

June 17, 2024

HOLLY WILLIAMS  
11087 WILSHIRE BOULEVARD  
LOS ANGELES, CA 90024

SUBJECT: INCOMPLETE LETTER (PRJ2024-001701-(5))  
LOCATION: 3555 CHANEY TRAIL, ALTADENDA (APN: 5830-018-003)

Dear Ms Williams,

LA County Planning is in receipt of the application materials you submitted on May 31, 2024 for the sports field complex at 3555 Chaney Trail. Upon review of the submitted materials, I find that the application is incomplete. Additional information is necessary in order to deem the application complete and continue review. To complete your application, please submit or respond to the items below:

### **Section 1 – Required Application Materials**

#### **1) Land Use/Zoning Permit Application**

- Provide proof of a secondary means of legal access to ensure that there is adequate access from the edge of the property to the public-right-of-way. Provide documents showing easements/proof of legal access.

#### **2) Site Plan**

- Incorporate the design of the secondary access into the main plan set, including all appropriate grading calculations.

### **Section 2 - Zoning Conformance**

The following items do not meet the requirements of the Los Angeles County Planning and Zoning Code Title 22.

- 1) Secondary Access. Provide proof of a secondary means legal access to ensure that there is adequate access to the site. Incorporate the design of the secondary access into the main plan set, including all appropriate grading calculations. Provide necessary documents to demonstrate easement/access from the edge of the site to a public right-of-way.
- 2) Parking (Section [22.112.070](#)) Parking requirement is one space per three persons based on the occupant load of all indoor and outdoor areas. Please provide occupant load calculations from Building and Safety.
- 3) Bicycle Parking (Section [22.112.100 A](#)). Required Bicycle Parking for stadiums or similar entertainment uses is one short term space per 50 occupant load, AND one long term space per 50 occupant load. Please update reference on sheet G401 of the Entitlement Submittal, and elsewhere as appropriate.

- 4) Grading (Section [22.306.060 B 3 a](#)) Provide haul route for off-site transport of excess material.
- 5) Gross Structural Area ("GSA")/Lot Coverage. (Section [22.306.070 A 4](#)) Provide calculations for GSA and Lot Coverage.
- 6) Tree Planting Requirements (Section [22.126.030](#)). Include calculation for tree planting requirement on Sheet L-101. One tree per 10,000 square feet of developed lot area. Provide a shade plan for all uncovered surface parking areas containing 15 or more parking spaces.
- 7) Setbacks. Provide distances from the edges of proposed buildings to the property line on plan set.
- 8) Signage (Chapter [22.114](#)). Provide designs and dimensions for any proposed signage.
- 9) Biological Constraints Map ("BCM"). Show secondary access on BCM. Scrub oaks in the area are predominantly *Quercus durata gabrielensis* and *Q. x ewanii*, not *Q. berberidifolia*, please revise BCM as to reflect this. SEA Counseling will be scheduled once updated BCM is received.

### **Section 3 - Other Considerations/Recommendations**

- 1) Consider hosting a community meeting with the Altadena Town Council. You can contact the Chair of the Land Use Committee Diane Marcussen at [diane.marcussen@altadenatowncouncil.org](mailto:diane.marcussen@altadenatowncouncil.org).

After a complete application is received, I will be sending out your project to other County departments for consultation. All corrections and comments from other departments must be addressed, and conceptual approvals and clearances must be obtained.

After a complete application is received, I will provide a list of design recommendations and comments that address General Plan consistency, for your consideration.

All discretionary projects are subject to the California Environmental Quality Act (CEQA). Unless your project is exempt, an initial study will be required to determine the level of environmental documentation, including any technical studies.

Please provide a written response to this letter, along with revised plans if necessary, **by August 17, 2024**. Additional comments and requirements may be forthcoming after new materials have been submitted. If you have any questions concerning the information in this letter or any other questions about your project, please call me at 213-893-7024 or by email at [sdonnelly@planning.lacounty.gov](mailto:sdonnelly@planning.lacounty.gov).

Sincerely,



**Sean Donnelly, AICP**

Senior Planner

Foothills Development Services Section