB Req # 75).
- e. The entrance or exit of all ground dwelling units shall not be more than 150 feet from the edge of a roadway of an improved street, access road, or designated fire lane.
- f. No building or portion of a building shall be constructed more than 150 feet from the edge of a roadway of an improved street, access road, or designated fire lane.
- g. The Fire Department may require additional vehicular access where buildings exceed 30 feet in height.
- h. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided.
- i. Smoke Vents may be required where roof access is not possible; location and number of vents to be determined at Plan Review.
- j. No proposed development utilizing cluster, group, or condominium design of one- or two-family dwellings shall be more than 150 feet from the edge of the roadway of an improved street, access road, or designated fire lane.
- k. The following recommendations of the Fire Department relative to fire safety shall be incorporated into the building plans, which includes the submittal of a plot plan for approval by the Fire Department either prior to the recordation of a final map or the approval of a building permit. The plot plan shall include the following minimum design features: fire lanes, where required, shall be a minimum of 20 feet in width; all structures must be within 300 feet of an approved fire hydrant, and entrances to any dwelling unit or guest room shall not be more than 150 feet in distance in horizontal travel from the edge of the roadway of an improved street or approved fire lane.
- l. Where rescue window access is required, provide conditions and improvements necessary to meet accessibility standards as determined by the Los Angeles Fire Department.
- m. Adequate off-site public and on-site private fire hydrants may be required. Their number and location to be determined after the Fire Department's review of the plot plan.
- n. Any required fire hydrants to be installed shall be fully operational and accepted by the Fire Department prior to any building construction.

**LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD)**

19. **That prior to the issuance of any demolition or grading permit or any other permit allowing site preparation and/or construction activities on the site,** satisfactory arrangements shall be made with the Los Angeles Unified School District implementing the measures for demolition and construction. The project site is located on the pedestrian and bus routes for students attending Dayton Heights Elementary. Therefore, the applicant shall make timely contact for coordination to safeguard pedestrians/ motorists with the LAUSD Transportation Branch, phone no. (213) 241-4210, and the principals or designees of Dayton Heights Elementary. (This condition may be cleared by a written communication from the LAUSD Transportation Branch attesting to the required coordination and/or the principals of the above referenced schools and to the satisfaction of the Advisory Agency).

**DEPARTMENT OF WATER AND POWER**

20. **That prior to the issuance of a grading or building permit,** satisfactory arrangements shall be made with the Department of Water and Power for the following:
- a. Acreage supply charges shall be paid.
  - b. Water main charges shall be paid.
  - c. Covenant and Maintenance Agreement for Small Lot Subdivision Map or Map with Land Locked Lots.
  - d. On January 1, 2018, LADWP implemented a new policy regarding water service for multi-unit residential structures. If a development allows LADWP to install an individual meter in front of each house and a water main serving that development fronts the property and is in a public right-of-way, then this is a conventional installation and LADWP will provide individual meters. However, if the small lot is completely and within private property and the request is for a manifold type installation of consecutive meters in that manifold-setting. LADWP can provide a master meter if the number of meters required is greater than five (5).
  - e. During the Preliminary or Tentative Map stage, the developer shall contact the appropriate LADWP Water Distribution Engineering District to coordinate the location of the proposed water service locations for their subdivision especially for small lot subdivisions or developments with land locked lots (lots with no frontage to the public right-of-way or public water main). For these types of developments, LADWP will require a Covenant and Maintenance Agreement (CMA) to be recorded. The developer/engineer shall provide an exhibit with the proposed water service locations for review. Upon review and approval, the CMA must be recorded with the LA County Recorder's office and sent back to LADWP. The Recorded CMA is required for LADWP to provide subdivision map clearance and water service. If there is no space available for LADWP to install the proposed water services within the public right of way, the services may need to be installed in private property and LADWP will require an easement to be dedicated on the final, recorded map.

**BUREAU OF STREET LIGHTING**

*Street Lighting clearance for this Street Light Maintenance Assessment District condition is conducted at 1149 S. Broadway Suite 200. Street Lighting improvement condition clearance will be conducted at the Bureau of Engineering District office, see condition S-3. (c).*

21. Prior to the recordation of the final map or issuance of the Certificate of Occupancy (C of O), street lighting improvement plans shall be submitted for review and the owner shall provide a good faith effort via a ballot process for the formation or annexation of the property within the boundary of the development into a Street Lighting Maintenance Assessment District.

**BUREAU OF SANITATION**

22. Wastewater Collection Systems Division of the Bureau of Sanitation shall inspect the sewer/storm drain lines serving the subject tract. Upon compliance with its conditions and requirements, the Bureau of Sanitation, Wastewater Collection Systems Division will forward the necessary clearances to the Bureau of Engineering. (This condition shall be deemed cleared at the time the City Engineer clears Condition No. S-1. (d).).

**INFORMATION TECHNOLOGY AGENCY**

23. To assure that cable television facilities will be installed in the same manner as other required improvements, please email [ita.cabletvclearance@lacity.org](mailto:ita.cabletvclearance@lacity.org) that provides an automated response with the instructions on how to obtain the Cable TV clearance. The automated response also provides the email address of three (3) people in case the applicant/owner has any additional questions.

**DEPARTMENT OF RECREATION AND PARKS**

*Park fees are paid at [221 North Figueroa Street, Suite 400](#), Los Angeles. Please contact Park Fees staff at (213) 202-2657 for any questions or comments.*

24. That the Park Fee paid to the Department of Recreation and Parks be calculated as a Subdivision (Quimby in-lieu) fee.

**URBAN FORESTRY DIVISION AND THE DEPARTMENT OF CITY PLANNING**

25. Project shall preserve all healthy mature street trees whenever possible. All feasible alternatives in project design should be considered and implemented to retain healthy mature street trees. A permit is required for the removal of any street tree and shall be replaced 2:1 as approved by the Board of Public Works and Urban Forestry Division.
26. When street dedications are required and to the extent possible, the project shall provide larger planting areas for existing trees to allow for growth and planting of larger stature street trees. This includes and is not limited to parkway installation and/or enlargement of tree wells and parkways.
27. Plant street trees at all feasible planting locations within dedicated streets as directed and required by the Bureau of Street Services, Urban Forestry Division. All tree plantings shall be installed to current tree planting standards when the City has previously been paid for tree plantings. The subdivider or contractor shall notify the Urban Forestry Division at: (213) 847-3077 upon completion of construction for tree planting direction and instructions.

Note:

Removal of street trees requires approval of the Board of Public Works. All projects must have environmental (CEQA) documents that appropriately address any removal and replacement of street trees. Contact Urban Forestry Division at: (213) 847-3077 for tree removal permit information.

**DEPARTMENT OF CITY PLANNING-SITE SPECIFIC CONDITIONS**

*Clearances may be conducted at the Figueroa, Valley, or West Los Angeles Development Services Centers. To clear conditions, an appointment is required, which can be requested at [planning.lacity.gov](http://planning.lacity.gov).*

28. Prior to the recordation of the final map, the subdivider shall prepare and execute a Covenant and Agreement (Planning Department General Form CP-6770) in a manner satisfactory to the Planning Department, binding the subdivider and all successors to the following:

- a. Limit the proposed development to a maximum of nine (9) Small Lots.
- b. Parking shall be provided in accordance with the LAMC and Case No. ADM-2025-1671-SLD.
- c. A Certificate of Occupancy (temporary or final) for the building(s) in Vesting Tentative Tract No. 84762-SL shall not be issued until after the final map has been recorded.
- d. That the subdivider shall comply with the **Vermont / Western Station Neighborhood Area Plan (SNAP) Specific Plan** prior to the issuance of a building or grading permit.
- e. Note to City Zoning Engineer and Plan Check. The Advisory Agency has considered the following setbacks in conjunction with the approved map. Minor deviations to the map's setbacks are allowed in the event that such deviations are necessary in order to accommodate other conditions of approval as required by other City agencies. In no event shall the setback from the perimeter boundary of the subdivision measure less than the yards required pursuant to LAMC Chapter 1, Section 12.22 C,27:

(i) Setbacks shall be permitted as follows:

Lot No.	North	South	East	West
1	4' - 9 3/4"	4' - 11 1/2"	8' - 1 1/2"	7' - 7"
2	4' - 11"	3' - 0"	7' - 11 1/2"	7' - 9 3/4"
3	4' - 9 1/4"	3' - 0"	7' - 10 1/4"	7' - 11 1/2"
4	3' - 1"	3' - 0"	7' - 9"	5' - 6 1/4"
5	0' - 2"	2' - 10 1/2"	33' - 8 1/2"	34' - 0 1/2"
6	3' - 0"	3' - 0 1/4"	7' - 11"	8' - 0"
7	4' - 9 1/4"	3' - 0"	7' - 11 3/4"	7' - 10 3/4"
8	4' - 10 3/4"	3' - 0"	8' - 0 1/2"	7' - 9 1/4"
9	4' - 10 1/2"	4' - 4 3/4"	8' - 1"	7' - 7 3/4"

(ii) The Common Access Driveway may have a minimum width of 7 feet, 7-

inch clear-to-sky.

- f. That prior to issuance of a certificate of occupancy, a minimum 6-foot-high wooden or decorative masonry wall shall be constructed adjacent to neighboring residences, if no such wall already exists, except in required front yard.
- g. The small lot subdivision shall conform to the plans stamped Exhibit A and approved by the Director of Planning under Case No. ADM-2025-1671-SLD. In the event the Advisory Agency modifies Vesting Tentative Tract Map No. 84762-SL in a manner that is inconsistent with the stamped plans, the subdivider shall submit revised plans in substantial conformance with the approved map to the satisfaction of the Advisory Agency, for inclusion in the case file, and prior to the issuance of a building permit.
- h. That the subdivider consider the use of natural gas and/or solar energy and consult with the Department of Water and Power and Southern California Gas Company regarding feasible energy conservation measures.
- i. INDEMNIFICATION AND REIMBURSEMENT OF LITIGATION COSTS.

Applicant shall do all of the following:

- (i) 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.
- (ii) 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.
- (iii) 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).
- (iv) 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).

- (v) 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. Action includes 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.

29. A Community Maintenance Agreement shall be prepared, composed of all property owners, to maintain all common areas such as trees, landscaping, trash, parking, community driveway, walkways, monthly service for private fire hydrant (if required), etc. Each owner and future property owners shall automatically become party to the agreement and shall be subject to a proportionate share of the maintenance. The Community Maintenance Agreement shall be recorded as a Covenant and Agreement to run with the land. The subdivider shall submit a copy of this Agreement, once recorded, to the Planning Department for placement in the tract file.
30. That copies of all recorded Covenant and Agreement(s) for all reciprocal private easements shall be submitted to the Planning Department for placement in the tract file.
31. That prior to the issuance of the building permit or the recordation of the final map, a copy of the Case No. ADM-2025-1671-SLD shall be submitted to the satisfaction of the Advisory Agency. In the event that Case No. ADM-2025-1671-SLD is not approved, the subdivider shall submit a tract modification.

#### **TENANT NOTIFICATION AND RELOCATION CONDITIONS**

32. Within 30 days of the date of this approval, the applicant/subdivider shall demonstrate that written notice of the herein approval has been provided to at least one tenant of each

rental unit located on the property. (LAMC Section 13B.7.3 of Chapter 1A, LAMC Section 12.95.2 of Chapter 1, and Advisory Agency Policy No. 2006-2 Small Lot Development And Tenant Relocation Requirements).

33. That the applicant execute and record a Covenant and Agreement (Planning Department General Form CP-6771) in a form satisfactory to the Advisory Agency, binding the applicant and any successor in interest to provide relocation assistance in a manner consistent with Section 12.95.2 G of Chapter 1 and 47.06 of the Los Angeles Municipal Code pertaining to rental subsidies for tenants evicted for condominium conversions and any additional ordinances that may provide greater relocation assistance. The covenant and agreement shall be executed and recorded within 10 days after expiration of appeal period (and final action thereon) and a copy provided to each tenant within five days of recordation of the covenant and agreement. **Failure to meet the requirement of this condition – including time limits – may be grounds to disapprove the final map.**
34. Within 10 days after the time to appeal has expired, the applicant shall execute and record a Covenant and Agreement (Planning Department General Form CP-6770) in a form satisfactory to the Advisory Agency binding the applicant and any successor in interest to the affirmative duty to abide by all provisions of the Ellis Act (Government Code §§ 7060, et seq.) and §§ 151.22 – 151.28 of the Los Angeles Municipal Code.

#### **DEPARTMENT OF CITY PLANNING – STANDARD SMALL LOT SUBDIVISION OF EXISTING DWELLING UNITS CONDITIONS**

- SL-1. That prior to final map recordation, the applicant shall execute and record a Covenant and Agreement stating that each tenant shall be given at least a 180-day written notice of intention to convert, prior to termination of tenancy, due to the conversion or proposed conversion. Government Code section 66427.1(c). This notification supersedes LAMC Section 12.95.2 E.2 of Chapter 1.
- SL -2. That prior to final map recordation, the applicant execute a covenant and agreement stating that each tenant of the proposed Small Lot Subdivision of Existing Dwelling Units project shall be given written notice of an exclusive right to contract for the purchase of the dwelling unit, occupied by the tenant, upon the same or more favorable terms and conditions than those initially offered to the general public. If a tenant's existing unit is to be combined with an adjacent unit, another unit of comparable size and amenities shall be offered to that tenant. The right shall run for a period of not less than 90 days from the date of issuance of the subdivision public report pursuant to Section 11018.2 of the California Business and Profession Code, unless the applicant receives prior written notice of the tenant's intention not to exercise the right. (LAMC Section 12.95.2 E.3 of Chapter 1).
- SL-4. Prior to the recordation of the Final Map the Department of Building and Safety shall certify to the satisfaction of the Advisory Agency that the existing structure meets all applicable Codes to its satisfaction for a residential use.
- SL-5. Prior to the recordation of the Final Map, whichever occurs first, the Department of Building and Safety shall certify to the satisfaction of the Advisory Agency that the existing structure meets all applicable Codes to its satisfaction for a residential use for sound attenuation.

#### **DEPARTMENT OF CITY PLANNING - STANDARD SMALL LOT CONDITIONS**

- SL-6. That a landscape plan, prepared by a licensed landscape architect, be submitted to and approved by the Advisory Agency in accordance with CP-6730 prior to obtaining any

grading or building permits before the recordation of the final map. The landscape plan shall identify tree replacement on a 1:1 basis by a minimum of 24-inch box trees for the unavoidable loss of desirable trees on the site.

In the event the subdivider decides not to request a permit before the recordation of the final map, a covenant and agreement satisfactory to the Advisory Agency guaranteeing the submission of such plan before obtaining any permit shall be recorded.

#### **BUREAU OF ENGINEERING - STANDARD CONDITIONS**

- S-1 (a) That the sewerage facilities charge be deposited prior to recordation of the final map over all of the tract in conformance with Section 64.11.2 of the Municipal Code (LAMC).
- (b) That survey boundary monuments be established in the field in a manner satisfactory to the City Engineer and located within the California Coordinate System prior to recordation of the final map. Any alternative measure approved by the City Engineer would require prior submission of complete field notes in support of the boundary survey.
- (c) That satisfactory arrangements be made with both the Water System and the Power System of the Department of Water and Power with respect to water mains, fire hydrants, service connections and public utility easements.
- (d) That any necessary sewer, street, drainage, and street lighting easements be dedicated. In the event it is necessary to obtain off-site easements by separate instruments, records of the Bureau of Right-of-Way and Land shall verify that such easements have been obtained. The above requirements do not apply to easements of off-site sewers to be provided by the City.
- (e) That drainage matters be taken care of satisfactory to the City Engineer.
- (f) That satisfactory street, sewer and drainage plans and profiles as required, together with a lot grading plan of the tract and any necessary topography of adjoining areas be submitted to the City Engineer.
- (g) That any required slope easements be dedicated by the final map.
- (h) That each lot in the tract comply with the width and area requirements of the Zoning Ordinance.
- (i) That 1-foot future streets and/or alleys be shown along the outside of incomplete public dedications and across the termini of all dedications abutting unsubdivided property. The 1-foot dedications on the map shall include a restriction against their use of access purposes until such time as they are accepted for public use.
- (j) That any 1-foot future street and/or alley adjoining the tract be dedicated for public use by the tract, or that a suitable resolution of acceptance be transmitted to the City Council with the final map.
- (k) That no public street grade exceeds 15%.
- (l) That any necessary additional street dedications be provided to comply with the Americans with Disabilities Act (ADA) of 2010.

- S-2 That the following provisions be accomplished in conformity with the improvements constructed herein:
- (a) Survey monuments shall be placed and permanently referenced to the satisfaction of the City Engineer. A set of approved field notes shall be furnished, or such work shall be suitably guaranteed, except where the setting of boundary monuments requires that other procedures be followed.
  - (b) Make satisfactory arrangements with the Department of Traffic with respect to street name, warning, regulatory and guide signs.
  - (c) All grading done on private property outside the tract boundaries in connection with public improvements shall be performed within dedicated slope easements or by grants of satisfactory rights of entry by the affected property owners.
  - (d) All improvements within public streets, private street, alleys, and easements shall be constructed under permit in conformity with plans and specifications approved by the Bureau of Engineering.
  - (e) Any required bonded sewer fees shall be paid prior to recordation of the final map.
- S-3 That the following improvements be either constructed prior to recordation of the final map or that the construction be suitably guaranteed:
- (a) Construct on -site sewers to serve the tract as determined by the City Engineer.
  - (b) Construct any necessary drainage facilities.
  - (c) Install street lighting facilities to serve the tract as required by the Bureau of Street Lighting.
    - (1) No street lighting requirements.

## NOTES:

The quantity of street lights identified may be modified slightly during the plan check process based on illumination calculations and equipment selection.

Conditions set: 1) in compliance with a Specific Plan, 2) by LADOT, 3) by other legal instrument excluding the Bureau of Engineering conditions, requiring an improvement that will change the geometrics of the public roadway or driveway apron may require additional or the reconstruction of street lighting improvements as part of that condition.

- (d) Plant street trees and remove any existing trees within dedicated streets or proposed dedicated streets as required by the Street Tree Division of the Bureau of Street Maintenance. All street tree plantings shall be brought up to current standards. When the City has previously been paid for tree planting, the subdivider or contractor shall notify the Urban Forestry Division ((213) 847-3077) upon completion of construction to expedite tree planting.
- (e) Repair or replace any off-grade or broken curb, gutter, and sidewalk satisfactory to the City Engineer.

- (f) Construct access ramps for the handicapped as required by the City Engineer.
- (g) Close any unused driveways satisfactory to the City Engineer.
- (h) Construct any necessary additional street improvements to comply with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design.
- (i) That the following improvements are either constructed prior to recordation of the final map or that the construction is suitably guaranteed:
  - a. Improve Melrose Avenue adjoining the subdivision by the repair and or replacement any broken, off-grade or damaged concrete curb, gutter, sidewalk, and roadway pavement, including any necessary removal and reconstruction of existing improvements.
  - b. Construct any necessary on-site mainline and house connection sewers satisfactory to the City Engineer.

**NOTES:**

The Advisory Agency approval is the maximum number of units permitted under the parcel map action. However, the existing or proposed zoning may not permit this number of units. This vesting map does not constitute approval of any variations from the Municipal Code, unless approved specifically for this project under separate conditions.

Any removal of the existing street trees shall require Board of Public Works approval.

Satisfactory arrangements shall be made with the Los Angeles Department of Water and Power, Power System, to pay for removal, relocation, replacement, or adjustment of power facilities due to this development. The subdivider must make arrangements for the underground installation of all new utility lines in conformance with Section 17.05-N of the Los Angeles Municipal Code (LAMC).

The final map must be recorded within 36 months of this approval, unless a time extension is granted before the end of such period.

The Advisory Agency hereby finds that this tract conforms to the California Water Code, as required by the Subdivision Map Act.

The subdivider should consult the Department of Water and Power to obtain energy saving design features which can be incorporated into the final building plans for the subject development. As part of the Total Energy Management Program of the Department of Water and Power, this no-cost consultation service will be provided to the subdivider upon his request.

**FINDINGS OF FACT (CEQA)**

The Advisory Agency has determined that based on the whole of the administrative record, Case No. ENV-2025-1299-CE, the Project is exempt from CEQA pursuant to CEQA Guidelines, Article 19, Section 15301, Class 1, and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 of the State CEQA Guidelines regarding cumulative impacts, significant effects or unusual circumstances, scenic highways, or hazardous waste sites, or historical resources applies.

**FINDINGS OF FACT (SUBDIVISION MAP ACT)**

In connection with the approval of Vesting Tentative Tract No. 84762-SL the Advisory Agency of the City of Los Angeles, pursuant to Sections 66473.1, 66474.60, .61 and .63 of the State of California Government Code (the Subdivision Map Act), makes the prescribed findings as follows:

- (a) THE PROPOSED MAP WILL BE/IS CONSISTENT WITH APPLICABLE GENERAL AND SPECIFIC PLANS.

The Land Use Element of the General Plan consists of 34 Community Plans within the City of Los Angeles. The Community Plans establish goals, objectives, and policies for future developments at a neighborhood level. Additionally, through the Land Use Map, the Community Plan designates parcels with a land use designation and zone. The Land Use Element is further implemented through the Los Angeles Municipal Code (LAMC). The zoning regulations contained within the LAMC regulates, but is not limited to, the maximum permitted density, height, parking, and the subdivision of land. The site is also located within Subarea B (Mixed Use Boulevards) of the Vermont/Western Station Neighborhood Area Plan (SNAP) Specific Plan, which establishes goals, objectives, and policies for future developments that supersede the LAMC.

The proposed subdivision of land is regulated pursuant to Article 7 of Chapter 1 of the LAMC. Specifically, Section 17.05 requires that the Tract Map be designed in compliance with the zoning regulations applicable to the project site. The project site is located within the Hollywood Community Plan, where an update of the Hollywood Community Plan was adopted by City Council on May 9, 2023, and became operative on February 11, 2025 before this case was filed. The Hollywood Community Plan designates the site with a Low Medium II Residential Land Use designation corresponding to the RD Zone. The project site is zoned RD1.5-1XL, which is consistent with the land use designation. Moreover, the project site is located within Subarea B of the SNAP and is consistent with its standards and regulations. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height. As shown on the Vesting Tentative Map, the applicant proposes to subdivide the project site into nine (9) small lots, pursuant to Small Lot Ordinance No. 185,462. As previously mentioned, the site is located within Subarea B of the SNAP. The project also includes a request to waive a two (2) foot widening improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway.

The Project is consistent with the following Hollywood Community Plan Policies:

*LU1.1 Neighborhood character. Maintain the distinguishing characteristics of Hollywood's residential neighborhoods with respect to lot size, topography, housing scale and landscaping, to protect the character of existing stable neighborhoods from new, out-of-scale development. (P1, P5, P7)*

The Project will maintain neighborhood character by continuing the use of the site as bungalow court housing. The Project protects the character of the existing neighborhood by maintaining what is on site, in lieu of clearing and demolishing the site to make way for new development that could potentially be out-of-scale.

*LU5.1 Individual choice and affordability. Provide a variety of rental and ownership housing opportunities for households of all income levels, sizes, and needs, including middle income and workforce populations. (P99)*

The Project will create opportunities for homeownership while maintaining the existing development patterns in this part of the Hollywood Community Plan Area.

*LU5.11 Address diverse resident needs. Provide for the preservation of existing housing stock and for the development of new housing to meet the diverse economic and physical needs of existing residents and the projected population of the Community Plan Area to the year 2040. (P103)*

The Project will preserve the existing housing stock while meeting the demand for homeownership by continuing the use of the site as bungalow court housing. The Project allows for units that could be purchased by first time home buyers while maintaining neighborhood character.

Pursuant to Section 3 of the SNAP, the provisions in the Specific Plan which require or permit greater or lesser setbacks, street dedications, open space, densities, heights, uses, parking, or other controls on development than would be allowed or required pursuant to the provisions contained in the Los Angeles Municipal Code (LAMC), prevail and supersede the applicable provisions of the LAMC. The SNAP was adopted in 2001, while the Small Lot Subdivision Ordinance was adopted in 2005, and subsequently amended in 2014 to allow early start construction of projects that want to begin construction utilizing the modified development standards for Small Lot Subdivisions prior to the recordation of a subdivision map. The Small Lot Ordinance modifies the required minimum lot size, width and coverage, and reduces yards, passageways, and building separation for a standard subdivision and development of residential uses, in order to provide greater flexibility in accommodating the construction of fee-simple housing on smaller sized lots than would otherwise be permitted for a multi-family residentially zoned lot. For these reasons, the Small Lot Subdivision Ordinance contains language to allow projects that will be developed as Small Lot Subdivisions to deviate from these requirements prior to the recordation of a final map. However, the Ordinance does not contain language to supersede any Specific Plan regulations prior to the recordation of the final map. Therefore, the proposed project is reviewed as one (1) development project and obligated to comply with the multi-family design and development regulations of the Specific Plan, as the provisions of the Small Lot Ordinance do not take effect until after the map is recorded.

In accordance with the Advisory Agency Policy No. 2006-2, the tenants of the existing units are entitled to tenant notification of at least a 180-day written notice of intention to convert pursuant to Government Code Section 66427.1(c). Condition No. SL-1 requires the applicant to provide a written notice of intention to convert, execute and record a Covenant and Agreement, which as such addresses the tenant notification requirement.

Additionally, the tenants of the existing units are entitled to relocation assistance in a manner consistent with Section 12.95.2 G and 47.06 of LAMC Chapter 1 and any additional ordinances that may provide greater relocation assistance for rental subsidies. Condition No. 33 requires the applicant to execute and record a Covenant and Agreement binding the applicant and any successor in interest to provide relocation assistance, which as such addresses the tenant relocation assistance requirement.

Pursuant to LAMC Section 17.06 B., a Vesting Tentative Tract Map must be prepared by or under the direction of a licensed land surveyor or registered civil engineer. It is required to contain information regarding the boundaries of the project site, as well as the abutting public rights-of-way, hillside contours for hillside properties, location of existing buildings, existing and proposed dedication, and improvements of the tract map. The Vesting Tentative Tract Map indicates the map number, notes, legal description, contact

information for the owner, applicant, and engineer, as well as other pertinent information as required by LAMC Section 17.06 B. Therefore, the proposed map demonstrates compliance with LAMC Sections 17.05 C, 17.06 B, and is consistent with the applicable General Plan, the Vermont/Western SNAP Specific Plan, the Hollywood Redevelopment Plan, and the Adaptive Reuse Incentive Area Specific Plan subject to the approval of the related case, Case No. ADM-2025-1671-SLD.

- (b) THE DESIGN OR IMPROVEMENT OF THE PROPOSED SUBDIVISION IS CONSISTENT WITH APPLICABLE GENERAL AND SPECIFIC PLANS.

For purposes of a subdivision, design and improvement is defined by Section 66418 and 66419 of the Subdivision Map Act and LAMC Chapter 1, Section 17.02. Design refers to the configuration and layout of the proposed lots in addition to the proposed site plan layout. Pursuant to Section 66427(a) of the Subdivision Map Act, the location of the buildings is not considered as part of the approval or disapproval of the map by the Advisory Agency. Easements and/or access and “improvements” refers to the infrastructure facilities serving the subdivision. LAMC Section 17.50 enumerates the design standards for a parcel map and requires that each map be designed in conformance with the Street Design Standards and in conformance with the General Plan.

As indicated in Finding (a), LAMC Chapter 1, Section 17.03 C requires that the tract map be designed in conformance with the zoning regulations of the project site and the Vermont/Western SNAP Specific Plan. The site is located within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP Specific Plan. Section 8.A of the Vermont/Western SNAP Specific Plan states that all lots found within this subarea are subject to R3 density. The project site is zoned RD1.5-1XL, which is consistent with the land use designation. The RD1.5-1XL Zone allows a density of one (1) dwelling unit per 1,500 square feet of lot area. The site permits a maximum of 10 dwellings on the 15,513 square-foot site. As shown in the Vesting Tentative Tract Map, the proposed project includes the merger and resubdivision of three (3) lots into a nine (9) small lot subdivision with a total of 10 units. The project also includes a request to waive a two (2) foot widening improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height. As such, the Vesting Tentative Tract Map is consistent with the density permitted by the zone and the specific plan.

The Vesting Tentative Tract Map was initially distributed on April 3, 2025 and reviewed by various city agencies of the Subdivision Committee that have the authority to make dedication, and/or improvement recommendations. On August 5, 2025, a courtesy distribution of the revised map, stamp dated August 5, 2025, was provided to the Advisory Agency. This stamped revised map includes updates to the Vesting Tentative Tract Map, such as lot dimensions and revised setbacks due to the changes in lot dimensions to accommodate gas meters. The Bureau of Engineering (BOE) reviewed the tract map for compliance with the Street Design Standards. The Bureau of Engineering has recommended improvements to the public right-of-way along Melrose Avenue, which includes a 2-foot roadway widening, consistent with the standards of the Mobility Element. Pursuant to LAMC Section 13B.7.1.C.2, the applicant requests a waiver of the two (2)-foot street widening requirement along West Melrose Avenue to retain the existing 20-foot half-roadway and five (5)-foot sidewalk. The widening is physically impractical, as the street is already fully improved and uniform; adding two feet would create a non-uniform sidewalk and require removal of a mature street tree. Given the established streetscape and low likelihood of future full-block widening, the waiver is appropriate and enforcing the

widening improvement is impractical. In addition, the Bureau of Engineering has recommended the construction of the necessary on-site mainline sewers and all necessary street improvements will be made to comply with the Americans with Disabilities Act (ADA) of 2010. The Bureau of Street Lighting did not require any street lighting improvements. As conditioned, the design and improvements of the proposed subdivision are consistent with the applicable General Plan.

(c) THE SITE IS PHYSICALLY SUITABLE FOR THE TYPE OF DEVELOPMENT.

The project site is comprised of three (3) rectangular-shaped lots located along the northerly side of Melrose Avenue and consisting of 0.36 acres (15,513 square feet) of lot area. The project site is currently developed with eight (8) one (1)-story single-family dwellings and one (1) two (2)-story duplex, constructed in 1923, as well as two (2) non-protected onsite trees and three (3) street trees. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height. All structures and onsite trees will remain. The project site is located within 1.38 km (0.86 miles) from the Upper Elysian Park Fault. The site is not located within a designated hillside area and Alquist-Priolo Fault Zone but is located within the BOE Special Grading Area. The site is not located within a Very High Fire Hazard Severity Zone, flood zone, landslide, methane, or tsunami inundation zone. Prior to the issuance of any permits, the project would be required to be reviewed and approved by the Department of Building and Safety and the Fire Department. The site is not subject to the Specific Plan for the Management of Flood Hazards (floodways, floodplains, mud prone areas, coastal high-hazard, and flood-related erosion hazard areas).

The tract map has been approved contingent upon the satisfaction of the Department of Building and Safety, Grading Division prior to the recordation of the map and issuance of any permits. Therefore, the site will be physically suitable for the proposed type of development.

(d) THE SITE IS PHYSICALLY SUITABLE FOR THE PROPOSED DENSITY OF DEVELOPMENT.

The project site is comprised of three (3) parcels, consisting of 15,513 square feet of lot area in size allowing a maximum of 10 dwelling units. The project site is currently developed with eight (8) one (1)-story single-family dwellings and one (1) two (2)-story duplex. The proposed project includes the merger of three (3) lots and resubdivision into nine (9) new Small Lots with a total of 10 units. The project also requests relief from a two (2) foot widening and improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway. The applicant proposes interior remodels, but applicant does not propose any new construction to expand the existing building floor area, footprint, or height. The subject property is located in a BOE Special Grading Area but is not requesting a haul route approval because the applicant proposes no grading.

The surrounding properties are improved with low to medium density residential uses. The properties to the north are zoned RD1.5-1XL, within Subarea A (Neighborhood Conservation) of the Vermont/Western SNAP and is developed with a one (1) to two (2)-story multifamily residential developments. The property to the south, across Melrose Avenue is zoned R3, within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP, and is developed with a three-story, multi-family residential development and a park. The property to the east is zoned RD1.5-1XL, within Subarea B (Mixed Use Boulevards), and is developed with a two (2)-story multi-family residential development.

The property to the west is zoned RD1.5-1XL, within Subarea B (Mixed Use Boulevards), and is developed with a two (2)-story multi-family residential development.

The site is located within Subarea B (Mixed Use Boulevards) of the Vermont/Western SNAP Specific Plan. Section 8.A of the Vermont/Western SNAP Specific Plan states that all lots found within this subarea are subject to R3 density. The project site is zoned RD1.5-1XL, which is consistent with the Low Medium II Residential land use designation. The RD1.5-1XL Zone allows a density of one (1) dwelling unit per 1,500 square feet of lot area. The project site consists of three (3) lots with a total lot area of 15,513 square feet, which would permit a maximum of 10 dwelling units. The project proposes nine (9) small lot developments with a total of 10 units, which is within the maximum density permitted pursuant to the Vermont/Western SNAP.

- (e) THE DESIGN OF THE SUBDIVISION OR THE PROPOSED IMPROVEMENTS ARE NOT LIKELY TO CAUSE SUBSTANTIAL ENVIRONMENTAL DAMAGE OR SUBSTANTIALLY AND AVOIDABLY INJURE FISH OR WILDLIFE OR THEIR HABITAT.

The project site is currently developed with eight (8) single-family dwellings and one (1) duplex on three (3) rectangular-shaped lots with a total lot area of 15,513 square feet. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height. According to a Tree Report prepared by Lisa Smith, Certified Arborist License No. WE3782B, dated February 1, 2025, there are no protected trees onsite or within the public right-of-way adjacent to the project site. The surrounding area is presently developed with structures. Neither the project site nor the surrounding area provides a natural habitat for fish or wildlife. It has been determined that the project and the design of the subdivision and proposed improvements will not cause substantial environmental damage or injury to wildlife or their habitat.

- (f) THE DESIGN OF THE SUBDIVISION OR TYPE OF IMPROVEMENTS IS NOT LIKELY TO CAUSE SERIOUS PUBLIC HEALTH PROBLEMS.

There appears to be no potential public health problems caused by the design or improvement of the proposed subdivision. The project site is currently developed with eight (8) single-family dwellings and one (1) duplex on three (3) rectangular-shaped lots with a total lot area of 15,513 square feet. The proposed project includes interior remodel but does not propose any new construction to expand the existing building floor area, footprint, or height.

The development is required to be connected to the City's sanitary sewer system, where the sewage will be directed to the LA Hyperion Treatment Plant, which has been upgraded to meet statewide ocean discharge standards. The Bureau of Engineering has reported that the proposed subdivision does not violate the existing California Water Code because the subdivision will be connected to the public sewer system and will have only a minor incremental impact on the quality of the effluent from the Hyperion Treatment Plant.

- (g) THE DESIGN OF THE SUBDIVISION OR THE TYPE OF IMPROVEMENTS WILL NOT CONFLICT WITH EASEMENTS, ACQUIRED BY THE PUBLIC AT LARGE, FOR ACCESS THROUGH OR USE OF PROPERTY WITHIN THE PROPOSED SUBDIVISION.

As required by LAMC Chapter 1, Section 17.03, the project site has a minimum of 20 feet of frontage along Melrose Avenue, which is a public street. The project site consists of three (3) parcels identified as Lot 448, Lot FR 450 (Arb 2), and Lot 446 (Arb 1), Block E of Conner's Subdivision of the Johannsen Tract and is identified by the Assessor Parcel Map No. 5539020019. While the project will provide a private easement for common/vehicular

access purposes within the subdivision, there are no known easements acquired by the public at large for access through or use of the property within the proposed subdivision, as identified on the tract map. Necessary easements for utilities will be acquired by the City prior to the recordation of the proposed tract map. Pursuant to LAMC Section 13B.7.1.C.2, the project also includes a request to waive a two (2) foot widening improvement requirement along the West Melrose Avenue adjacent to the project's street frontage to retain the existing 20-foot adjacent half roadway with a five (5)-foot sidewalk in lieu of the required 22-foot adjacent half roadway. The widening is physically impractical, as the street is already fully improved and uniform; adding two feet would create a non-uniform sidewalk and require removal of a mature street tree. Given the established streetscape and low likelihood of future full-block widening, the waiver is appropriate and enforcing the widening improvement seems impractical.

Therefore, the design of the subdivision and the proposed improvements would not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

- (h) THE DESIGN OF THE PROPOSED SUBDIVISION SHALL PROVIDE, TO THE EXTENT FEASIBLE, FOR FUTURE PASSIVE OR NATURAL HEATING OR COOLING OPPORTUNITIES IN THE SUBDIVISION. (REF. SECTION 66473.1)

In assessing the feasibility of passive or natural heating or cooling opportunities in the proposed subdivision design, the applicant has prepared and submitted materials which consider the local climate, contours, configuration of the parcel(s) to be subdivided and other design and improvement requirements.

Providing for passive or natural heating or cooling opportunities will not result in reducing allowable densities or the percentage of a lot which may be occupied by a building or structure under applicable planning and zoning in effect at the time the tentative map was filed.

The lot layout of the subdivision has taken into consideration the maximizing of the north/south orientation.

The topography of the site has been considered in the maximization of passive or natural heating and cooling opportunities.

In addition, prior to obtaining a building permit, the subdivider shall consider building construction techniques, such as overhanging eaves, location of windows, insulation, exhaust fans, planting of trees for shade purposes and the height of the buildings on the site in relation to adjacent development.

These findings shall apply to both the tentative and final maps for Vesting Tentative Tract No. VTT-84762-SL.

## **APPEALS**

### **WHO CAN FILE AN APPEAL**

An applicant or any other person aggrieved by the Decision may file an appeal.

**HOW TO FILE AN APPEAL**

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

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

**ONLINE APPEAL FILINGS THROUGH ONLINE APPLICATION SYSTEM (OAS)**



QR Code to Online Appeal Filing

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

**IN- PERSON APPEAL FILINGS**



QR Code to Forms for In-Person Appeal Filing

**Drop off at DSC.** Appeals of this determination can be submitted in-person at the Metro or Van Nuys DSC locations, as well as the South Los Angeles DSC on Tuesdays and Thursdays only, and payment can be made by credit card or check.

- a. The Department of City Planning has established drop-off areas at the DSCs with physical boxes where appellants can drop off appeal applications;
- b. Alternatively, appeal applications can be filed with staff at DSC public counters.

**DEPARTMENT OF CITY PLANNING DEVELOPMENT SERVICES CENTERS – PUBLIC COUNTERS**

Office	Address	Phone Number	Email
Metro DSC	201 N. Figueroa Street 4th Floor Los Angeles, CA 90012	(213) 482-7077	<a href="mailto:planning.figcounter@lacity.org">planning.figcounter@lacity.org</a>
Van Nuys DSC	6262 Van Nuys Boulevard, Suite 251 Van Nuys, CA 91401	(818) 374-5050	<a href="mailto:planning.mbc2@lacity.org">planning.mbc2@lacity.org</a>
South LA DSC <i>Tuesday and Thursday Only</i>	8475 S. Vermont Avenue, 1st Floor Los Angeles, CA 90044	(213) 978-1465	<a href="mailto:planning.southla@lacity.org">planning.southla@lacity.org</a>

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

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

### **DETERMINATION EFFECTIVE DATE**

This determination will become effective after the end of the appeal period date on the first page of this document unless an appeal is filed with the Department of City Planning.

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

### **SCHEDULING CASE CONDITION CLEARANCE AND BUILDING PERMIT SIGN-OFFS**



QR Code to BuildLA  
Appointment Portal for  
Condition Clearance

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

See instructions on how to prepare for your appointment at [planning.lacity.gov/project-review/case-filings](http://planning.lacity.gov/project-review/case-filings)

VINCENT P. BERTONI, AICP  
Advisory Agency

*Deborah Kahen*  
Deborah Kahen, AICP  
Deputy Advisory Agency

DK:JC:CD:YB:mr

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**E – NOTICE OF EXEMPTION (NOE) CASE NO. ENV-2025-1299-CE**

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

VTT-84762-SL

LEAD CITY AGENCY

**City of Los Angeles (Department of City Planning)**

CASE NUMBER

ENV-2025-1299-CE

PROJECT TITLE

4061 West Melrose Avenue

COUNCIL DISTRICT

13 – Soto-Martinez

PROJECT LOCATION (Street Address and Cross Streets and/or Attached Map)

**4061 West Melrose Avenue (4061-4069 ½ West Melrose Avenue)**

Map attached.

PROJECT DESCRIPTION:

The merger and resubdivision of three (3) lots, totaling 15,513 square-feet into nine (9) small lots comprised of a total of 10 units. The applicant does not propose any new construction to expand the existing building floor area, footprint, or height. The site is currently developed with eight one (1)-story single-family dwellings and one (1) two (2)-story duplex. There are no protected trees or shrubs on the project site.

Additional page(s) attached.

NAME OF APPLICANT / OWNER:

**Aaron Belliston, Melrose Ten LLC (Applicant / Owner)**

CONTACT PERSON (If different from Applicant/Owner above)

**Aaron Belliston, BMR Enterprise (Representative)**

(AREA CODE) TELEPHONE NUMBER

**(323) 839-4623**

EXT.

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) **Section 15301, Class 1**

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 a tract map conversion of an existing bungalow court where there is no new construction 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 within the Santa Monica Mountains Zone and does not contain an officially mapped environmental resource of hazardous or critical concern, per ZIMAS. (b) Cumulative Impact: 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 buildings, 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 Hollywood 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 Small Lot Subdivision Ordinance. The project is not unusual for the vicinity of the site and is similar in scope to other existing residential uses in the area. 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.

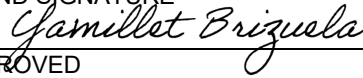
IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.

If different from the applicant, the identity of the person undertaking the project.

**CITY STAFF USE ONLY:**

CITY STAFF NAME AND SIGNATURE

Yamillet Brizuela



STAFF TITLE

City Planning Associate

ENTITLEMENTS APPROVED

Vesting Tentative Tract Map

DISTRIBUTION: County Clerk, Agency Record

Rev. 9-17-2025

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**F – NO NET LOSS DECLARATION (DATED 05/28/2025)**



### PROPERTY OWNER DECLARATION OF NO NET LOSS OF HOUSING UNITS PURSUANT TO THE HOUSING CRISIS ACT OF 2019 AND THE RESIDENT PROTECTIONS ORDINANCE

For eligible projects, as discussed below, the owner of each property involved in the proposed project may execute this Declaration to affirm that (a) the proposed project will not result in a loss of residential dwelling units or protected residential dwelling units, and (b) they will satisfy the notification, replacement and tenant protection requirements in the Housing Crisis Act of 2019 and the Resident Protections Ordinance.<sup>1</sup>

#### HOUSING CRISIS ACT OF 2019 AND RESIDENT PROTECTIONS ORDINANCE (RPO) REQUIREMENTS

A Housing Development Project must include at least as many residential dwelling units as the greatest number of residential dwelling units that existed on the project site within the last five years (i.e., “no net loss”). Additionally, no residential dwelling units may be demolished unless the project will create at least as many residential dwelling units as will be demolished.<sup>2</sup>

A non-residential development project<sup>3</sup> must replace any existing protected unit that will be demolished. Any required new or replacement residential dwelling unit may be provided on the proposed development site or on another site. In short, any project subject to the Housing Crisis Act of 2019 (HCA) or the Resident Protections Ordinance<sup>4</sup> that results in a net loss of housing is prohibited.

To determine the housing replacement obligations, a Replacement Unit Determination (RUD) letter must be issued by the Los Angeles Housing Department (LAHD) for a proposed project. This Declaration may be completed in lieu of a RUD in limited circumstances (See Eligibility Criteria below).

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<sup>1</sup> Government Code Section 66300.6, and Los Angeles Municipal Code (LAMC) Chapter 1 Sec. 16.60 and Chapter 1A Sec. 4C.15.1. and 4C.15.2.

<sup>2</sup> California Government Code Section 66300.6, LAMC Chapter 1 Sec. 16.60 A.5, and Chapter 1A Sec. 4C.15.1.C.2.

<sup>3</sup> Under Government Code Section 66300.6, LAMC Chapter 1 Sec. 16.60 A.4(a)(1), and Chapter 1A Sec. 4C.15.2.E., a project that is an industrial use is exempt from replacement requirements if the site is entirely within a zone that does not allow residential uses, the zoning was adopted prior to January 1, 2022, and the protected units that are or were on the site are or were nonconforming uses.

<sup>4</sup> Per the City’s Housing Element Sites Minimum Density (HESMD) Ordinance (LAMC Chapter 1 Sec. 16.70 and Chapter 1A Sec. 4C.15.4.), this Declaration may be used for certain proposed developments.

## ELIGIBLE PROJECT TYPES

To use this declaration in lieu of obtaining a RUD, a proposed development project must be one of the following project types:

1. A new Single Family Dwelling (SFD) where all of the following are true: (a) no more than one unit will be demolished, and (b) only one SFD exists on-site, and (c) any existing SFD to be demolished is neither subject to a form of rent or price control (e.g. the Rent Stabilization Ordinance) nor is occupied by a lower-income tenant, and (d) no subdivision is proposed; OR
2. A non-residential development project, including a change of use within a SFD, where all of the following are true (a) no more than one unit will be demolished, and (b) only one SFD exists on-site, and (c) any existing unit to be demolished is neither subject to the Rent Stabilization Ordinance nor is occupied by a lower-income tenant; OR
3. A development where all existing units will remain on the site as residential dwelling units, or there are no units on site (e.g. vacant lots and site with only non-residential uses).

In addition, the site where a development project is proposed must have had no units demolished within the past five years<sup>5</sup>.

## INSTRUCTIONS TO SUBMIT THIS DECLARATION

1. Complete the Project Information section and execute the Property Owner Declaration section.
2. Submit this Declaration with the project application to City Planning (if a development application to City Planning is required) or to the Los Angeles Department of Building and Safety (if a development application to City Planning is not required).

## CITY CONTACTS

For guidance and additional information, please see the City Contacts below.

**Los Angeles Housing Department:** For specific questions regarding replacement requirements, occupant protections, and the RUD process, contact LAHD at [LAHD-Landuse@lacity.org](mailto:LAHD-Landuse@lacity.org). For information on relocation assistance and replacement units for units subject to the RSO, please consult the [Ellis Act webpage](#)<sup>6</sup>. For non-RSO units, consult the [Just Cause Ordinance webpage](#)<sup>7</sup>. For general LAHD information, call the department's toll free hotline at (866) 557-7368, or visit any of LAHD's public counters by making an appointment [here](#)<sup>8</sup>.

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<sup>5</sup> For site specific information on whether any units have been removed within the past five years, see the "Housing Use Within Prior 5 Years" field under the "Housing" tab on [www.zimas.lacity.org](http://www.zimas.lacity.org)

<sup>6</sup> <https://housing.lacity.org/rental-property-owners/removal-from-rental-market-property-owner>

<sup>7</sup> <https://housing.lacity.gov/residents/jco-units-non-rso-no-fault-evictions-strong>

<sup>8</sup> <https://housing.lacity.gov/about-us/public-counters>

**Los Angeles Department of Building and Safety:** For general questions regarding the implementation of no net loss procedures related to Housing Development Projects that are not associated with a City Planning application, contact the Department of Building and Safety at [LADBS.AHS@lacity.org](mailto:LADBS.AHS@lacity.org) or (213) 482-0455.

**Department of City Planning:** For general questions regarding the implementation of no net loss procedures related to Housing Development Projects associated with a City Planning application, contact Los Angeles City Planning at [planning.HCA@lacity.org](mailto:planning.HCA@lacity.org) or visit the [Housing Crisis Act and Resident Protections webpage](#)<sup>9</sup>.

## PROJECT INFORMATION

**Permit Application or City Planning Case No.:** VTT-84762-SL, ADM-2025-1671-SLD, ENV-2025-1299-EAF

**Street Address(es):** 4061 - 4069 1/2 W Melrose Ave Los Angeles, CA 90029

**Legal Description (Lot, Block, Tract):** Lots 450 Arb 2, 448, and 446 Arb 1 of Conner's Subdivision of the Johannsen Tract

**Assessor's Parcel Number(s):** 5539-020-019

**Site Zoning:** RD1.5-1XL

### Proposed Project Description<sup>10</sup>:

The proposed project includes the demolition of 0 (#) existing unit(s) and the new construction of 0 (#) unit(s). Within the last 5 years, 0 (#) unit(s) were demolished. Within the last 10 years, 0 (#) units were withdrawn pursuant to the Ellis Act

### Additional project description (optional):

Small lot subdivision of an (E) bungalow court. No demolitions, no new construction.

<sup>9</sup> <https://planning.lacity.gov/project-review/housing-crisis-act>

<sup>10</sup>The proposed demolition and/or construction of units may change as the proposed Development Project progresses through the City application process. Provided that the development project remains eligible to use this declaration and the number of units proposed to be demolished does not increase, a revised declaration form is not required.

## PROPERTY OWNER DECLARATION

Before a City Planning application can be accepted or a building permit issued, the owner of each property involved must provide a signature to verify that this no net loss declaration is correct and is filed with the owner's knowledge and consent. Staff will confirm ownership based on the records from the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs, or trusts, an officer of the ownership entity so authorized may sign according to the below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.

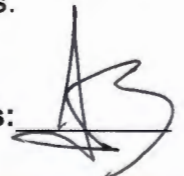
- **Letter of Authorization (LOA).** An LOA from a property owner granting someone else permission to sign the declaration form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file this declaration form, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A.-E. below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with the LOA.

- **Grant Deed.** Provide a Copy of the Grant Deed if the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.

- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) signatures are required of all owners.

- A. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this development proposal or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- B. The proposed Development Project: (1) does not involve the demolition of more than one unit, and (2) is not on a site where any units were demolished within the past five years.

Initials:



- C. The proposed Development Project is one of the following types: (1) A new Single Family Dwelling (SFD), where all of the following are true: (a) no more than one unit will be demolished, and (b) only one SFD exists on-site, and (c) any existing SFD to be demolished is neither subject to the Rent Stabilization Ordinance nor is occupied by a lower-income tenant, and (d) no subdivision is proposed; OR (2) A non-residential development project, including a change of use within a SFD, where all of the following are true (a) no more than one unit will be demolished, and (b) only one SFD exists on-site, and (c) any existing unit to be demolished is neither subject to the Rent Stabilization Ordinance nor is occupied by a lower-income tenant; OR (3) A development where all existing units will remain on the site as residential dwelling units, or there are no units on site (e.g. vacant lots and site with only non-residential uses). In addition, the site where a development project is proposed must have had no units demolished within the past five years.<sup>5</sup>
- D. The proposed Development Project will not result in fewer units than existed in the past five years.
- E. The project applicant for the proposed Development Project will allow existing occupants to occupy their units until six months before the start of construction activities, allow residents to return to their units if demolition does not proceed, and will provide relocation benefits, as applicable in compliance with Government Code Section 66300.6 and LAMC Chapter 1 Sec. 16.60 and Chapter 1A Sec. 4C.15.1. and Sec. 4C.15.2.
- F. I hereby acknowledge that any incorrect information provided in this Declaration may result in a revocation or denial of applications to the City for the proposed Development Project and applicable penalties.
- G. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Executed on 28 (day) May (month) 2025 (year) at Los Angeles (city),  
CA (state), USA (country).

By Signature:  Print Name: Aaron Belliston, Manager Melrose Ten LLC

Executed on 28 (day) May (month) 2025 (year) at Los Angeles (city),  
 \_\_\_\_\_ (state), \_\_\_\_\_ (country).

By Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

VTT-84762-SL-1A  
4061- 4069 ½ West Melrose Avenue

EXHIBITS

**G – ADVISORY AGENCY POLICY NO. 2006-02 (DATED 09/20/2006)**

CITY OF LOS ANGELES  
CALIFORNIA

DEPARTMENT OF  
CITY PLANNING  
200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
CITY PLANNING COMMISSION  
JANE ELLISON USHER  
PRESIDENT  
ANDRES F. IRLANDO  
VICE-PRESIDENT  
DIEGO CARDOSO  
REGINA M. FREER  
ROBIN R. HUGHES  
SABRINA KAY  
FR. SPENCER T. KEZIOS  
WILLIAM ROSCHEN  
MICHAEL K. WOO  
GABRIELE WILLIAMS  
COMMISSION EXECUTIVE ASSISTANT  
(213) 978-1300



ANTONIO R. VILLARAIGOSA  
MAYOR

EXECUTIVE OFFICES

S. GAIL GOLDBERG, AICP  
DIRECTOR  
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GORDON B. HAMILTON  
DEPUTY DIRECTOR  
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ROBERT H. SUTTON  
DEPUTY DIRECTOR  
(213) 978-1274  
FAX: (213) 978-1275  
INFORMATION  
(213) 978-1270  
[www.lacity.org/PLN](http://www.lacity.org/PLN)

October 23, 2006

Honorable City Council of the City of Los Angeles  
Room 395, City Hall  
Los Angeles, California 90012

Attention: Planning and Land Use Management Committee

Honorable Members:

RE: REQUEST FOR FINAL ORDINANCE, SMALL LOT SUBDIVISIONS AND  
TENANT RELOCATION

In response to the September 12, 2006, direction from the Planning and Land Use Committee to delineate tenant protection in the case of Small Lot subdivisions where the existing buildings will be retained, the Advisory Agency issued Policy No. 2006-2 attached to this letter.

A Small Lot development in which existing buildings are to be retained is not considered a condominium conversion project as defined (Subdivision Map Act 66424). However, through out the City tenants reside in detached individual dwelling units, such as bungalows or small houses in multi-family zones. While a Small Lot project in which existing buildings will be retained is not a condominium conversion, tenant displacement will occur.

For the purposes of tenant notice and relocation only, tenants residing in these multi family dwellings will be entitled to notification and relocation as if the Small Lot project was a condominium conversion.

Sincerely,

S. GAIL GOLDBERG, AICP  
Director of Planning

Attachment: Advisory Agency Policy No. 2006-2, Small Lot Development and Tenant Relocation Requirements

cc: Barbara Greaves, Legislative Assistant





## DIVISION OF LAND

City Hall, 200 N. Spring Street, Room 750, Los Angeles, CA 90012



September 20, 2006

TO: Licensed Engineers, Surveyors and Subdivision Consultants

FROM: Emily Gabel-Luddy  
Deputy Advisory Agency

SUBJECT: ADVISORY AGENCY POLICY NO. 2006-2  
SMALL LOT DEVELOPMENT AND TENANT RELOCATION  
REQUIREMENTS.

On September 12, 2006, the Planning and Land Use Committee directed the Advisory Agency to require subdivider's to provide tenant notice and relocation for any Small Lot project that will result in a change of use from detached multi dwelling units to fee simple single family homes.

Effective immediately, applications for a subdivision or parcel map filed pursuant to the Small Lot Ordinance (Ordinance No. 176,354, eff. January 31, 2005) – **in which existing buildings will be retained** – shall be subject to the requirements of Section 12.95.2 of the Los Angeles Municipal Code and Section 66427.1 of the State Subdivision Map Act.

A Small Lot development in which existing buildings are to be retained is not considered a condominium conversion project as defined (Subdivision Map Act 66424). However, throughout the City tenants reside in detached individual dwelling units, such as bungalows or small houses in multi-family zones. While a Small Lot project in which existing buildings will be retained is not a condominium conversion, tenant displacement will occur.

For the purposes of tenant notice and relocation only, tenants residing in these multi-family dwellings will be entitled to notification and relocation as if the Small Lot project was a condominium conversion.

EGL:jh

DAApolicies/AApolicy2006-2/SmallLot and Condo Conversion rules

FRANK T. MARTINEZ  
City Clerk

KAREN E. KALFAYAN  
Executive Officer

When making inquiries  
relative to this matter  
refer to File No.

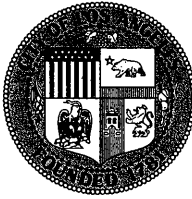
# CITY OF LOS ANGELES

CALIFORNIA

**RECEIVED**

SEP 28 2006

CITY PLANNING  
DIVISION OF LAND



ANTONIO R. VILLARAIGOSA  
MAYOR

Office of the  
**CITY CLERK**  
Council and Public Services  
Room 395, City Hall  
Los Angeles, CA 90012  
Council File Information - (213) 978-1043  
General Information - (213) 978-1133  
Fax: (213) 978-1040

CLAUDIA M. DUNN  
Chief, Council and Public Services Division

[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

CF 04-1546

September 19, 2006

Rockard J. Delgadillo, City Attorney  
Room 800, City Hall East  
Attn: Jeri Burge

S. Gail Goldberg, Director of Planning  
Planning Department  
Room 525, City Hall  
✓ Attn: Emily Gabel

## REQUEST FOR FINAL ORDINANCE

At its meeting held September 12, 2006, Councilmember Jack Weiss, Member of Planning and Land Use Management (PLUM) Committee (sitting as a Committee of one), considered Motion (Garcetti - Huizar) requesting the City Attorney, with the assistance of the Planning Department, to report to PLUM Committee on whether the conversion of detached dwellings on a single lot into small lot subdivisions in commercial and multifamily residential zones, are regulated by Section 12.95 of the Los Angeles Municipal Code (LAMC), and if this type of subdivision is not covered by the existing provisions, to delineate protections that exist for tenants and/or what additional protections may be needed.

Councilmember Weiss referred the Motion to the Planning Department, and further approved the recommendation of Advisory Agency staff to include an instruction to:

"Direct the Advisory Agency to prepare a policy that will require subdividers who retain existing buildings as part of a Small Lot project to also provide tenant notification and relocation as required by Section 12.95.2 of the Los Angeles Municipal Code and Section 66427.1 of the Subdivision Map Act."

Please transmit your response to the Motion (Garcetti - Huizar), and incorporate any information you deem necessary regarding your policy related to tenant notification and relocation, as noted at the September 12, 2006 PLUM meeting, and as required by Section 12.95.2 of the LAMC.

Barbara Greaves

Legislative Assistant  
Planning and Land Use  
Management Committee, 213-978-1068

attachment:

#041546ltrB

MAY 19 2006

PLANNING and LAND USE MGT.

**MOTION**

Affordable housing serves the city's most economically and socially vulnerable residents. The preservation of affordable housing is good public policy - it provides the city's renter population, approximately 52%, with housing opportunities. This is very important because a large number of those renters are low income and/or senior citizens. Moreover, the city has historically protected and preserved affordable housing through the City's Rent Stabilization Ordinance (RSO).

Citywide there have been a number of apartment to condominium conversions, however, clarity is needed whether the conversion of detached dwellings on a single lot into small lot subdivisions in commercial and multifamily residential zones (Ordinance No. 176354), are subject to the current conversion provisions delineated in LAMC Section 12.95, *Condominiums, Community Apartments and Stock Cooperatives*.

It is imperative that the city be fully informed as to the current provisions of the zoning code that regulate condominium conversions, and more specifically, whether LAMC Section 12.95 applies to the conversion of detached dwellings on a single lot into small lot subdivisions.

The abovementioned request will be a timely discussion, inasmuch as the Council is currently conducting citywide public hearings on condominium conversions in the communities that have been most impacted: Westlake/ Koreatown; Valley Village/North Hollywood; and Venice/ Mar Vista.

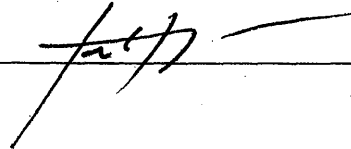
**I THEREFORE MOVE** that the Council request the City Attorney, with the assistance of the Planning Department, to report to the Planning and Land Use Management (PLUM) Committee on whether the conversion of detached dwellings on a single lot into small lot subdivisions in commercial and multifamily residential zones, are regulated by Section 12.95 of the Municipal Code, and if this type of subdivision is not covered by the existing provisions, to delineate protections that exist for tenants and/or what additional protections may be needed.

PRESENTED BY

  
ERIC GARCETTI

Councilmember, 13th District

SECONDED BY



MAY 19 2006

