

September 2, 2026

Chris Catherasoo
1140 Menlo Drive
Altadena, CA 91001

**PROJECT NO. PRJ2026-000530-(5)
COUNTY DISASTER RECOVERY PERMIT NO. CREB2026000218
“PROCEDURE A” MODIFICATION
1140 MENLO DRIVE, ALTADENA
APN: 5844-007-021**

Dear Chris:

The Zoning Administrator, by her action of **May 14, 2026**, has approved the “Procedure A” Modification associated with County Disaster Recovery Permit No. CREB2026000218. Enclosed are the Zoning Administrator’s Findings and Conditions of Approval. This approval was issued pursuant to the [Eaton Fire Disaster Recovery Interim Ordinance](#), which was adopted by the Board of Supervisors on September 2, 2025.

The Zoning Administrator’s Findings and Conditions of Approval are attached. Please carefully review each condition. This approval is not effective until the appeal period has ended, and the required Affidavit of Acceptance is submitted to LA County Planning (please see attached Affidavit of Acceptance with instructions).

Appeals: The applicant or any other interested persons may appeal the Zoning Administrator’s decision. The appeal period for this project will end at 5:00 p.m. on **September 17, 2026**. Appeals must be submitted to appeal@planning.lacounty.gov before the end of the appeal period.

The approved plans may be viewed and/or downloaded at <https://bit.ly/PRJ2026-000530>.

For questions or for additional information, please contact Sean Donnelly, AICP of the Disaster Recovery Team at (213) 893-7024, or sdonnelly@planning.lacounty.gov. Our offices are closed on Fridays.

Sincerely,

AMY J. BODEK, AICP
Director of Regional Planning

Carmen Sainz
Carmen Sainz, Supervising Planner
Disaster Recovery Team

CS:SD

Attachments:

- Findings
- Conditions of Approval
- Affidavit of Acceptance (Permittee's Completion)

c: Department of Public Works (Building and Safety)
Zoning Enforcement

LOS ANGELES COUNTY
DEPARTMENT OF REGIONAL PLANNING
FINDINGS OF THE ZONING ADMINISTRATOR
AND ORDER
PROJECT NO. PRJ2026-000530-(5)
COUNTY DISASTER RECOVERY PERMIT NO. CREB2026000218
“PROCEDURE A” MODIFICATION

RECITALS

1. **ZONING ADMINISTRATOR DECISION.** The Zoning Administrator reviewed the submitted materials, and Staff’s recommendation and approved the Project as modified here. The Zoning Administrator directed that the tree located on the northeastern corner of the property be protected in place, and the design of the garage and driveway be adjusted to accommodate. They also directed that the front door be made more prominent by pulling it forward, adding a larger porch, or a similar method. They also directed that the oak tree located on the western portion of the property be mapped on the plans, and chain-link fencing be installed around the protected zone for the duration of construction activity on the site.
2. **ENTITLEMENT REQUESTED.** The Permittee, Christopher Catherasoo ("Permittee"), requests a “Procedure A” Modification (“Modification”) associated with County Disaster Recovery Permit (“DRP”) No. CREB2026000218 pursuant to [County Code Section 22.258.050.C.2 \(Disaster Recovery Permit – Non-Like for Like Rebuild Project, Discretionary Review – Procedure A\)](#). The DRP is to authorize a like-for-like rebuild of a replacement 1,604-square-foot, one-story, single-family residence and a new 445-square-foot attached garage (“Project”) on a property located at 1140 Menlo Drive in the unincorporated community of Altadena ("Project Site") in the R-1-7500 (Single-Family Residence – 7,500 Square Feet Minimum Required Lot Area) Zone. The Modification is to authorize a 5-foot rear yard setback for the garage instead of the standard 25-foot rear yard which is required by [County Code Section 22.18.040 \(Development Standards for Residential Zones\)](#).
3. **LAND USE DESIGNATION.** The Project Site is located within the H9 (Residential – 0-9 Dwelling Units Per Net Acre) land use category of the West San Gabriel Valley Area Plan Land Use Policy Map.
4. **ZONING.** The Project Site is located in the Altadena Zoned District and is currently zoned R-1-7500. Pursuant to County Code Section 22.258.050.C.2 (County Disaster Recovery Permit – Non-Like for Like Rebuild Project, Discretionary Review – Procedure A), a Modification is required to deviate from the development standards in [Section 22.320.090 \(Altadena Community Standards District\)](#).
5. **SURROUNDING LAND USES AND ZONING.**

LOCATION	WEST SAN GABRIEL VALLEY	ZONING	EXISTING USES
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	AREA PLAN LAND USE POLICY		
NORTH	H9	R-1-7500	Single-family residences (“SFRs”), Fire-affected SFRs,
EAST	H9, H2 (Residential – 0-2 Dwelling Units Per Net Acre)	R-1-7500, R-1-20000 (Single-Family Residence – 20,000 Square Feet Minimum Required Lot Area)	SFRs, Fire-affected SFRs
SOUTH	H9, H2	R-1-7500	SFRs, Fire-affected SFRs
WEST	H9	R-1-7500	SFRs, Fire-affected SFRs

6. PROJECT AND SITE PLAN DESCRIPTION.

A. Existing Site Conditions

The Project Site is 0.211 acres in size and consists of one lot. The Project Site is irregular in shape with flat topography and is currently vacant because the previous single-family residence was destroyed by the Eaton Fire.

B. Site Access

The Project Site is accessible via Menlo Drive to the north and Maiden Lane to the west. Access to the Project Site will be via an entrance/exit from Menlo Drive.

C. Site Plan

The site plan depicts the Project Site with a replacement 1,604-square-foot, one-story, single-family residence and a new 445-square-foot attached garage. Vehicular ingress and egress is provided via a driveway on the southeastern portion of the Project Site leading to a garage.

One oak tree is depicted on the site plan as being located on the Project Site. No work is being proposed within the protected zone of the oak tree.

D. Parking

The Project will include an attached two-car garage to serve the residents of the new single-family residence.

7. **CEQA DETERMINATION.** Los Angeles County Department of Regional Planning (“LA County Planning”) staff determined that the Project qualifies for Class 1 (Existing Facilities), 3 (New Construction or Conversion of Small Structures), 4 (Minor Alterations to Land), and 5 (Minor Alterations in Land Use Limitations) categorical exemptions from the California Environmental Quality Act (Public Resources Code section 21000, et seq.) (“CEQA”), the State CEQA Guidelines, and the Environmental Document Reporting Procedures and Guidelines for the County. The Project is exempt because it involves the installation of a new SFR, is in a zone which permits single-

family residential uses, and is on a lot that was previously developed with an SFR destroyed by the Eaton Fire. The Modification is for a reduction of the required rear yard setback. The Project Site is not located within or near an environmentally sensitive area, a historical resource, a hazardous waste site, or a scenic highway. No significant impact due to unusual circumstances nor cumulative effects are anticipated.

8. **COMMUNITY OUTREACH.** Staff is not aware of any community outreach conducted by the Permittee that occurred before the Zoning Administrator's action on the Modification.
9. **PUBLIC COMMENTS.** No correspondence was received from the public regarding the Project.
10. **AGENCY RECOMMENDATIONS.** Reviews by the County Department of Public Works, the County Fire Department and the County Department of Public Health were not required because the Project is a single-family residence.
11. **LEGAL NOTIFICATION.** Pursuant to County Code [Section 22.258.050.C.2 \(Disaster Recovery Permit – Non-Like for Like Rebuild Project, Discretionary Review – Procedure A\)](#), the community was properly notified of the modification application by mail. Additionally, the Project was noticed and case materials were available on LA County Planning's website. On April 17, 2026, a total of 10 Notices of Application were mailed to all adjacent property owners, and a total of 133 notices were electronically mailed to those on the courtesy mailing list for the Altadena Zoned District and any additional interested parties.

GENERAL PLAN CONSISTENCY FINDINGS

12. **LAND USE POLICY.** The Zoning Administrator finds that the Project is consistent with the goals and policies of the General Plan because the H9 land use category is intended for single-family residences, such as the Project.
13. **GOALS AND POLICIES.** The Zoning Administrator finds that the Project promotes the following goals and policies of the Land Use Element:

Policy LU 4.1: Encourage infill development in urban and suburban areas on vacant, underutilized, and/or brownfield sites.

The Project involves the non-like-for-like rebuild of a single-family residence destroyed by the Eaton Fire on a lot within the suburban community of Altadena. The Project will be serviced by existing water lines and sewer lines. It will reactivate the Project Site and facilitate recovery for the property owners and the broader Altadena community, contributing to neighborhood cohesiveness by reintroducing much-needed single-family housing near retail and amenities.

Policy LU 10.3: Consider the built environment of the surrounding area and location in the design and scale of new or remodeled buildings, architectural styles, and reflect appropriate features such as massing, materials, color, detailing or ornament.

The Project has been designed to reflect the architectural style, size, and scale of the remaining and previously existing single-family residences in the vicinity of the Project Site, which is within the Eaton Fire affected area. The Project's architectural style, size, and scale are also similar to those of the previously existing single-family residence. The Project complies with all Zone-Specific Development Standards for the R-1 Zone within County Code [Section 22.320.090 \(Altadena Community Standards District\)](#), including but not limited to minimum setbacks, maximum height, lot coverage, and gross structural area, with the exception of the modification requested. Additionally, the Project complies with all development standards for single unit developments in County Code [Section 22.140.520 \(Residential Design Standards\)](#), including but not limited to building and site access, front yards and building orientation, ground floor treatments, building articulation, building façade details, and landscaping and walls.

ZONING CODE CONSISTENCY FINDINGS

14. **PERMITTED USE IN ZONE.** The Zoning Administrator finds that the Project is consistent with the R-1-7500 zoning classification, as a non like-for-like rebuild of a single-family residence is permitted in such zone with a DRP pursuant to County Code [Section 22.258.050 \(Disaster Recovery Permit\)](#).
15. **REQUIRED YARDS.** The Zoning Administrator finds that the Project is consistent with the yard standards identified in [Section 22.320.090-D.1 \(Altadena CSD- R-1 Zone Development Standards\)](#), with the exception of the modification requested. The Project provides a 5-foot rear yard setback instead of the standard 25-foot rear yard. Additionally, the Zoning Administrator finds that the Project is consistent with the standard identified in the Altadena CSD, which requires front yard setbacks of 20 feet, reverse corner side yards of 10 feet and interior side yards of 8.3 feet. The Project provides a front setback of approximately 20 feet, a reverse corner side yard of 10 feet, and an interior side yard of approximately 35 feet and 11 and one half inches.
16. **HEIGHT.** The Zoning Administrator finds that the Project is consistent with the standard identified in [Section 22.320.090-D.1 \(Altadena CSD- R-1 Zone Development Standards\)](#), which requires a maximum height of 30 feet. The Project's height is approximately 16 feet and two and one half inches.
17. **FENCES AND WALLS.** The Zoning Administrator finds that the Project is consistent with the standards identified in County Code Section 22.320.090.D.1.c (Fences, Walls, and Landscaping), which restricts the sizes, types, and locations of fences and walls allowed in residential zones. The Project does not include any new fences or walls.
18. **GROSS STRUCTURAL AREA ("GSA").** The Zoning Administrator finds that the Project is consistent with the standard identified in County Code Section 22.320.090.D.1.d (Gross Structural Area and Lot Coverage) which limits the GSA to

(.25 × net lot area) + 1,000 square feet, or 3,299 square feet, exclusive of ADUs. The Project's GSA is 2,602 square feet, within the allowable GSA.

19. **LOT COVERAGE.** The Zoning Administrator finds that the Project is consistent with the standard identified in County Code Section 22.320.090.D.1.d (Gross Structural Area and Lot Coverage) which limits the lot coverage to (.25 × net lot area) + 1,000 square feet, or 3,299 square feet, exclusive of ADUs. The Project's lot coverage is 3,059 square feet, within the allowable lot coverage.

20. **PARKING.** The Zoning Administrator finds that the Project is consistent with the standard identified in [Section 22.320.090-D.1 \(Altadena CSD- R-1 Zone Development Standards\)](#). Two covered parking spaces are required for a single-family residence. Pursuant to County Code [Section 22.258.030 \(Development Standards\)](#), required parking for disaster rebuild projects within the Eaton Fire affected area can be covered or uncovered. The Project includes an attached two-car garage that provides two covered parking spaces.

21. **RESIDENTIAL DESIGN STANDARDS.** The Zoning Administrator finds that the Project is consistent with the standards identified in County Code [Section 22.140.520.F \(Residential Design Standards - Single Unit Standards\)](#).

- a. **SITE ACCESS.** Pursuant to Subsection F.3 (Building and Site Access), the Project includes a SFR, which has direct pedestrian access from Maiden Lane.
- b. **BUILDING ORIENTATION.** Pursuant to Subsection F.4 (Front Yards and Building Orientation), the primary entrance of the SFR is along the frontage and oriented towards Maiden Lane. The canopy tree requirement specified in Subsection F.4.c (Canopy Tree Requirement) applies to the Project Site, and one existing Oak Tree and unprotected Bunya Bunya Tree serves as a canopy tree in the front yard.
- c. **PRIMARY ENTRYWAY.** Pursuant to Subsection F.5 (Ground Floor Treatments), the primary entrance of the SFR is oriented to the front lot line, and incorporates a covered porch in front of the doorway and a window adjacent to the door. As part of the conditions of approval, the primary entryway will be lit with at least one light fixture providing a minimum of two foot-candles on the ground within five feet of the entryway door in compliance with this standard.
- d. **ARTICULATIONS.** Pursuant to Subsection F.6 (Building Articulation), the building façade of the SFR incorporates multiple articulation and architectural detailing strategies, including but not limited to increased fenestration, variation in roof height, variation in window sizes, and increased fenestration.
- e. **FAÇADE DETAILS.** Pursuant to Subsection F.7 (Building Façade Details), the SFR incorporates stucco along the façade and roof tile, treated as a whole and finished with similar materials on all sides to provide continuity. Stucco is used for at least 10% building façade, including on the façade of the structure.

- f. **LANDSCAPING.** Pursuant to Subsection F.8 (Landscaping, Walls, Fences, and Screening), single-unit development sites must include a minimum of 20 percent of the uncovered lot area to be landscaped with at least 80 percent of the on-site landscaping coverage area consisting of trees and plants native to southern California or non-invasive and drought tolerant plants. The Project is consistent with these requirements.
 - g. **PARKING.** Pursuant to Subsection F.9 (Vehicle Parking Facilities), garages or uncovered parking lots shall not be located closer to the front property line than the front door of the building closest to the front property line. The project includes a two-car garage that is not closer to the front door of the SFR and is consistent with these requirements.
22. **TREE PLANTING.** The Zoning Administrator finds that the Project is consistent with the standard identified in County Code [Section 22.126.030 \(Tree Planting Requirements – Tree Requirements\)](#). The Project includes one existing oak tree and one Bunya Bunya tree, meeting the requirement for two trees for residential projects with three or fewer units per lot. However, the Project also proposes removal of a Liquidambar tree on Menlo Dr. for the construction of the proposed driveway, which conflicts with the objectives of Public Works to preserve street trees.
23. **INCLUSIONARY UNITS.** The Zoning Administrator finds that the Project is exempt from the Inclusionary Zoning Ordinance because the Project includes only one dwelling unit.

“PROCEDURE A” MODIFICATION FINDINGS

24. **The Zoning Administrator finds that the proposed use will be consistent with the adopted General Plan for the area.** The Project Site is located within the H9 land use category of the West San Gabriel Valley Area Plan Land Use Policy Map. The H9 category is intended for the use of SFRs. As the Project proposes the rebuilding of a previously existing SFR, this is consistent with the intended use of the category.
25. **The Zoning Administrator finds that the proposed use at the site will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area; will not be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site; and will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.** The Project is the non-like-for-like rebuild of a one-story SFR. The rebuild project is compatible with the surrounding land uses and development patterns that existed before the Eaton Fire. The development will contribute to the recovery of the Altadena community by reintroducing single-family housing near retail and amenities. The Conditions of Approval will ensure that SFR, the driveway, and the landscaping are properly and continuously maintained.
26. **The Zoning Administrator finds that the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in Title 22, or as is**

otherwise required in order to integrate said use with the uses in the surrounding area. The Project Site is of an adequate size and shape to accommodate the one-story SFR. The Project complies with development standards for setbacks, height, lot coverage and gross structural area, parking, tree planting, and landscaping, with the exception of the modification requested. The Project has been designed to comply with all development standards for single unit developments in County Code [Section 22.140.520 \(Residential Design Standards\)](#). As a result, the Project is compatible and well-integrated with surrounding residential uses.

27. The Zoning Administrator finds that the proposed site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and by other public or private service facilities as are required. The Project Site is adequately served by Menlo Drive and Maiden Lane. The Project will have minimal impacts on current traffic patterns and parking, as the Project Site is located on a public residential street with minimal traffic. The Project will accommodate one family or individual, with two uncovered, off-street parking spaces provided. The Project will be serviced by existing water and sewer lines.

28. The Zoning Administrator finds that a grant term for the Modification is not necessary because the Project is for a replacement SFR and new ADU.

SUPPLEMENTAL “PROCEDURE A” MODIFICATION FINDINGS – RESIDENTIAL DESIGN STANDARDS

29. The Zoning Administrator finds that the requested modification promotes high quality design of the subject building and contributes to and is cohesive with the surrounding built and natural environment. The Project design mimics the design and configuration of the previous single-family residence. The proposed driveway aligns with the previously existing driveway, minimizing grading. As documented above, the Project complies with all other development standards for single unit developments in County Code [Section 22.140.520 \(Residential Design Standards\)](#), as well as with all Zone-Specific Development Standards for Zone R-1 within the Altadena CSD. Therefore, the Project is cohesive with the surrounding built and natural environment.

30. The Zoning Administrator finds that the requested modification results in a design that considers all sides of the building. All building elevations are well-articulated, and all materials continue around the exterior corners of the building. Windows are proportional to the façade.

31. The Zoning Administrator finds that the requested modification results in a design that encourages pedestrian and other forms of non-vehicular mobility/activity for users of all ages and abilities. The Project is designed to contribute to a pedestrian-friendly environment. The building is oriented to the street, and a direct pedestrian pathway is provided from the primary entryway to the public right-of-way, facilitating safe pedestrian travel. Pedestrian-scale lighting is provided

adjacent to the primary entryway. Landscaping within the front yard setback, including the oak tree, will provide shade, cooling, and carbon sequestration, to the benefit of pedestrians and cyclists.

ENVIRONMENTAL FINDINGS

32. The Zoning Administrator finds that the Project is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines sections 15301 (Class 1 Categorical Exemption, Existing Facilities), 15303 (Class 3 Categorical Exemption, New Construction or Conversion of Small Structures), 15304 (Class 4 Categorical Exemption, Minor Alterations to Land), and 15305 (Class 5 Categorical Exemption, Minor Alterations in Land Use Limitations). The Project is exempt because it involves the rebuild of a replacement SFR on a lot that was previously developed with an SFR destroyed by the Eaton Fire. The Modification is for a minor variance of the required side yard and will not result in the creation of a new parcel. The Project Site is not located within or near an environmentally sensitive area, a historical resource, a hazardous waste site, or a scenic highway. No significant impact due to unusual circumstances nor cumulative effects are anticipated.

ADMINISTRATIVE FINDINGS

33. **LOCATION OF DOCUMENTS.** The location of the documents and other materials constituting the record of proceedings upon which the Zoning Administrator's decision is based in this matter is at LA County Planning, 13th Floor, Hall of Records, 320 West Temple Street, Los Angeles, California 90012. The custodian of such documents and materials shall be the Acting Section Head of the Disaster Recovery Team, LA County Planning.

BASED ON THE FOREGOING, THE ZONING ADMINISTRATOR CONCLUDES THAT:

- A. The proposed use with the attached conditions will be consistent with the adopted General Plan.
- B. The proposed use at the site will not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, will not be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, and will not jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.
- C. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in Title 22, or as is otherwise required in order to integrate said use with the uses in the surrounding area.
- D. The proposed site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and by other public or private service facilities as are required.

- E. The requested modification promotes high quality design of the subject building and contributes to and is cohesive with the surrounding built and natural environment.
- F. The requested modification results in a design that considers all sides of the building.
- G. The requested modification results in a design that encourages pedestrian and other forms of non-vehicular mobility/activity for users of all ages and abilities.

THEREFORE, THE ZONING ADMINISTRATOR:

1. Finds that the Project is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines sections 15301 (Class 1 Categorical Exemption, Existing Facilities), 15303 (Class 3 Categorical Exemption, New Construction or Conversion of Small Structures), 15304 (Class 4 Categorical Exemption, Minor Alterations to Land), and 15305 (Class 5 Categorical Exemption, Minor Alterations in Land Use Limitations); and
2. Approves the **“PROCEDURE A” MODIFICATION ASSOCIATED WITH COUNTY DISASTER RECOVERY PERMIT NO. CREC2026000218 AS MODIFIED**, subject to the attached conditions.

ACTION DATE: August 14, 2026

CS:SD

August 14, 2026

c: Zoning Enforcement, Building and Safety

LOS ANGELES COUNTY
DEPARTMENT OF REGIONAL PLANNING

CONDITIONS OF APPROVAL
PROJECT NO. PRJ2026-000530-(5)
DISASTER RECOVERY PERMIT NO. CREB2026000218
“PROCEDURE A” MODIFICATION

PROJECT DESCRIPTION

The project is a non-like-for-like installation of a single-family residence, with a “Procedure A” Modification to authorize a reduction in the rear yard setback, as required by 22.320.090.D.1.a (Altadena Community Standards District), subject to the following conditions of approval:

GENERAL CONDITIONS

1. **Permittee.** Unless otherwise apparent from the context, the term “Permittee” shall include the applicant, owner of the property, and any other person, corporation, or other entity making use of this grant.
2. **Affidavit of Acceptance.** This grant shall not be effective for any purpose until the Permittee, and the owner of the subject property if other than the Permittee, have filed at the office of the Los Angeles County ("County") Department of Regional Planning (“LA County Planning”) their affidavit stating that they are aware of and agree to accept all of the conditions of this grant. Notwithstanding the foregoing, this Condition No. 2 and Condition Nos. 4, 5, and 8 shall be effective pursuant to County Code Section 22.222.230 (Effective Date of Decision and Appeals).
3. **Date of Final Approval.** Unless otherwise apparent from the context, the term “date of final approval” shall mean the date the County’s action becomes effective pursuant to County Code Section 22.222.230 (Effective Date of Decision and Appeals).
4. **Indemnification.** The Permittee shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void, or annul this permit approval, which action is brought within the applicable time period of Government Code section 65009 or any other applicable limitations period. The County shall promptly notify the Permittee of any claim, action, or proceeding and the County shall reasonably cooperate in the defense. If the County fails to promptly notify the Permittee of any claim, action, or proceeding, or if the County fails to cooperate reasonably in the defense, the Permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the County.
5. **Litigation Deposit.** In the event that any claim, action, or proceeding as described above is filed against the County, the Permittee shall within ten days of the filing make an initial deposit with LA County Planning in the amount of up to \$5,000.00, from which actual costs and expenses shall be billed and deducted for the purpose of defraying the costs or expenses involved in LA County Planning's cooperation in the defense, including but not limited to, depositions, testimony, and other assistance provided to Permittee or Permittee's counsel.

If during the litigation process, actual costs or expenses incurred reach 80 percent of the amount on deposit, the Permittee shall deposit additional funds sufficient to bring the balance up to the amount of \$5,000.00. There is no limit to the number of supplemental deposits that may be required prior to completion of the litigation.

At the sole discretion of the Permittee, the amount of an initial or any supplemental deposit may exceed the minimum amounts defined herein. Additionally, the cost for collection and duplication of records and other related documents shall be paid by the Permittee according to County Code Section 2.170.010 (Fees for Providing County Records).

6. **Invalidation.** If any material provision of this grant is held or declared to be invalid by a court of competent jurisdiction, the permit shall be void and the privileges granted hereunder shall lapse.
7. **Recordation.** Upon any transfer or lease of the property during the term of this grant, the Permittee, or the owner of the subject property if other than the Permittee, shall promptly provide a copy of the grant and its conditions to the transferee or lessee of the subject property.
8. **Expiration.** This grant shall expire unless used by **January 7, 2030**. A single one-year time extension may be requested in writing and with the payment of the applicable fee prior to such expiration date.
9. **Inspections.** The subject property shall be maintained and operated in full compliance with the conditions of this grant and any law, statute, ordinance, or other regulation applicable to any development or activity on the subject property. Failure of the Permittee to cease any development or activity not in full compliance shall be a violation of these conditions. No provision of any easement of or any other encumbrance on the property shall exempt the Permittee and/or property owner from compliance with these conditions and applicable regulations.

Inspections may be made to ensure compliance with the conditions of this grant as well as to ensure that any development undertaken on the subject property is in accordance with the approved site plan on file. If inspections are required to ensure compliance with the conditions of this grant, or if any inspection discloses that the subject property is being used in violation of any one of the conditions of this grant, the Permittee shall be financially responsible and shall reimburse LA County Planning for all additional enforcement efforts necessary to bring the subject property into compliance. The amount charged for inspections shall be **\$456.00** per inspection, or the current recovery cost established by LA County Planning at the time any additional inspections are required, whichever is greater.

Inspections may be unannounced. Inspections may be conducted utilizing any available technologies, including, but not limited to, unmanned aircraft systems (UAS). Use of a UAS requires the consent of the Permittee pursuant to LA County Planning's UAS policy, which may be updated from time to time, and which shall be provided to the Permittee upon request.

10. **Revocation.** Notice is hereby given that any person violating a provision of this grant is guilty of a misdemeanor. Notice is further given that the Regional Planning Commission ("Commission") or a Hearing Officer may, after conducting a public hearing, revoke or modify this grant, if the Commission or Hearing Officer finds that these conditions have been violated or that this grant has been exercised so as to be detrimental to the public's health or safety or so as to be a nuisance, or as otherwise authorized pursuant to County Code Chapter 22.238 (Modifications and Revocations). Failure of the Permittee to cease any development or activity not in full compliance shall be a violation of these conditions and may result in revocation.
11. **County Fire Code.** All development pursuant to this grant shall comply with the requirements of Title 32 (Fire Code) of the County Code to the satisfaction of the County Fire Department.
12. **County Public Works Requirements.** All development pursuant to this grant shall comply with the requirements of the County Department of Public Works to the satisfaction of said department.
13. **Exhibit "A."** All development pursuant to this grant shall comply with the requirements of Title 22 (Planning and Zoning) of the County Code and of the specific zoning of the subject property, unless specifically modified by this grant, as set forth in these conditions, including the approved Exhibit "A," or a revised Exhibit "A" approved by the Director of LA County Planning ("Director").
14. **Revisions to the Exhibit "A."** The subject property shall be developed and maintained in substantial conformance with the plans marked Exhibit "A." In the event that revisions to the approved Exhibit "A" are submitted, the Permittee shall submit **an electronic copy** of the proposed plans to the Director for review and approval. All revised plans must substantially conform to the originally approved Exhibit "A." All revised plans must be accompanied by the written authorization of the property owner(s) and applicable fee for such revision.

PROJECT SITE-SPECIFIC CONDITIONS

15. **Scope of Approval.** This grant shall authorize the construction of a new single-family residence with an attached garage in the R-1-7500 (Single-Family Residence – 7,500-Square-Foot Minimum Lot Size) Zone with a rear setback modified from 25 feet to 5 feet.
16. **Parking.** The Permittee shall provide two vehicle parking spaces for the single-family residence, as required by the County Code. Unless an applicable permit is obtained, the number of parking spaces shall not change.
17. **Landscaping.** Landscaping shall be maintained through regular pruning, weeding, fertilizing, litter removal, and replacement of plants as necessary.
18. **Maintenance.** The sidewalk frontage in front of the property shall be continually well-maintained and free of litter, debris, household furniture, or any other items.

19. **Painting.** The single-family residence shall be repainted as necessary to replace discoloration and faded or peeling paint.
20. **Access.** Waste and recycling receptacles shall not block vehicular access to and from the property.
21. **Vehicles.** Inoperable vehicles may not be stored on the property or in parking spaces.
22. **Tree Protection.** The existing Liquidambar tree located along Menlo Drive shall be protected, and the driveway apron designed to accommodate the tree.
23. **Primary Entryway.** The primary entryway shall be lit with at least one light fixture providing a minimum of two foot-candles on the ground within five feet of the entryway door.
24. **Oak Tree Fencing.** Chain link fencing not less than six feet in height shall be installed around the protected zone of protected oak trees in order to restrict storage, machinery storage, and access during rebuilding activities. Said fencing shall be in place prior to commencement of any development activity on the lot. Said fencing shall remain in place throughout the entire period of development and shall not be removed until development activities have concluded.
25. **Oak Tree Grading.** All excavation and/or grading within the protected zone of a protected oak tree shall be limited to hand tools or small hand-power equipment.
26. **Oak Tree Replacement.** Any damage, encroachment, or removal of protected oak trees not otherwise authorized by this Permit shall be subject to Chapter 22.174 (Oak Tree Permits), including, but not limited to, requiring a retroactive Oak Tree Permit and requirements to plant replacement indigenous oak trees at a ratio two to one for non-heritage oaks, and ten to one for heritage oaks.

AFFIDAVIT OF ACCEPTANCE INSTRUCTIONS

Please read carefully. Failure to follow these instructions may result in the delay of your approved site plan and building permits.

After the termination of the appeal period (14 days after the action date), proceed with the following instructions if you have not been notified that an appeal has been received.

Sign the "Affidavit of Acceptance" form in the presence of a notary and have the notary attach an acknowledgement. Both the applicant and owner lines must be signed on the form, even if they are the same person.

Mail to:

**Department of Regional Planning
Attention: Sean Donnelly, AICP
320 W. Temple Street
Los Angeles, CA 90012**

Or hand deliver to:

**Altadena One-Stop Permit Center
Attention: Department of Regional Planning
464 W. Woodbury Road, Suite 210
Altadena, CA 91001**

For questions or for additional information, please contact Sean Donnelly, AICP at (213) 893-7024, or sdonnelly@planning.lacounty.gov. Our office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m.



Please complete and return to:
LA County Planning
320 West Temple Street, 13th Floor
Los Angeles, California 90012

AFFIDAVIT OF ACCEPTANCE

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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REGARDING: Project No. PRJ2026-000530-(5)
County Disaster Recovery Permit No. CREB2026000218
1140 Menlo Drive, Altadena, West San Gabriel Valley Planning Area
Assessor's Parcel Number: 5844-007-021

I/We the undersigned state:

I am/We are the permittee of the above-mentioned permits and/or owner of the real property described above.
I am/We are aware of, and accept, all the stated Conditions of Approval for the above-mentioned permit(s).

Executed this _____ day of _____, 20____

I/We declare under the penalty of perjury that the foregoing is true and correct.

*Complete both Applicant and Owner
sections, even if the same.*

*Signatures must be acknowledged by a
Notary Public. Affix seal or appropriate
acknowledgements.*

Applicant's Name: _____

Address: _____

City, State, Zip: _____

Signature: _____

Owner's Name: _____

Address: _____

City, State, Zip: _____

Signature: _____
