

Notice and Agenda

Regular Meeting of the La Cañada Flintridge Planning Commission

Thursday, August 13, 2026 at 6:00 PM

**City Hall
One Civic Center Drive
La Cañada Flintridge, CA 91011**



**Ernest Koeppen, Chair
Nerses Aposhian, Vice-Chair
Argam DerHartunian, Planning Commissioner
Samir Mehrotra, Planning Commissioner
Henry Oh, Planning Commissioner**

How to View the Meeting Remotely

Regular Planning Commission meetings are streamed live for public viewing. However, please note that not all Special Planning Commission meetings are available for live streaming.

City Website Live Streaming at <https://lcf.ca.gov/city-clerk/agenda-minutes/>.

Comments from the Public

The public is encouraged to address the Planning Commission on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Planning Commission, you may do so during the **Comments from the Public** period noted on the agenda. Each person is allowed 3-minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

Agenda Materials

Copies of staff reports and supporting documentation pertaining to agenda items are available for public viewing and inspection at City Hall, 2nd Floor Lobby Area, during regular business hours, and on the City's website <https://lcf.ca.gov>. For further information regarding agenda items, please contact the Community Development Department at (818) 790-8881.

SB 343 – Any writings relating to an agenda item distributed to a majority of the Planning Commission less than 72 hours prior to the meeting will be available for public review in the City Clerk's Office during normal business hours and/or posted on the City's website.

Levine Act - To promote transparency and fairness in government decision-making, the Levine Act imposes contribution prohibitions and disclosure requirements. Specifically, any elected or appointed City officer is prohibited from making or attempting to influence a decision in a proceeding involving a license, permit, or other entitlement for use if the officer received a contribution of more than \$500 within the preceding 12 months from a party or their agent. (Gov. Code § 84308(c)(1).) Additionally, parties to proceedings involving a license, permit, or other entitlement for use pending before any elected or appointed City officer must disclose any campaign contributions exceeding \$500 that they made within the preceding 12 months. (Gov. Code § 84308(e)(1).) For more information please visit: <https://lcf.ca.gov/city-clerk/levine-act/>.

Reasonable Accommodations

In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a "reasonable accommodations" policy to expedite accommodation requests. The policy can also be found on the City's website. Please contact the City Clerk's Office, (818) 790-8880 to make an accommodation request, or to obtain an electronic or printed copy of the policy.

6:00 PM Planning Commission Regular Meeting**Preliminary Business****Call to Order****Next Resolution: 26-30****Roll Call**

Ernest Koeppen, Chair
Nerses Aposhian, Vice-Chair
Argam DerHartunian, Planning Commissioner
Samir Mehrotra, Planning Commissioner
Henry Oh, Planning Commissioner

Pledge of Allegiance**Comments from the Public - Public Comment cards are in the holder on the wall in the lobby.**

Limited to 3 minutes per speaker for items on the Consent Calendar, items not on the Agenda, or any issue within the subject matter jurisdiction of the Planning Commission. Public comment is limited to a maximum of 20 minutes. Speakers not able to speak due to the 20-minute time limit will be provided with the opportunity to speak at the end of the meeting.

If the matter on which you wish to speak is an Agenda item (other than a Consent Calendar item), you will be provided the opportunity to address the Planning Commission when the matter is considered. Please give a completed Public Comment Card to the Clerk prior to the beginning of the item.

Reordering of and Additions to the Agenda**Consent Calendar**

Items on the Consent Calendar will be enacted by one motion and roll call vote without individual discussion. If discussion is desired, the item will be removed and considered separately.

- 1) Approval of Minutes of the Planning Commission Meetings
 - a) Minutes of the Planning Commission Regular Meeting of July 9, 2026.
 - b) Minutes of the Planning Commission Regular Meeting of July 23, 2026.

Public Hearings

- 2) **Minor Conditional Use Permit (USE-2026-0234); 4515 Castle Road:** a request to establish a Pilates studio (fitness studio) use at 4515 Castle Road.

Recommendation: Adopt Planning Commission Resolution No. 26-xx finding the project exempt from the California Environmental Quality Act and approving Minor Conditional Use Permit (USE-2026-0234) for a new Pilates studio (fitness studio) use within a 745 square-foot lease area of an existing commercial building located at 4515 Castle Road.

- 3) **Setback Modification (EXCP-2026-0003); 1020 Atlee Drive:** A request for a Setback Modification to allow two accessory structures to encroach into the required north side and rear yard setbacks at 1020 Atlee Drive.

Recommendation: Adoption of Planning Commission Resolution No. 26-xx finding the project exempt from the California Environmental Quality Act and denying Setback Modification (EXCP-2026-0003) for two accessory structures that encroach into the required north side and rear yard setbacks at 1020 Atlee Drive.

Other Business

4) Director's Reviews

- a) Hillside Development Permit (HILL-2026-0003); 756 Greenridge Drive: A request to allow a new pool and spa and 544 square-foot detached patio structure on a hillside lot.
- b) Director's Miscellaneous Review (DIR-2026-0014) - Roof Mounted Equipment; 928 Big Briar Way: A request to allow a new HVAC condenser on the roof above the garage of an existing single-family residence.

Concluding Business

- Commissioners' Comments
- Staff Comments

Adjournment**Motion to Adjourn**

I certify under penalty of perjury that the agenda was posted on the City Hall bulletin board at One Civic Center Drive at least **72 hours** prior to the meeting, in accordance with Government Code Section 54954.2.

Susan Koleda, AICP
Director of Community Development



REGULAR COMMISSION MEETING

CALL TO ORDER: Chair Oh called the Regular Meeting to order at 6:03 p.m.

ROLL CALL: Chair Oh, Vice Chair Mehrotra, Commissioners Aposhian, DerHartunian and Koeppen.

STAFF PRESENT: Assistant City Attorney Cohen, Assistant Director Gardea, Planner Gjolme, and Senior Management Analyst II Brancheau.

PLEDGE OF ALLEGIANCE: Led by Chair Oh.

COMMENTS FROM THE PUBLIC:

The following individual provided public comment: Pat Anderson

REORDERING OF THE AGENDA: The agenda has been reordered so that the selection of the Chair, Vice Chair and Administrative Hearing Officer will take place at the end of the meeting.

CONSENT CALENDAR:

1. Approval of Minutes of the Planning Commission Meetings

- a) Minutes of the Regular Planning Commission Meeting of June 11, 2026

A **MOTION** was made by Commissioner Aposhian seconded by Commissioner Koeppen and carried 4-0-1 (Chair Oh abstained) to approve the Planning Commission meeting minutes from June 11, 2026.

(Approved 4-0-1, as recommended)

PUBLIC HEARINGS:

- 2. Hillside Development Permit (HILL-2026-0011) / Second-Floor Review (DEV-2026-0025); Kaveh Arbab / StudioBNDL; 206 Inverness Drive:** A request to allow construction of a qualified new two-story residence and retention of an existing detached garage comprising a total of 8,766 square feet on a 36,929 square-foot hillside

Planner Gjolme gave a presentation and answered questions from the Commissioners

Chair Oh opened the public hearing at 6:41 p.m.

The following individual provided public comment: Kaveh Arbab

Chair Oh closed the public hearing at 6:42 p.m.

A **MOTION** was made by Commissioner Aposhian, seconded by Commissioner DerHartunian, and carried 5-0 to adopt proposed Planning Commission Resolution No. 26-28 finding the project exempt from the California Environmental Quality Act and approving Hillside Development Permit (HILL-2026-0011) to allow construction of a qualified new two-story residence on a hillside lot at 206 Inverness Drive; 2) Adoption of Planning Commission Resolution No. 26-29 approving Second-Floor Review (DEV-2026-0025) to allow construction of a qualified new two-story residence at 206 Inverness Drive.

OTHER BUSINESS:

3. Director's Reviews:

- a) Hillside Development Permit (HILL-2025-0043) / Director's Review - Setback Modification (DIR-2026-0012); 920 Bay Tree Road: A request to allow first-floor additions to an existing residence and garage totaling 220 square feet and a maximum 3'-0" tall inward-facing retaining wall on a hillside lot.
- b) Second-Floor Review-DIR (DEV-2024-0082)(Amendment); 4261 Commonwealth Avenue: A request for an amendment to a previously approved Second-Floor Review application to allow an additional 94 square feet of second-floor area at the rear of the house.
- c) Hillside Development Permit (HILL-2026-0015); 5236 Stardust Road: A request to allow a new 3'-0" tall retaining wall in the front yard on a hillside lot.
- d) Hillside Development Permit (HILL-2026-0013); 5464 Rock Castle Drive: A request to allow a 589 square-foot first-floor addition and 126 square-foot front porch to an existing residence on a hillside lot.

SELECTION OF CHAIR AND VICE-CHAIR OF THE PLANNING COMMISSION:

A **MOTION** was made by Chair Oh, seconded by Commissioner DerHartunian, and carried 5-0 to appoint Commissioner Koeppen as Chair and Commissioner Aposhian as Vice Chair of the Planning Commission.

SELECTION OF ADMINISTRATIVE MEETING OFFICER:

A **MOTION** was made by Chair Oh, seconded by Commissioner Aposhian, and carried 5-0 to appoint Commissioner DerHartunian as Administrative Meeting Officer.

OTHER BUSINESS: None

CONCLUDING BUSINESS:

Comments from Commissioners:

Commissioner Aposhian asked about commissioners' availability during the summer. Chair Oh noted that, at the previous meeting, the Commission discussed canceling the second meeting in August. Commissioner Aposhian also asked whether attending a

meeting via Zoom was an option for Planning Commissioners. Assistant City Attorney Cohen clarified the applicable policy

Comments from Staff:

Assistant Planner Gardea provided additional information regarding the Zoning Code and reiterated the cancellation of the Planning Commission Regular Meeting of August 27, 2026.

ADJOURNMENT Chair Oh adjourned the Planning Commission regular meeting at 6:59 p.m.

Susan Koleda
Director of Community Development

Minutes approved by the Planning Commission on_____.



REGULAR COMMISSION MEETING

CALL TO ORDER: Chair Koeppen called the Regular Meeting to order at 6:05 p.m.

ROLL CALL: Chair Koeppen, Vice Chair Aposhian, Commissioners DerHartunian, Mehrotra and Oh.

STAFF PRESENT: Assistant City Attorney Cohen, Director Koleda and Management Analyst Karaguozyan.

PLEDGE OF ALLEGIANCE: Led by Chair Koeppen.

COMMENTS FROM THE PUBLIC: None

REORDERING OF THE AGENDA: None

CONSENT CALENDAR:

1. Approval of Minutes of the Planning Commission Meetings

- a) Minutes of the Regular Planning Commission Meeting of May 28, 2026

A **MOTION** was made by Commissioner DerHartunian seconded by Commissioner Mehrotra and carried 4-0-1 (Vice Chair Aposhian abstained) to approve the Planning Commission meeting minutes from May 28, 2026.
(Approved 4-0-1, as recommended)

PUBLIC HEARINGS:

- 2. **Zone Change 14-02; Zoning Code and Zoning Map Update, Impacting Properties Citywide within the City of La Cañada Flintridge:** A request to repeal and replace in its entirety Title 11 (Zoning) of the City of La Cañada Flintridge Municipal Code and the associated Zoning Map. The Planning Commission will make a recommendation to the City Council on adoption of the proposed Zone Change.

Director Koleda and Cason Hall, Psomas consultant, gave a presentation and addressed questions from the Commission.

Chair Koeppen opened the public hearing at 6:34 p.m.

The following individuals provided public comment: Teri and Peter Lauenstein.

Chair Koeppen closed the public hearing at 6:49 p.m.

OTHER BUSINESS:

3. Director's Reviews:

- a) Hillside Development Permit (HILL-2026-0012); 2124 Patagonia Drive: A request to allow a 422 square-foot first-floor addition to an existing one-story residence on a hillside lot.
- b) Director's Setback Modification (DIR-2026-0013); 928 Chehalem Road: A request to allow a portion of a 303 square-foot first-floor addition to encroach 2'-6" into the required 7'-11" east side yard setback.
- c) Hillside Development Permit (HILL-2026-0016); 603 Chatham Place: A request to allow a new cantilevered unroofed balcony with 66 square feet of qualified under-balcony floor area on a hillside lot.

OTHER BUSINESS: None

CONCLUDING BUSINESS:

Comments from Commissioners:

Vice Chair Aposhian asked about the summer meeting schedule. Director Koleda stated that the Commission will meet August 13th and the Regular Meeting of August 27th will be cancelled. Vice Chair Aposhian also asked about upcoming major projects; Director Koleda said there are none at this time.

Comments from Staff: None

ADJOURNMENT Chair Koeppen adjourned the Planning Commission regular meeting at 7:35 p.m.

Susan Koleda
Director of Community Development

Minutes approved by the Planning Commission on_____.

CITY OF **LA CAÑADA FLINTRIDGE**
Planning Commission Agenda Report

Meeting Date: August 13, 2026

Subject: **Minor Conditional Use Permit (USE-2026-0234); 4515 Castle Road:** a request to establish a Pilates studio (fitness studio) use at 4515 Castle Road.

Presenter: Harriet Harris, Associate Planner
Eric Mehrabians

Proposed Action: Adopt Planning Commission Resolution No. 26-xx finding the project exempt from the California Environmental Quality Act and approving Minor Conditional Use Permit (USE-2026-0234) for a new Pilates studio (fitness studio) use within a 745 square-foot lease area of an existing commercial building located at 4515 Castle Road.

Environmental Impact: The proposed project is Categorically Exempt from the California Environmental Quality Act (CEQA), under Section 15301 (Existing Facilities) of the CEQA Guidelines.

Background:

The request is to establish Pilates studio use within a 745 square-foot tenant space of an existing 5,661 square -foot commercial building located at 4515 Castle Road. No expansion of the existing structure is proposed.

Discussion/Analysis:

Context:

The irregularly shaped subject property at 4515 Castle Road (AIN: 5870-008-002), is developed with a two-story commercial building and an associated parking area consisting of 14 on-site parking spaces, inclusive of two accessible parking spaces.

A Minor Conditional Use Permit is required to establish new fitness studio uses in the Community Planned Development (CPD) zone, subject to the findings outlined in La Cañada Flintridge Municipal Code (LCFMC) Section 11.43.080 – Conditional Use Permits.

On June 8, 2023, the Planning Commission granted a Minor Conditional Use Permit (USE-2023-0131) to allow for medical office use at the 2,200 square-foot lower level of the building. A dental clinic, which is a permitted use, is located on the north end of the building on the upper level. A 645 square foot vacant lease space is also located on the upper level.

Project Description:

The current request proposes a new Pilates studio (Health clubs or centers, gymnasiums, aerobics studios) use per LCFMC section 11.14.020 of the CPD zone designation at 4515 Castle Road. The Pilates studio is proposed to operate during daytime and early evening hours, between 7:00 AM and 7:00 PM, seven days per week. The majority of classes will occur weekday mornings, primarily between 7:00 AM and 12:00 PM. One-on-one private instruction will be offered during afternoon and early evening hours, generally between 1:00 PM and 7:00 PM, based on client demand. No late-night operations are proposed. A maximum of five clients will be served at any given time, with one staff member/instructor present during the business' operating hours. Clients will be required to sign up in advance for pre-scheduled private sessions. See the GlowState Pilates business description attached to this report.

Parking

Per Section 11.14.030.D of the Zoning Code, there is no specific parking requirement for fitness studios and when considering the parking demand for the proposed MCUP, staff must consider the maximum capacity and hours of operation of all uses on site when reviewing the proposed use to determine potential conflicts.

The applicant has demonstrated that the space could accommodate five Pilates reformer machines (see attached equipment plan) which limits group classes to five students plus one instructor for a total demand of six parking spaces when the Pilates studio is at maximum capacity. The applicant has indicated that the building owner has designated a total of five parking spaces of the 14 total parking spaces located on site for the Pilates studio. Furthermore, there are approximately 12 additional on-street parking spaces located on Castle Road within approximately 500 feet of the project site, and outside of the residentially-zoned area.

The other business in the building that shares the same parking lot at 4515 Castle Road will operate at limited capacity, reducing the occupied spaces in the shared parking lot. According to the previous entitlement granted on June 6, 2023, the 2,200 square foot medical office use on the first floor of 4515 Castle Road will have a maximum of five occupants at any given time. The approximately 1,900-square-foot dental office on the same level as the proposed Pilates Studio was not reviewed by the Planning Commission and would require eight parking spaces based on square footage. Lastly, one tenant space of approximately 685 square feet has not yet been leased and would require three parking spaces if it was leased as an office.

The medical office is open from 9:00 AM to 4:30 PM, Mondays through Fridays. The dental studio operates from 9:00 AM to 6:00 PM, Mondays through Fridays. GlowState Pilates conducts classes in the morning hours and offers private, one-on-one instruction in the afternoons and later hours. The applicant states that she incorporates intentional gaps between sessions to stagger client arrival and departure, minimizing overlap and reducing on-site congestion. There would be no conflict with other uses on weekends. Per Zoning Code Section 11.14.030 – CPD Community Planned Development Zone, shared on-site parking between land uses with different periods of peak parking demand will be allowed for all uses that can document that the existing or anticipated land use(s) will have different periods of peak parking demand and the shared parking arrangement can accommodate the parking demand for both uses.

Conditional Use Permit:

The commercial building at 4515 Castle Road provides 14 dedicated on-site parking spaces, 12 additional on-street parking spaces within 500 feet of the project site contribute to the total available

parking of 26 spaces. Peak demand would be 22 parking spaces given the discussion above regarding the parking requirements for the other tenants. There are no records of complaints regarding the existing and prior uses, and the proposed use is not anticipated to create any on-site parking impact. Staff visited the site various times since the medical office was approved in 2023 and observed only one to three cars in the parking lot. On staff's most recent visit, two cars were in the parking lot, and two cars were parked along Castle Road. Given that proposed occupancy is limited, its operation minimally conflicts with neighboring tenants, and the abundance of on-site, as well as on-street parking spaces along Castle Road, it is not anticipated that the proposed Pilates studio use would have an adverse effect on the neighboring businesses or surrounding area.

Overall, the requested Pilates studio use is regarded as reasonable. As such, positive findings can be made, and the conditions of approval are found in the attached Resolution.

Recommendation:

Staff recommend that the Planning Commission find the project categorically exempt from the California Environmental Quality Act and adopt Resolution No. 26-xx approving Conditional Use Permit (USE-2026-0234) at 4515 Castle Road.

Attachments:

1. Resolution No. 26-xx (USE-2026-0234)
2. Project Plans
3. Business Description provided by the applicant



ATTACHMENT 1

RESOLUTION NO. 26-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING MINOR CONDITIONAL USE PERMIT (USE-2026-0234) TO ESTABLISH A PILATES STUDIO (FITNESS STUDIO) USE WITHIN AN EXISTING COMMERCIAL BUILDING AT 4515 CASTLE ROAD

WHEREAS, an application for a Minor Conditional Use Permit (USE-2026-0234) was filed by Ester Hodikian (hereinafter the “Applicant”) with the City of La Cañada Flintridge to establish a Pilates studio (fitness studio) use at 4515 Castle Road (AIN: 5870-008-002), (hereinafter referred to as the “Application”), said request incorporated herein by reference; and

WHEREAS, the project site has a General Plan Land Use designation of Commercial/Office (max. of 0.5 FAR) and is located within the Community Planned Development (CPD) zone; and

WHEREAS, the project site contains an existing 5,661 square foot structure and associated parking areas with 14 on-site parking spaces, with 12 on-street parking spaces on the east and west side of Castle Road outside of residentially zoned areas; and

WHEREAS, on August 13, 2026, after publication and posting of the request in the prescribed manner, the Planning Commission, held a public hearing on the Application and concluded said hearing on that date; and

WHEREAS, the Planning Commission has reviewed the facts contained in the staff report dated August 13, 2026, regarding the Application for a Minor Conditional Use Permit, heard and considered the testimony of the Applicant and the public; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW THEREFORE, the Planning Commission of the City of La Cañada Flintridge does resolve as follows:

SECTION 1. The above recitals are true and correct, and incorporated herein by reference.

SECTION 2. California Environmental Quality Act. The Planning Commission hereby finds as follows:

a. All aspects of the amended project were reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA) and the CEQA Guidelines. Based on the scope of the project, it has been determined that the project is

Categorically Exempt pursuant to Section 15301 (Existing Facilities). Therefore, the Planning Commission hereby directs a Notice of Exemption be filed for Minor Conditional Use Permit (USE-2026-0234).

b. The custodian of records for the Notice of Exemption and all other materials which constitute the record of proceedings upon which the Planning Commission's decision is based, is the Director of Community Development of the City of La Cañada Flintridge. Those documents are available for public review in the Planning Division of the City of La Cañada Flintridge located at One Civic Center Drive, La Cañada Flintridge, California, 91011, telephone (818) 790-8881.

SECTION 3. Findings for Conditional Use Permit. The Planning Commission hereby finds as follows:

1. The proposed use will not be in substantial conflict with the adopted General Plan for the area since the proposed Pilates studio use is conditionally permitted within the Community Planned Development zone. The project is consistent with the goals, policies, and objectives of the General Plan, including LUE Policy 1.2.3: "Encourage a mix of commercial land uses that serves the needs of the local community" and LUE Policy 1.2.4: "Maintain sufficient flexibility in the types of uses allowed in commercially designated areas to address changes in market conditions and encourage competition." The Pilates studio use is consistent with the adopted General Plan in that it will add physical fitness use to the mix of commercial land uses available to residents.

2. The requested use of the location proposed will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area, or be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site, or jeopardize, endanger, or otherwise constitute a menace to public health, safety, or general welfare. The Pilates studio use would not introduce elements that would have the potential to adversely affect the health, peace, comfort, or welfare of the surrounding employees or residents, since the use is consistent with the Commercial/Office land use and is found to be consistent with the goals, objectives, and policies of the General Plan. The proposed use is also consistent with conditionally permitted uses listed in the Community Planned Development section of Title 11 of the La Cañada Flintridge Municipal Code. There is no indication of a negative impact on the valuation of property since the use will be consistent with the commercial occupancy of the building. There will be no endangerment to public health, safety, or general welfare due to the proposed Pilates studio use since any tenant improvement will be required to comply with current Building and Fire Codes.

3. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and, landscaping, and other development features to integrate said uses with the uses in the surrounding area. The site provides 14 on-site parking spaces and 12 additional on-street parking spaces immediately adjacent to the site. The proposed Pilates studio use would not add additional floor area to the building and would utilize its existing space. It is also similar in scale and intensity to the previous

use of the leasable area. The site, while uniquely shaped, is found to be adequate in size and shape to accommodate the Pilates studio use.

4. 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 other public and private service facilities as are required. The subject property is located along the west side of Castle Road and is directly accessible from Castle Road. The parcel provides sufficient parking through the provision of existing on-site parking which is reciprocal to the entire site as well as curbside parking along the east and west side of Castle Road. The proposed use would have limited traffic and will not generate a significant volume of traffic such that the existing capacity of Castle Road would be exceeded. No negative impact on the required infrastructure would result from the requested use.

5. The proposed use preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic and other property values in the neighborhood since the proposed use would utilize a leasable area within an existing building. The Pilates studio use is permitted subject to approval of a Minor Conditional Use Permit within the Community Planned Development zone and is consistent with the intent of the Commercial/Office land use designation, including encouraging local serving commercial uses consistent with the small-town character of the community, as outlined within the General Plan.

SECTION 4. Based on the above findings, the Planning Commission of the City of La Cañada Flintridge hereby approves Conditional Use Permit (USE-2026-0234), establishing a Pilates studio (fitness studio) use at 4515 Castle Road (AIN: 5870-008-002), subject to the conditions of approval listed in Exhibit "A", attached to this resolution.

PASSED, APPROVED AND ADOPTED this 13th day of August 2026.

Ernest Koeppen
Chair of the Planning Commission

ATTEST:

Susan Koleda, AICP
Secretary to the Planning Commission

EXHIBIT "A"
CONDITIONS OF APPROVAL
MINOR CONDITIONAL USE PERMIT (USE-2026-0234)
4515 CASTLE ROAD
(AIN# 5870-008-002)

1. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Community Development.
2. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the site plan submitted, labeled Minor Conditional Use Permit (USE-2026-0234).
3. Prior to obtaining a building permit or when applicable initiation of use, the applicant and property owner shall file with the Secretary of the Planning Commission written acknowledgment of the conditions stated herein on forms provided by the Planning Division.
4. All structures, site work and other features including but not limited to, buildings, roadways, parking areas, landscaping and other facilities shall be located and maintained as shown on the plans labeled Minor Conditional Use Permit (USE-2026-0234), except as otherwise stated in these conditions.
5. This approval will expire unless "start of operation" is commenced within 12 months after approval is granted and diligently pursued thereafter. The Director of Community Development may extend the original expiration date by as much as 12 months upon receipt of a written request from the applicant prior to expiration of the original approval if the approved project and applicable zoning standards are unchanged. Start of operation is defined as:
 - A. All zoning and related approvals are effective; and
 - B. All required building permits for the project have been issued and a City business license obtained; and
 - C. Nothing in this definition shall be construed to alter the applicable legal standards for determining when vested property rights to complete the project have arisen.
6. All applicable requirements of any law, ordinance, or regulation of the City of La Cañada Flintridge shall be complied with. This approval is subject to the applicant paying all fees, deposits, and assessments to the City of La Cañada Flintridge, as established by policy, ordinance, or resolution of the City Council prior to occupancy or initiation of use. This includes payment for contracted staff services as invoiced to the City.
7. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the

applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

8. The applicant shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any claim, action, or proceeding against the City or its officers, agents, or employees to attack, set aside, void, or annul approval of this project. The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense.
9. An approval granted by the Planning Commission does not constitute a building permit, business license, or authorization to begin construction. Appropriate permits issued by the Building and Safety Division must be obtained prior to construction, enlargement, relocation, conversion, or demolition of any (portion) building or structure within the City.
10. Business signage shall be subject to review and approval by the Design Commission.
11. Any other use requiring a Conditional Use Permit for the subject site, other than the approved use per this Minor Conditional Use Permit (USE-2026-0234), shall require a new Minor Conditional Use Permit.
12. After six (6) months of occupancy, a review shall be conducted by the Director of Community Development regarding parking and the hours of operation. If the review reveals that the conditions of approval need to be modified, this MCUP will be brought back to the Planning Commission for review and potential modification or revocation.
13. The hours of operation shall be as follows:
Monday-Sunday – 7:00 am – 7:00 pm

#



ATTACHMENT 2

TENANT IMPROVEMENT
4517A CASTLE ROAD, LA CANADA FLINTRIDGE, CA 91011

INDEX OF DRAWINGS

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A0 - COVER/ EXISTING SITE PLAN
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PLUMBING
P1 - PLUMBING COVER
P2 - RISER, WASTE & VENT AND HOT/COLD WATER PLAN
P3 - PLUMBING TITLE 24 COMPLIANCE FORMS

PATH OF TRAVEL INFORMATION

A. LOS ANGELES COUNTY BUILDING CODE SECTION 11B-202.4 REQUIRES AN ACCESSIBLE PATH OF TRAVEL TO THE SPECIFIC AREA OF ALTERATION OR ADDITION. THE ACCESSIBLE PATH OF TRAVEL INCLUDES:

- I. AN ACCESSIBLE ENTRANCE;
- II. AN ACCESSIBLE ROUTE TO THE ALTERED AREA;
- III. AT LEAST ONE ACCESSIBLE RESTROOM FOR EACH SEX OR ONE ACCESSIBLE UNISEX (SINGLE USER OR FAMILY) RESTROOM;
- IV. ACCESSIBLE TELEPHONES;
- V. WHEN FEASIBLE; ADDITIONAL ACCESSIBLE ELEMENTS SUCH AS PARKING, SIGNS, STORAGE, AND ALARMS.

B. AS PART OF THE DESIGN OF THIS PROJECT, THE ACCESSIBLE PATH OF TRAVEL WAS EVALUATED BY THE RESPONSIBLE DESIGNER. ALL NON-COMPLIANT PORTIONS OF THE PATH OF TRAVEL THAT REQUIRE UPGRADES ARE IDENTIFIED AND DETAILED ON THESE CONSTRUCTION DRAWINGS. ALL NON-COMPLIANT PORTIONS OF THE PATH OF TRAVEL THAT WILL NOT BE UPGRADED AS PART OF THIS PROJECT BASED ON VALUATION THRESHOLD LIMITATIONS OR A FINDING OF UNREASONABLE HARDSHIP ARE ALSO INDICATED ON THESE CONSTRUCTION DRAWINGS.

C. IF INCOMPLETE INFORMATION OR DISCREPANCIES BETWEEN THESE CONSTRUCTION DRAWINGS AND EXISTING CONDITIONS ARE IDENTIFIED DURING CONSTRUCTION, REVISIONS SHALL BE MADE AND ADDITIONAL PATH OF TRAVEL UPGRADES MAY BE REQUIRED. ADDITIONAL PLAN REVIEW, PERMITTING, AND ASSOCIATED FEES MAY APPLY.

PROJECT INFORMATION

PROJECT USE: GENERAL OFFICE
PROJECT FLOOR AREA: SUITE A - 7455F
OCCUPANCY GROUP: B
CONSTRUCTION TYPE: VB
FIRE SPRINKLER: NO
NUMBER OF STORIES IN BUILDING: TWO
ASSESSOR'S PARCEL NUMBER (APN): 5870-008-002

PROJECT DIRECTORY

DESIGNER
JOSE DOMINGUEZ
2158 PACIFIC AVE
LONG BEACH, CA 90806
(562) 922-3124
JOSE@GEMCO.LA

CONTRACTOR
GEM CONSTRUCTION, INC.
6510 E. SPRING ST. SUITE 941
LONG BEACH, CA 90815
(562) 270-4330
HARRY@GEMCO.LA

OWNER/ CLIENT
AVO ARTINYAN
4515 CASTLE ROAD
LA CANADA FLINTRIDGE, CA 91011
(818) 606-2200
AVO_ARTINYAN@YAHOO.COM

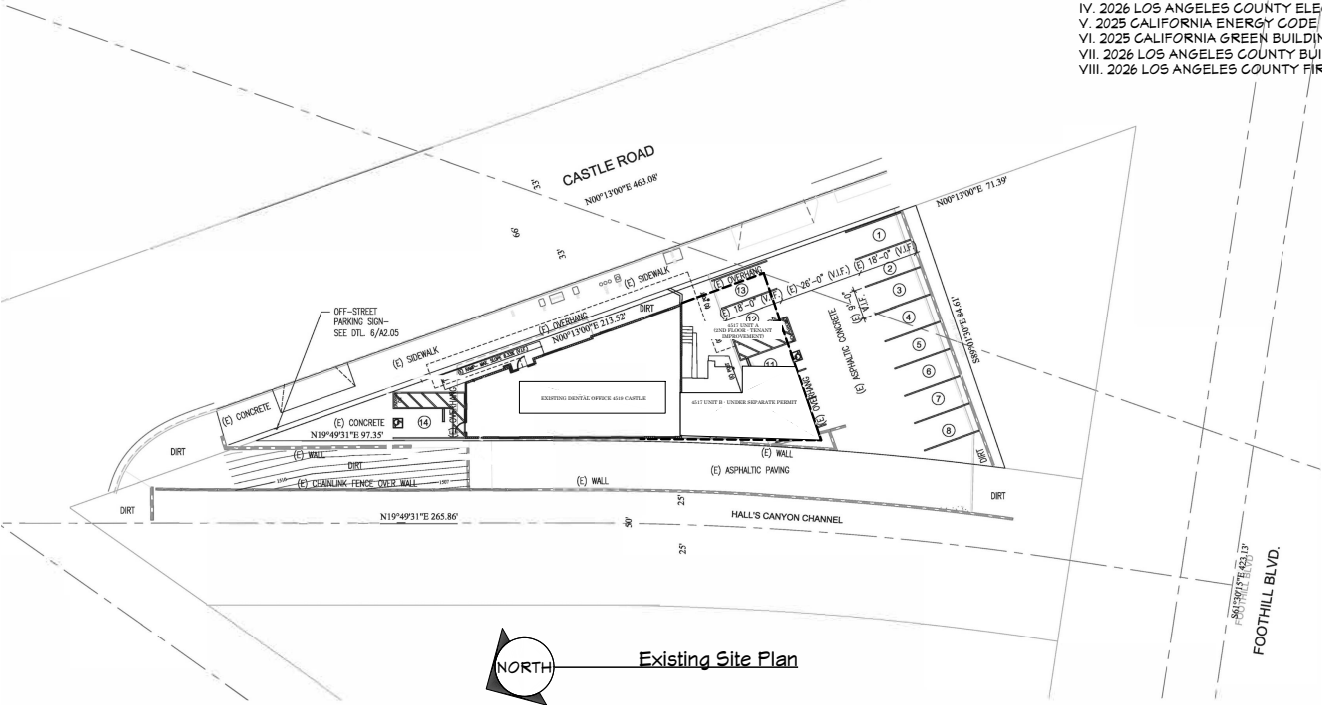
SCOPE OF WORK

1. CONSTRUCTION OF INTERIOR IMPROVEMENTS ONLY
 - A. DRYWALL AND PAINTING
 - B. RESTROOM BUILDOUT
 - C. CABINETRY PER DRAWINGS
 2. ALL STRUCTURAL AND WINDOWS WORK COMPLETED UNDER PERMIT #5:
 - A. BLN-2024-0040 - EXTERIOR IMPROVEMENTS
 - B. BLN-2024-0011 - STRUCTURAL IMPROVEMENTS
 3. ELECTRICAL PER ELECTRICAL PLANS
 4. MECHANICAL PER MECHANICAL PLANS
 5. PLUMBING PER PLUMBING PLANS
- INSTALL ALL MECHANICAL, ELECTRICAL, AND PLUMBING IN SUITE 4517A PER MEP PLANS, BUILD 50,775F OFFICE KITCHENETTE PER A-2, BUILD 50,565F ADA ACCESSIBLE RESTROOM PER A-4, AND INSTALL ALL FINISHES. TOTAL SUITE 4517A WORK AREA IS 7455F.

PROJECT BUILDING DATA

THIS PROJECT SHOULD COMPLY WITH:

- A. APPLICABLE CODES:
- I. 2026 LOS ANGELES COUNTY BUILDING CODE
 - II. 2026 LOS ANGELES COUNTY MECHANICAL CODE
 - III. 2026 LOS ANGELES COUNTY PLUMBING CODE
 - IV. 2026 LOS ANGELES COUNTY ELECTRICAL CODE
 - V. 2025 CALIFORNIA ENERGY CODE
 - VI. 2025 CALIFORNIA GREEN BUILDING CODE
 - VII. 2026 LOS ANGELES COUNTY BUILDING CODE
 - VIII. 2026 LOS ANGELES COUNTY FIRE CODE



REVISION TABLE	REVISION BY	DESCRIPTION
NUMBER	DATE	

COVER PAGE/SITE PLAN

DRAWINGS PROVIDED BY:
GEM
CONSTRUCTION INC.

DATE:
4/23/2026

SCALE:

SHEET:

A-0



DOOR SCHEDULE						
NUMBER	LABEL	QTY	FLOOR	SIZE	DESCRIPTION	COMMENTS
D01	3070	1	2	3070 L IN	HINGED-SLAB	
D02	3066	1	2	3066 L IN	EXISTING (MOVED)	
D03	D01	1	2	3070 R IN	HINGED-GLASS PANEL	



ATTACHMENT 3

Business Description
4517A Castle Rd
GlowState Pilates

GlowState Pilates will operate as a boutique fitness and wellness studio offering instructor-led reformer Pilates classes within an approximately 745 square foot tenant space. The studio will be owner-operated and owner-instructed, ensuring consistent oversight of daily operations.

The facility will operate as a low-intensity indoor use with a maximum of five (5) reformer machines. Classes will be limited to a maximum of five (5) clients per session and led by the owner, a certified Pilates instructor. Sessions will be approximately 45 minutes in duration and will focus on controlled, low-impact exercise for strength, flexibility, and alignment.

Operations will be conducted strictly by appointment through pre-scheduled classes. No walk-in services will be offered. Class times will be scheduled with intentional gaps between sessions to stagger client arrival and departure, minimizing overlap and reducing on-site congestion. No retail sales or food service will be provided.

Hours of Operation

The studio is anticipated to operate during standard daytime and early evening hours, generally between 7:00 AM and 7:00 PM, seven days per week. The majority of classes will occur during weekday mornings, primarily between 7:00 AM and 12:00 PM. One-on-one private instruction will be offered during afternoon and early evening hours, generally between 1:00 PM and 7:00 PM, based on client demand. No late-night operations are proposed.

Parking and Traffic

Due to the small class size and appointment-based model, parking demand will be minimal. A maximum of five (5) clients will be on-site at any given time, in addition to the owner/instructor. Four (4) on-site parking spaces are designated for the studio, with no more than two clients utilizing available street parking on Castle Rd. Client arrivals and departures will be staggered to minimize overlap, resulting in low traffic generation throughout the day.

Operational Characteristics

Activities will consist of controlled, low-impact Pilates exercises performed on spring-based reformer equipment. No heavy weights or high-impact training will be utilized. All operations will occur within the enclosed tenant space.

The studio will function as a wellness-focused environment, with noise levels expected to remain below those of traditional fitness facilities. No outdoor activities, late-night operations, or ancillary uses such as food service or retail are proposed.

The operational model supports a neighborhood-serving use that integrates seamlessly with the surrounding area while providing a specialized health and wellness service to the local community.

Summary of Operations

- 745 sq. ft. tenant space
- Owner-operated and owner-instructed
- Five (5) clients per session
- Four (4) designated on-site parking spaces
- 45-minute class sessions
- Operating hours generally between 7:00 AM and 7:00 PM, with peak activity during morning hours (7:00 AM – 12:00 PM)
- Appointment-based model; no walk-ins
- No retail sales, food service, or outdoor operations

CITY OF **LACANADA FLINTRIDGE**
Planning Commission Agenda Report

Meeting Date: August 13, 2026

Subject: **Setback Modification (EXCP-2026-0003); 1020 Atlee Drive:** A request for a Setback Modification to allow two accessory structures to encroach into the required north side and rear yard setbacks at 1020 Atlee Drive.

Presenter: Chris Gjolme, Planner

Proposed Action: 1) Adopt Planning Commission Resolution No. 26-xx finding the project exempt from the California Environmental Quality Act and denying Setback Modification (EXCP-2026-0003) for two accessory structures that encroach into the required north side and rear yard setbacks at 1020 Atlee Drive.

Environmental Impact: The California Environmental Quality Act (CEQA) is not applicable to the project pursuant to Public Resources Code Section 21080(b)(5), which states that CEQA does not apply to projects which a public agency rejects or disapproves.

Background:

The request is for a Setback Modification from Neil Brown / Part Four Architects to legalize two detached accessory structures that encroach into the north side and rear yard setbacks of the subject property. The structures include a 542 square-foot gazebo and a 166 square-foot BBQ cover/shade structure totaling 708 square feet, both of which were constructed without the benefit of permits issued by the City. The gazebo encroaches up to 8'-4" into the required 10-foot north side setback and 10'-3" into the required 15-foot rear setback. The BBQ cover/shade structure encroaches up to 13 feet into the required 15-foot rear yard setback.

Discussion/Analysis:

Context:

The subject property is a 14,200 square-foot landlocked parcel at the south-east corner of Atlee Drive, one property east of Hayman Avenue. Access is provided via an easement across the adjacent property to the north at 1019 Atlee Drive. To the west is the corner lot at 1106 Atlee Drive, which also has frontage along Hayman Avenue. Adjacent to the east is the residence at 4427 Chevy Chase Drive, which shares its rear property line with the subject lot.

The site is currently developed with a single-family residence, attached covered patio and a swimming pool to the rear. An outdoor cooking/barbeque (BBQ) area and standalone fireplace were recently constructed in the rear yard; the former along the rear property line and the latter along the

north side property line. With an overall height of less than six feet, these structures are not subject to applicable setbacks, and are allowed by code despite their proximity to the rear and north side property lines.



A large gazebo at the north-east corner of the property and shade structure around (and above) the cooking/BBQ area have also been constructed, but without permits and associated approvals from the City, which are required given their location, size and height. These structures are well above six feet in height and are subject to applicable Zoning Code setback requirements. After a complaint was filed regarding unpermitted construction, a Stop-Work Order and Notice of Violation were issued on April 3, 2026, and May 7, 2026, respectively. Subsequent to this, an application for a Setback Modification to retain the structures was submitted to the City on June 1, 2026.

Project Description:

The applicant is requesting retention of the unpermitted structures, which require review and approval of a Setback Modification from the Planning Commission. The structures in question measure approximately 7' x 23'-9" feet and 21' x 26' and would add 708 square feet of roofed area if after-the-fact approval was to be granted.

The structures present significant encroachments into the required north side and rear setbacks. Setbacks differ as measured from the roof overhangs and support posts to the respective property lines, with the minimum qualified setbacks established by the roof overhangs as follows:

While the new structures can be 'subjectively valued', they must also be 'objectively evaluated' based on their relationship to code standards. Whereas, the location of the BBQ shade structure is predicated to an extent by the BBQ and cooktop counter, this does not negate the objective argument to provide a compliant setback for the shade structure. The argument is even more compelling for the gazebo considering its much greater size. The situation becomes more problematic given the extent or magnitude of the encroachments; the gazebo presents encroachments exceeding ten feet and the entirety of the BBQ shade structure encroaches into the required rear setback. These are not negligible deviations from code, but rather major infractions, and the non-essential benefit or utility of the structures in question does not outweigh the goal of code compliance.

Although the north-east corner of the property is somewhat constrained by the convergence of the required north side and rear setbacks and the south-east corner of the lot is developed with a swimming pool, this alone does not provide adequate justification for the location of the structures or cause for relief from applicable code standards. The request would introduce new mass in proximity to adjacent properties and respective homes to the north and east. The City's setback requirements were developed and implemented to provide appropriate spatial buffers between structures and property lines in order to preserve and enhance scale and character and ensure orderly development throughout the City. The request is clearly contrary to these objectives.

Justifying major setback relief for a new and unauthorized project requires more than just demonstrating a lack of major off-site impacts. Hardship or practical difficulty must also be apparent, and this is where the request falls short and cannot be justified. The encroachments are a direct product of a project that maximizes outdoor amenities but does not compensate for the scope of work by providing compliant setbacks throughout. Although the BBQ shade structure would have to be removed and the gazebo significantly reduced in size, these hardships do not invalidate concerns of deficient siting, crowding and imposition on neighboring properties. Moreover, they are entirely self-imposed since the structures were illegally constructed without regard to applicable code requirements. Thus, the Setback Modification cannot be supported as detailed in the findings contained in the Planning Commission draft Resolution.

Recommendation:

Based on the previous discussion, the proposed accessory structures present significant side and rear yard encroachments, and their location cannot be justified by compelling hardship or necessity. Staff therefore recommends that the requested Setback Modification **BE DENIED**, subject to the findings included as part of Planning Commission Resolution No. 26-xx, attached.

Attachments:

1. Draft Planning Commission Resolution
2. Project Plans



ATTACHMENT 1

CITY OF LA CAÑADA FLINTRIDGE

RESOLUTION NO. 26-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND DENYING SETBACK MODIFICATION (EXCP-2026-0003) TO ALLOW TWO ACCESSORY STRUCTURES TO ENCROACH INTO THE REQUIRED NORTH SIDE AND REAR YARD SETBACKS AT 1020 ATLEE DRIVE

WHEREAS, an application for a Setback Modification (EXCP-2026-0003) was filed by Neil Brown / Part Four Architects (hereinafter the “Applicant”) with the City of La Cañada Flintridge to allow two accessory structures to encroach into the required north side and rear yard setbacks at 1020 Atlee Drive (AIN: 5814-003-027) (hereinafter referred to as the “Application”), said request attached hereto and incorporated herein by reference; and

WHEREAS, the subject site has a General Plan Land Use designation of Low Density Residential (up to four dwelling units per acre) and is located within the R-1-10,000 Zone designation; and

WHEREAS, the subject site is a 14,200 square-foot parcel developed with a single-family residence, attached garage and swimming pool; and

WHEREAS, the California Environmental Quality Act (CEQA) is not applicable to projects which a public agency rejects or disapproves, pursuant to Public Resources Code Section 21080(b)(5); and

WHEREAS, on August 13, 2026, a duly noticed public hearing on the Application was held before the City of La Cañada Flintridge Planning Commission; and

WHEREAS, the Planning Commission has reviewed the facts contained in the staff report dated August 13, 2026 regarding the Application for a Setback Modification and heard and considered the testimony of the Applicant and the public; including any written correspondence received, with all testimony received being made a part of the public record; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW THEREFORE, the Planning Commission of the City of La Cañada Flintridge does resolve as follows:

SECTION 1. The above recitals above are true and correct, and incorporated herein by reference.

SECTION 2. *Findings for a Setback Modification.* The Planning Commission hereby finds as follows:

1. The proposed project is not compatible with existing development on the site or consistent with other development in the immediate vicinity. Although the basic size and height of the structures in question comply with the limitations of the Zoning Code, their siting and location are not consistent with development on site or in the immediate vicinity considering the significant encroachments presented into the required north side and rear yard setbacks. With regard to both the subject property and immediately adjacent properties, no other accessory structures of this scale exhibiting comparable encroachments are found.

2. The Modification would be a grant of special privilege that is inconsistent with the limits placed on other properties in the area and in the R-1 zone. The size and configuration of the site is sufficient to accommodate additional shade structures, albeit smaller structures potentially attached to the rear of the residence, that would augment an existing covered patio, without presenting major encroachments into two required yards. The fact that the stand-alone fireplace and outdoor cooking area/BBQ are located within the north side and rear setback does not alleviate the setback requirements for the new gazebo and shade structure, since the Zoning Code specifically makes allowances for the former considering their much lesser height and size.

3. Strict application of the R-1 zoning standards does not result in practical difficulties or unnecessary hardships inconsistent with the general purpose of the R-1 zone regulations and standards. Provision of compliant side and rear yard setbacks far outweighs the creation of outdoor residential amenities that are not critical to, or required for, reasonable residential use of the property. Moreover, these types of amenities could have still been provided, albeit of a lesser scale and in a different location. Setback standards are in place to ensure orderly development and provide spatial buffering/open space between properties. While a covered outdoor cooking and gathering area is a desirable residential amenity for the homeowner, it is not a necessity, and it does not warrant violation of setback requirements to the extent of the proposal. Any hardship or difficulty associated with the removal and possible relocation of the structure is self-imposed given the fact that construction was completed without proper permits and clearances from the City.

4. The Setback Modification will not be materially detrimental to the public health, safety, or general welfare, or to the use, enjoyment or valuation of property located in the vicinity. There is no evidence to suggest any impacts to public health, or general welfare from the subject structures, despite their location along, and proximity to, the north side and rear property lines. However, there may be forthcoming Fire Department safety requirements that would trigger removal of vegetation from neighboring properties that visually screen the structures from the surroundings.

5. The proposed project does not preserve the existing scale and character of the surrounding neighborhood, does protect public views, but does not preserve aesthetic and other property values in the neighborhood. Although the structures are detached and

relatively isolated along the north side and rear property lines, their height and size combines with significant encroachments into the required north side and rear yard setbacks to increase visibility and a sense of crowding along the side and rear property lines. The structures are partially visible from neighboring properties and the encroachments are apparent given the minimal setbacks provided along two property lines. Moreover, the structures location and associated encroachments deviate from the general scale and character of the surrounding neighborhood since comparably-sized and sited structures are typically not found.

SECTION 3. Based on the above findings, the Planning Commission of the City of La Cañada Flintridge hereby denies Setback Modification (EXCP-2026-0003) for two accessory structures that encroach into the required north side and rear yard setbacks at 1020 Atlee Drive.

PASSED, APPROVED AND ADOPTED this 13th day of August, 2026.

Ernest Koeppen
Chair of the Planning Commission

ATTEST:

Susan Koleda, AICP
Secretary to the Planning Commission



ATTACHMENT 2

ABBREVIATIONS:

ACOUS.	ACOUSTIC TILE	F.E.	FIRE EXTINGUISHER	PR.	PAIR
ADJ.	ACOUSTICAL	F.E.C.	FIRE EXTINGUISHER CABINET	P.T.D.	PAPER TOWEL DISPENSER
AGGR.	ADJUSTABLE	F.H.C.	FIRE HOSE CABINET	P.T.D./R.	PAPER TOWEL DISPENSER & RECEPTACLE COMBINATION
AL.	ALUMINUM	PRF.	FIRE PROOF	P.T.R.	PAPER TOWEL RECEPTACLE
ALUM.	ALUMINUM	FLASH.	FLASHING	PTN.	PARTITION
L.	ANGLE	F.B.	FLAT BAR	PLAS.	PLASTER
APPROX.	APPROXIMATE	FL.	FLOOR	P. LAM.	PLASTIC LAMINATE
ARCH.	ARCHITECTURAL	F.D.	FLOOR DRAIN	PL. LAM.	PLASTIC LAMINATE
A.D.	AREA DRAIN	FLUOR.	FLUORESCENT	PLYWD.	PLYWOOD
ASB.	ASBESTOS	FT.	FOOT	PT.	POINT
ASPH.	ASPHALT	FTG.	FOOTING	PRCST.	PRECAST
⊗	AT	FDN.	FOUNDATION	Q.T.	QUARRY TILE
		F.S.	FULL SIZE	RAD.	RADIUS
		FURR.	FURRING	R.W.L.	RAIN WATER LEADER
		FUT.	FUTURE	RWD.	REDWOOD
				RDWD.	REDWOOD
				REF.	REFERENCE
				REFR.	REFRIGERATOR
				RGTR.	REGISTER
				REINF.	REINFORCED
				REQ.	REQUIRED
				RESIL.	RESILIENT
				R.	RISER
				R.D.	ROOF DRAIN
				RM.	ROOM
				R.O.	ROUGH OPENING
				S.N.D.	SANITARY NAPKIN DISPENSER
				S.D.R.	SANITARY NAPKIN RECEPTACLE
				SCH.	SCHEDULE
				SCHED.	SCHEDULE
				S.C.D.	SEAT COVER DISPENSER
				SECT.	SECTION
				S.S.	SERVICE SINK
				S.S.K.	SERVICE SINK
				SHT.	SHEET
				SH.	SHELF
				SHR.	SHOWER
				SIM.	SIMILAR
				S.D.	SOAP DISPENSER
				S.C.	SOLID CORE
				S.	SOUTH
				SPEC.	SPECIFICATION
				SQ.	SQUARE
				SST.	STAINLESS STEEL
				STD.	STANDARD
				STA.	STATION
				STL.	STEEL
				STOR.	STORAGE
				STR.	STRUCTURAL
				STRUCT.	STRUCTURAL
				SUSP.	SUSPENDED
				SYM.	SYMMETRICAL
				TEL.	TELEPHONE
				T.V.	TELEVISION
				TER.	TERRAZZO
				THK.	THICK
				T.P.D.	TOILET PAPER DISPENSER
				T.&G.	TONGUE & GROOVE
				T.C.	TOP OF CURB
				T.O.C.	TOP OF CURB
				T.O.P.	TOP OF PAVEMENT
				T.P.	TOP OF PAVEMENT
				T.O.W.	TOP OF WALL
				T.W.	TOP OF WALL
				T.B.	TOWEL BAR
				T.	TREAD
				TRD.	TREAD
				TYP.	TYPICAL
				UNF.	UNFINISHED
				U.N.O.	UNLESS OTHERWISE NOTED
				UR.	URINAL



RENDERING IS A CONCEPTUAL IMAGE ONLY & MAY NOT DEPICT THE MOST RECENT DESIGN

THIS PROJECT SHALL COMPLY WITH TITLE-24 AND THE:
2022 CALIFORNIA CODES EDITIONS:
2023 COUNTY OF LOS ANGELES BUILDING CODE (TITLE 26)
2023 COUNTY OF LOS ANGELES ELECTRICAL CODE (TITLE 27)
2023 COUNTY OF LOS ANGELES PLUMBING CODE (TITLE 28)
2023 COUNTY OF LOS ANGELES MECHANICAL CODE (TITLE 29)
2023 COUNTY OF LOS ANGELES RESIDENTIAL CODE (TITLE 30)
2023 COUNTY OF LOS ANGELES GREEN BUILDING STANDARDS CODE (TITLE 31)
2023 COUNTY OF LOS ANGELES EXISTING BUILDING CODE (TITLE 33)

THE CITY HAS ADOPTED BY REFERENCE, WITH CERTAIN EXCEPTIONS, THE 2025 LOS ANGELES COUNTY BUILDING AND 2025 LOS ANGELES COUNTY FIRE CODES. THESE CODES ARE MODIFIED FROM THE BASIC STATEWIDE 2026 CALIFORNIA BUILDING AND FIRE CODES. THE AUGMENTED CODES TO BE ADOPTED ARE:

TITLE 26 -BUILDING
TITLE 27 -ELECTRICAL
TITLE 28 -PLUMBING
TITLE 29 -MECHANICAL
TITLE 30 -RESIDENTIAL
GREEN BUILDING STANDARDS:

THE CITY HAS ADOPTED THE 2025 STATEWIDE VERSION OF THE CAL-GREEN ORDINANCE.

REQUIRED:

- STRUCTURAL OBSERVATION IS REQUIRED
- SPECIAL INSPECTION IS REQUIRED
- HERS INSPECTION IS REQUIRED

RESTRICTIONS:

THESE PLANS AND INCORPORATED DESIGNS EMBODIED THEREIN ARE THE PROPERTY OF PFA. THE USE OF THESE PLANS IS RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED. PUBLICATION AND REPRODUCTION IS RESTRICTED TO SUCH USE. PUBLICATION AND REPRODUCTION BY ANY METHOD, IN WHOLE OR IN PART, IS PROHIBITED. TITLE TO THE PLANS AND DESIGNS REMAIN WITH PFA. VISUAL CONTACT WITH THEM CONSTITUTES PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

CONSULTANTS:

ARCHITECT:

PART FOUR ARCHITECTS, INC.

1812 BURBANK BLVD.
SUITE 542
BURBANK, CA 91506

P (818) 350-7669 Ext.101
WWW.PARTFOURARCHITECTS.COM

OWNER CONTACT:

ALEX & JESSICA GUERRERO
EMAILS:
GUERRERO38@YAHOO.COM
JESSICAGUERRERO@GMAIL.COM

1020 ATLEE DRIVE, LA CANADA-FLINTRIDGE, CA 91011

MECHANICAL / PLUMBING / ELECTRICAL ENGINEER:

DESIGN / BUILD

STRUCTURAL ENGINEER:

TBD

GENERAL CONTRACTOR:

TBD

SURVEYOR:

JUSTIN D. HOLT, PE, PLS
GEOWORKS ENGINEERING AND SURVEYING, INC.
5158 COCHRAN ST.
SIMI VALLEY, CA, 93063
805 522 3206

TITLE - 24

CITY HALL IS LOCATED AT ONE CIVIC CENTER DRIVE, LA CANADA-FLINTRIDGE, CA 91011.
HOURS: MONDAY-THURSDAY 7:00AM -5:00PM
FRIDAY 8:00AM -5:00PM

BUILDING & SAFETY COUNTER HOURS

MONDAY 7:30 AM -11:00 AM
TUESDAY 7:30 AM -11:00 AM
WEDNESDAY 7:30 AM -11:00 AM
THURSDAY 7:30 AM -11:00 AM
FRIDAY 8:00 AM -11:00 AM
(818) 790-8651

GEOTECHNICAL ENG:

N/A

PROJECT INFORMATION:

SCOPE OF WORK:
EXTERIOR GAZEBO AND BBQ WITH COVERING.

PROJECT ADDRESS:
1020 ATLEE DRIVE, LA CANADA-FLINTRIDGE, CA 91011

LEGAL DESCRIPTION:
FLINTRIDGE W 142 FT OF LOT 3 BLK 17

APN: 5814-003-027

ZONE: R1

FIRE ZONE:

HIGH FIRE ZONE - VHFSZ

LOT AREA: 14,200 SF

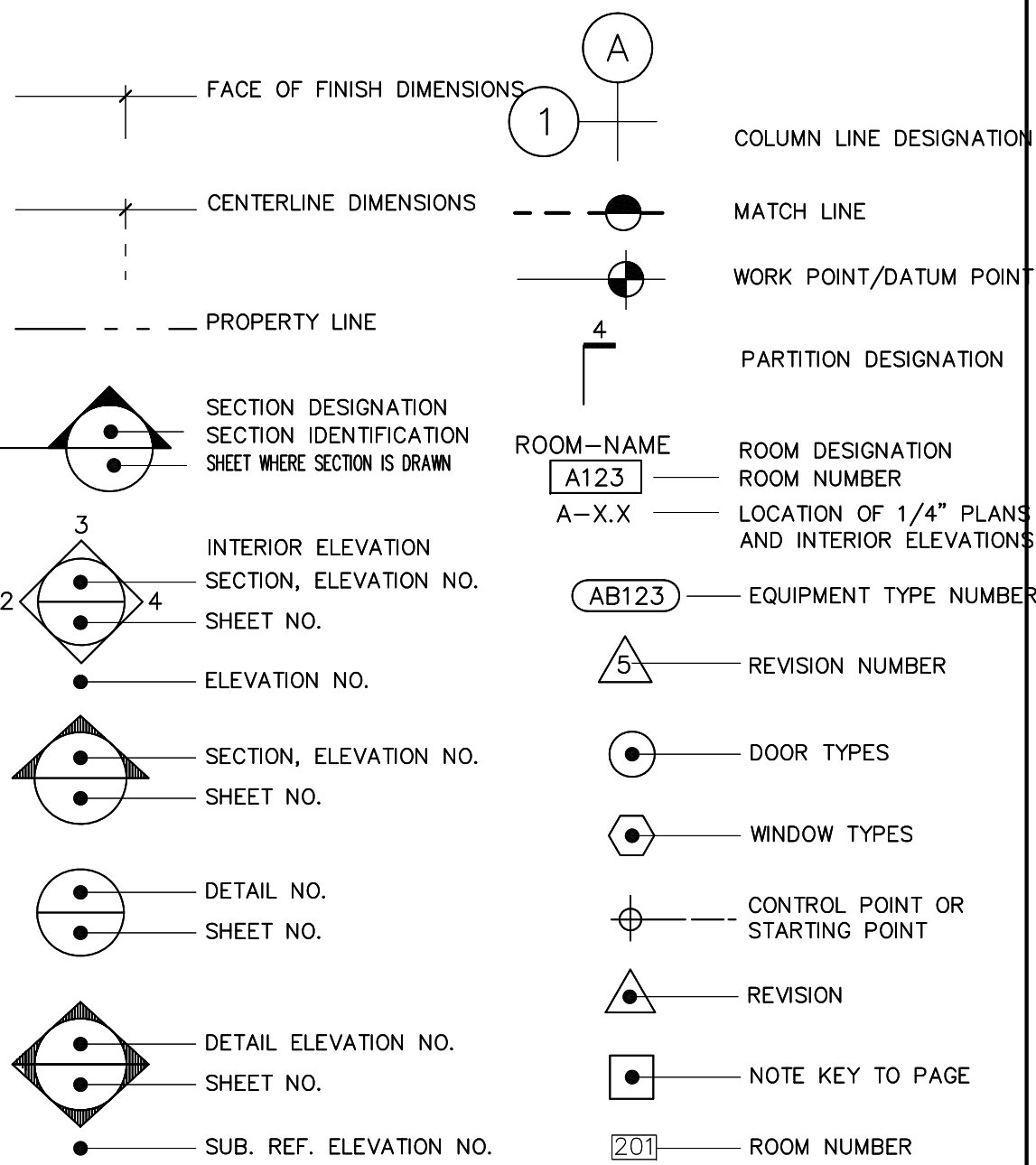
CONSTRUCTION TYPE/ SPRINKLERS:
TYPE V-B
EXISTING HOUSE, NOT SPRINKLERED

OCCUPANCY:
GROUP R, DIVISION 3 - DWELLING
GROUP U, DIVISION 1 - ATTACHED GARAGE

SQUARE FOOTAGE:

EXISTING GROUND FLOOR:	2,431	SQ.FT.
EXISTING COVERED PATIO:	181	SQ.FT.
TOTAL:	2,612	SQ.FT.
GAZEBO:	542	SQ.FT.
BBQ ROOF:	166	SQ.FT.
EXISTING GARAGE:	485	SQ.FT.
TOTAL:	3,805	SQ.FT.
LOT AREA:	14,200	SQ.FT.
MAX BUILDING FLOOR AREA:(ALLOWED 6,866 SF.)	PROPOSED=	3,266 SQ.FT
(3,600 + 23% = FOR LOT SIZE 10K -15K SF)		

GRAPHIC SYMBOLS LEGEND:



SHEET INDEX:

ARCHITECTURAL
COVER SHEET

C-1.0 SURVEY
A-3.1 PLOT PLAN

ARCHITECTURAL CONT'D

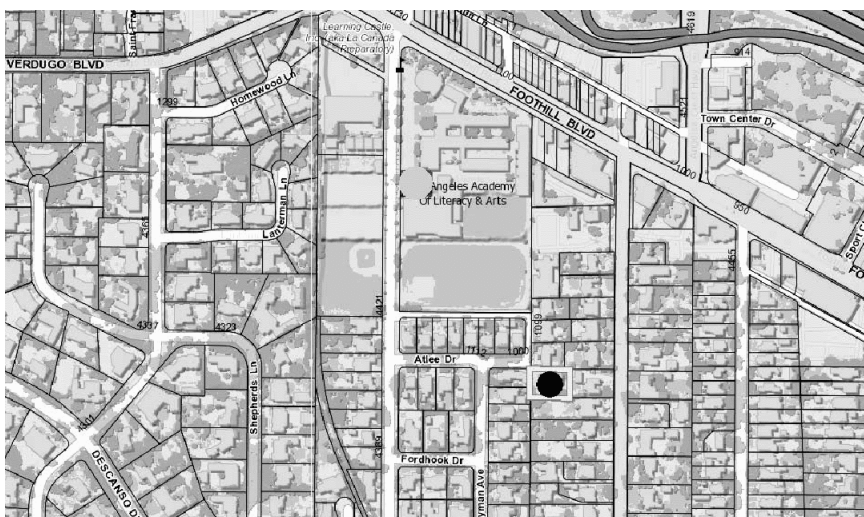
A-4.4 REAR YARD GAZEBO & BBQ PLAN

A-5.0 ROOF PLAN

A-6.3 EXTERIOR ELEVATIONS

PROPOSED VALUATION: \$50,000.00

VICINITY MAP



OWNER:

ALEX & JESSICA GUERRERO
EMAILS:
GUERRERO38@YAHOO.COM
JESSICAGUERRERO@GMAIL.COM

DRAWINGS:
NEIL BROWN, PFA
(818) 350-7769

GUERRERO RESIDENCE
1020 ATLEE DRIVE
LA CANADA - FLINTRIDGE, CA 91011

AC	AIR CONDITIONING UNIT
CLF	CHAIN LINK FENCE
CPL	CONCRETE PILASTER
CS	CRAW SPACE (POTRIPPARIVE SEWER)
DI	DRAIN INLET
ECN	EDGE OF CONCRETE
EG	EDGE OF GUTTER
EP	EDGE PAVEMENT
ES	EXISTING SURFACE
FD	FOUND
FF	FINISHED FLOOR
FL	FLOW LINE
FS	FINISHED SURFACE
GA	GUY ANCHOR
GB	GRADE BREAK
GM	GAZ METER
ICY	IRRIGATION CONTROL VALVE
IP	IRON PIPE
NG	NATURAL GRADE
PL	PROPERTY LINE
PP	POWER POLE
RW	RETAINING WALL
RW	RIGHT OF WAY
SCO	SEWER CLEANOUT (PUBLIC)
SMH	SEWER MANHOLE
TC	TOE OF CURB
TOE	TOE OF SLOPE
TOP	TOP OF SLOPE
TW	TOP OF WALL
WV	WOOD FENCE
WM	WATER METER
W	TREE
100.00	SPOT ELEVATION

YEAR: 2013 DATUM: 1988 BM: 9Y10305

CS MON FL 1FT N/O CF 20FT W/O BCR @ NW COR
FOOTHILL BLVD & ANGELES CREST HWY MKD (BM
47-7A 1966 RE 5869)

ELEVATION = 1314.200

THE BEARING OF N00°14'45"E ALONG THE CENTERLINE OF CHEVY CHASE DRIVE, WAS USED AS THE BASIS OF BEARING FOR THIS MAP.

THE WESTERLY 142 FEET OF LOT 3 IN BLOCK 17, IN THE CITY OF LA CANADA FLINTRIDGE, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 35 PAGE 47 OF MAPS ET SEQ., OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

1. BOUNDARIES WERE ESTABLISHED BY FIELD MEASUREMENT USING CITY, COUNTY, AND/OR PRIVATE ENGINEER AND SURVEYOR'S MONUMENTS FOUND AT OR NEAR THE SITE OR IN THE SURROUNDING STREETS.
2. IF EASEMENTS ARE SHOWN, THEY ARE FROM AN OWNER-SUPPLIED TITLE POLICY OR PRELIMINARY TITLE REPORT. PLOTTABLE EASEMENTS WILL ONLY BE SHOWN. WE DO NOT GUARANTEE THE ACCURACY OR EXTENT OF THE INFORMATION SUPPLIED BY OTHERS. REFER TO SCHEDULE B OF THE PRELIMINARY REPORT REFERENCED BELOW FOR EASEMENT INFORMATION.
3. THE TITLE POLICY OR PRELIMINARY TITLE REPORT USED TO PREPARE THIS SURVEY WAS PREPARED BY:
NAME OF COMPANY: CHICAGO TITLE COMPANY
ORDER NUMBER : 58601908990-JFA DATE: SEPTEMBER 25, 2019
4. UNDERGROUND UTILITIES ARE NOT SHOWN.
5. LANDSCAPE AND LANDSCAPE IRRIGATION DEVICES EXIST WITHIN THE PROPERTY AND ARE NOT SHOWN
6. TREE LINE CANOPIES ARE NOT SHOWN.
7. PERTAINING TO SURVEY AND TOPO MAP, IF RETAINING WALLS OR SIMILAR STRUCTURES ARE TO BE DESIGNED FROM CONTOURS SHOWN ON THIS MAP, GROUND ELEVATIONS AT CRITICAL POINTS CONTROLLING THE DESIGN SHOULD BE VERIFIED BY DIRECT LOCATION AND LEVELS PRIOR TO FINAL DESIGN ADOPTION.
8. PRIOR TO CONSTRUCTION LAYOUT, ELEVATIONS AND HORIZONTAL CONTROL SHOULD BE FIELD VERIFIED BY THIS OFFICE. THIS OFFICE IS NOT LIABLE FOR ANY THIRD PARTY MEASUREMENTS.

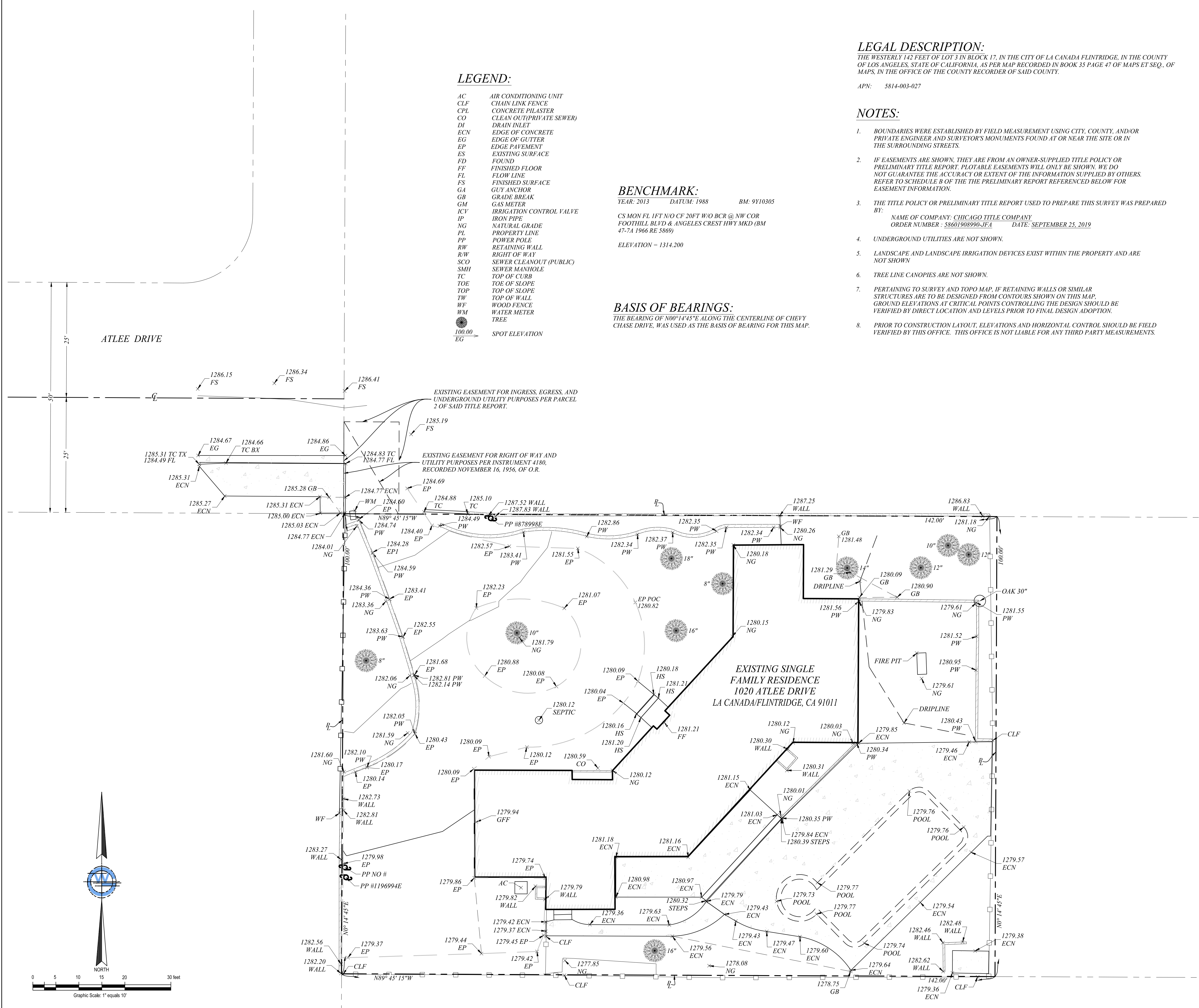


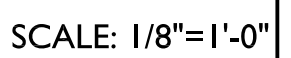
JESSICA GUERRERO
1020 ATLEE DRIVE
LA CANADA/FLINTRIDGE, CA 91011



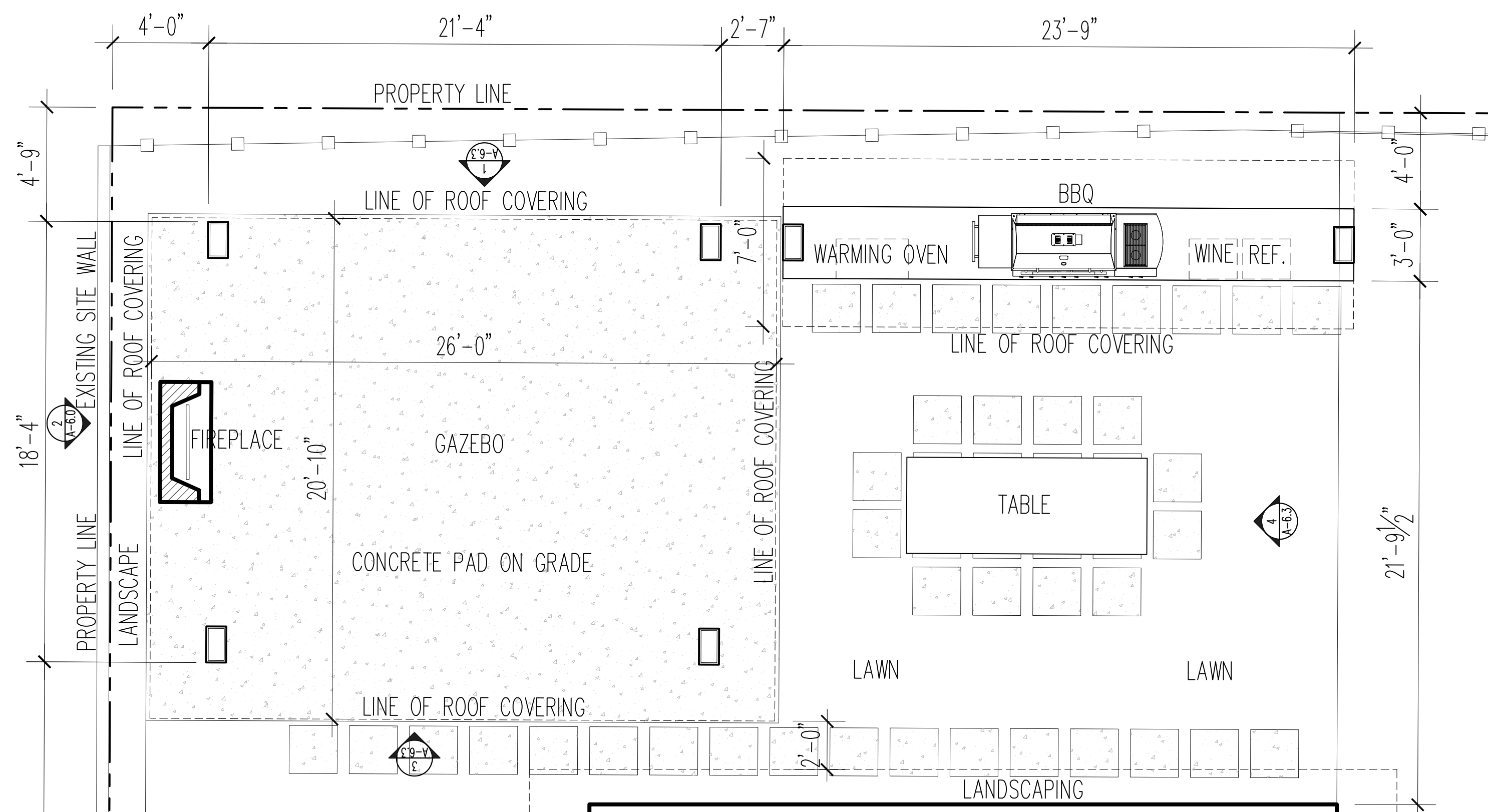
GeoWorks
ENGINEERING AND
SURVEYING INC.
3138 Cochran Street
Sunny Valley, CA 95063
(805) 522-3706 phone

CITY OF LA CANADA/FLINTRIDGE TOPOGRAPHIC SURVEY 1020 ATLEE DRIVE		#	REVISIONS	DATE
SHEET 1 OF 1				
JOB No.: GES/0239				DATE: 03/24/22





- SQUARE FOOTAGE:



NORTH

FLOOR PLAN

N	SCALE: 1/4"=1'-0"	
---	-------------------	--

1

		LEGEND:
EXISTING GROUND FLOOR:	2,431	SQ.FT.
EXISTING COVERED PATIO:	181	SQ.FT.
TOTAL:	2,612	SQ.FT.
GAZEBO:	542	SQ.FT.
BBQ ROOF:	166	SQ.FT.
EXISTING GARAGE:	485	SQ.FT.
TOTAL:	3,805	SQ.FT.
LOT AREA:		14,200 SQ.FT.
MAX BUILDING FLOOR AREA-(ALLOWED 6,866 SF) (3,600 + 23% = FOR LOT SIZE 10K -15k SF)		PROPOSED= 3,266 SQ.FT

NOTES:

SQUARE FOOTAGE:

PLANNING REVIEW

GUERRERO
RESIDENCE

1020 ATLEE DRIVE
LA CANADA-FLINTRIDGE, CA 91011

[illegible]

Stamp:

Scale:	AS SHOWN
Plot Date:	--
Date:	MAY 27, 2026

Drawn By:
Drawing Title:

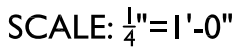
GAZEBO FLOOR PLAN

Sheet Number:

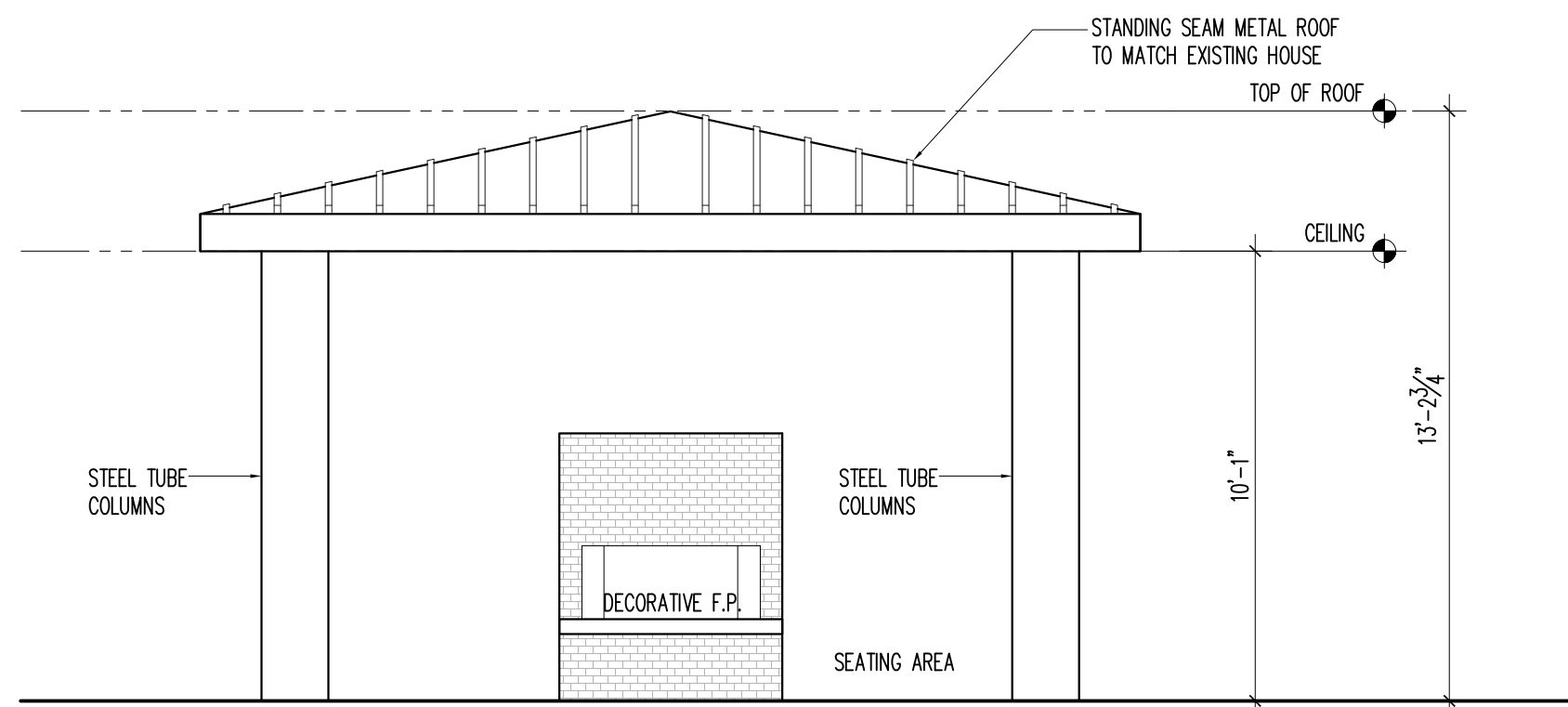
A-4.4

Scale:	AS SHOWN
Plot Date:	--
Date:	MAY 27, 2026
Drawn By:	
Drawing Title:	

A-5.0



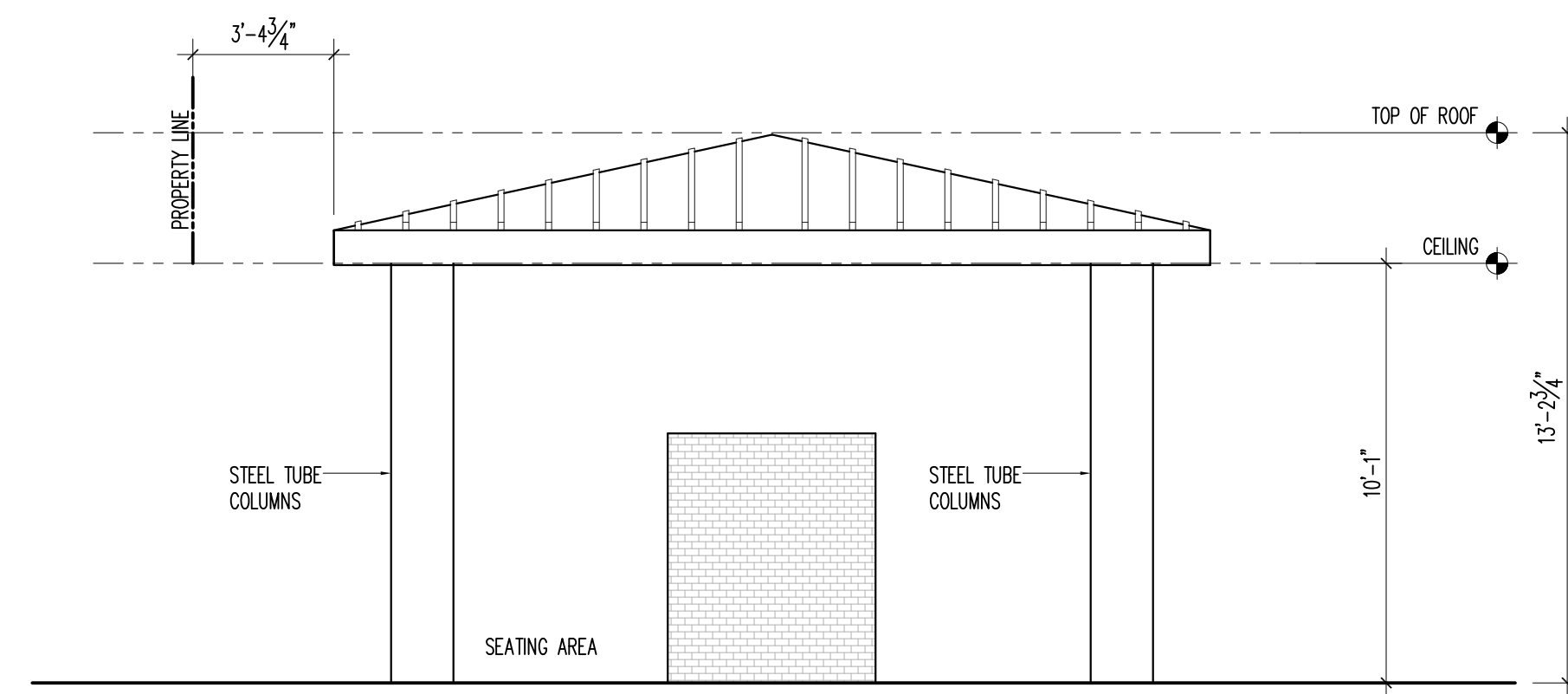
LOT AREA:	14,200 SQ.FT.
MAX BUILDING FLOOR AREA: (ALLOWED 6,866 SF.)	PROPOSED= 3,266 SQ.FT.
(3,600 + 23% = FOR LOT SIZE 10K -15k SF)	



GAZEBO ELEVATION

SCALE: $\frac{1}{4}" = 1'-0"$

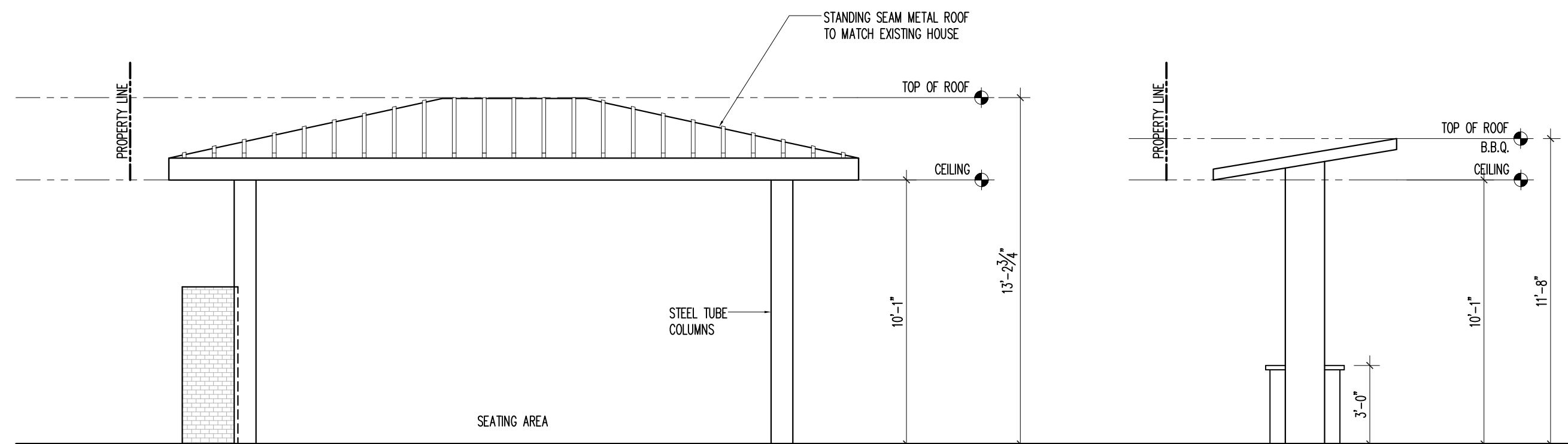
4



GAZEBO ELEVATION

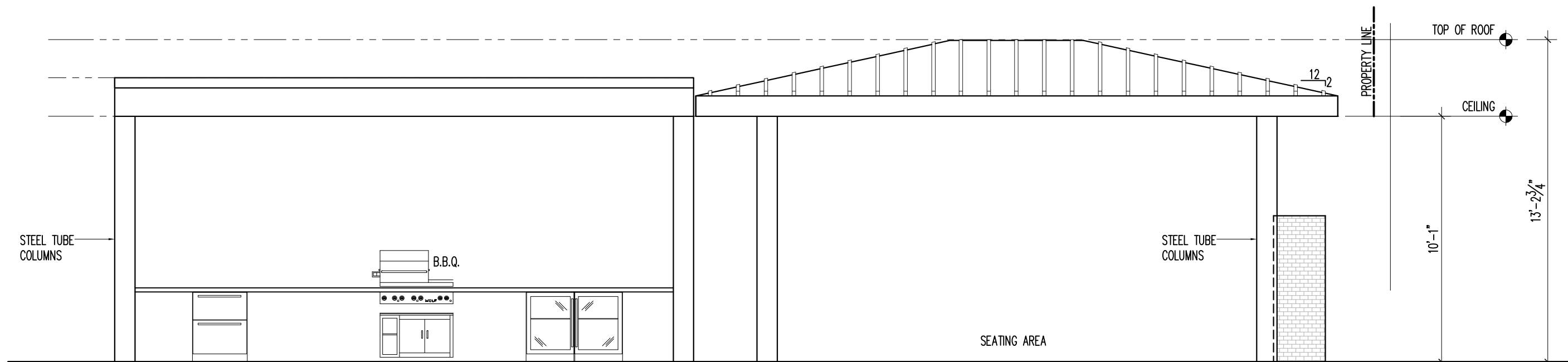
SCALE: $\frac{1}{4}"=1'-0"$

2



GAZEBO & BBQ ELEVATIONS

SCALE: $\frac{1}{4}" = 1'-0"$

3

GAZEBO & BBQ ELEVATIONS

SCALE: $\frac{1}{4}"=1'-0"$

I

1
2
3

LEGEND:	
EXISTING GROUND FLOOR:	2,431 SQ.FT.
EXISTING COVERED PATIO:	181 SQ.FT.
TOTAL:	2,612 SQ.FT.
GAZEBO:	542 SQ.FT.
BBQ ROOF:	166 SQ.FT.
EXISTING GARAGE:	485 SQ.FT.
TOTAL:	3,805 SQ.FT.

LOT AREA:	14,200 SQ.FT.
MAX BUILDING FLOOR AREA:(ALLOWED 6,866 SF.)	PROPOSED= 3,266 SQ.FT
(3,600 + 23% = FOR LOT SIZE 10K -15k SF)	

NOTES:

SQUARE FOOTAGE:

PLANNING REVIEW

GUERRERO
RESIDENCE

1020 ATLEE DRIVE
LA CANADA-FLINTRIDGE, CA 91011

[illegible]

Stamp:

Scale:	AS SHOWN
Plot Date:	--
Date:	MAY 27, 2026

Drawn By:
Drawing Title:

PROPOSED EXTERIOR ELEVATIONS

Sheet Number:

A-6.3



**CITY OF LA CAÑADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION**

**NOTICE OF ADMINISTRATIVE APPROVAL AND
ACKNOWLEDGEMENT OF CONDITIONS
*Certified Mail / Return Receipt***

Date of Approval: July 28, 2026
Case No: HILL-2026-0003

Site Location: 756 Greenridge Drive
Planner: Kurtis Fabela / Eric Mehrabians

To: Arden Akarakian
756 Greenridge Drive
La Cañada Flintridge, CA 91011

Re: Hillside Development Permit (HILL-2026-0003) at 756 Greenridge Drive

Per Section 11.35 – Hillside Development of the City of La Cañada Flintridge Municipal Code, staff reviewed the request for a Hillside Development Permit to allow construction of a new pool/spa and 544 square-foot detached patio structure on a hillside lot.

Per Section 11.35.030, a Hillside Development Permit is required for any project requiring a building permit on a hillside lot (a lot with an average slope of 15% or greater). The subject property is a hillside lot with an average slope of approximately 34 percent. The property slopes downward approximately 50 feet at the rear of the parcel, directly south of the lot's developed flat pad. To the north of the building pad, the lot slopes upward toward the neighboring property at 763 Greenridge Drive. The lot size is 46,609 square feet and is currently developed with an existing two-story residence and attached garage that comprises a total existing floor area of 6,390 square feet. The maximum allowed floor area, based on the lot area of 46,609 square feet, is 11,072 square feet, with a slope factor adjusted maximum allowed floor area of 9,079 square feet. The proposed floor area of approximately 6,934 square feet complies with the slope factor limit for the property.

The plans show a new 544 square-foot detached, one-story patio structure at the rear of the house. The patio structure exceeds the required 15'-0" rear yard setback requirement by proposing a rear yard setback of approximately 171'-0", and is also compliant with the minimum required 18'-2" side yard setback by providing a setback of 29'-4". The attached patio cover maintains a compliant height of 12'-4", below the maximum allowed height of 15'-0" for accessory structures. As part of the project, a new pool and spa would be also sited in the rear yard, between the new accessory structure and main house, setback approximately 36'-10" from the north side-yard property line. The project does not result in adverse massing, view, or use impacts and adheres to the required Zoning and Hillside Development standards.

Based on review of the proposed project, the following finding is made in the affirmative in accordance with Municipal Code Section 11.35.060.C(2):

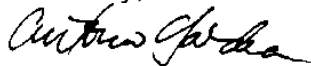
The project is found not to be in conflict with or potentially detrimental to the public health, safety or welfare, or other community standards, and conforms to the city's general plan and all other ordinances and regulations of the city.

The proposed pool and patio cover structure preserve the lot's hillside character, as both exceed all setback requirements, are not located on a prominent ridgeline identified in the City's General Plan, and do not involve extensive grading work. The patio cover's design maintains a one-story profile and does not introduce visibility, massing, or privacy concerns from off-site. The upsloping north side property line also provides a natural visual barrier to the pool and patio cover. The project adheres to the residential design guidelines and does not introduce massing or privacy concerns due to its size, height, and location. In all, the project preserves the hillside character of the property and does not contribute to negative impacts to health, safety and welfare.

Based on the above finding, your request **IS APPROVED**, subject to the conditions of approval listed in Exhibit "A", attached to this notice.

Please note that the approval expires 24 months from the date of this approval unless an extension request is received in writing prior to the expiration of the original approval. If the approval expires prior to the start of construction, and no request for extension is received by that time, City procedures require a new application with full fees. Please also be aware that the City will not provide further notice of the expiration date.

Sincerely,



Antonio Gardea, AICP for
Susan Koleda, AICP
Director of Community Development

cc:

5817-036-005

[REDACTED]
762 GREENRIDGE DR
LA CANADA FLINTRIDGE, CA 91011

5817-002-023

[REDACTED]
5500 GODBEY DR
LA CANADA FLINTRIDGE, CA 91011

5817-036-003

[REDACTED]
748 GREENRIDGE DR
LA CANADA FLINTRIDGE, CA 91011

EXHIBIT "A"
CONDITIONS OF APPROVAL
HILLSIDE DEVELOPMENT PERMIT (HILL-2026-0003)
756 GREENRIDGE DRIVE

1. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Community Development.
2. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the site plan submitted, labeled HILL-2026-0003.
3. Prior to obtaining a building permit or when applicable initiation of use, the applicant and the property owner shall file with the Director of Community Development written acknowledgment of the conditions stated herein on forms provided by the Planning Division.
4. All structures, site work and other features shall be located and maintained substantially as shown on the site plan labeled HILL-2026-0003, except as otherwise stated in these conditions.
5. This approval will expire unless "start of construction" is commenced within 24 months after approval is granted and diligently pursued thereafter. The Director of Community Development may extend the original expiration date by as much as 12 months upon receipt of a written request from the applicant prior to the expiration of the original approval if the approved project and applicable zoning standards are unchanged. Start of construction is defined as:
 - a. All zoning and related approvals are effective; and
 - b. All required building and grading permits for the project have been issued; and
 - c. The "foundation inspection" and "concrete slab or underfloor inspection" have been made and received approval from the Division of Building and Safety; i.e., all trenches must be excavated, forms erected, and all materials for the foundation delivered on the job and all in-slab or underfloor building service equipment, conduit, piping accessories and other ancillary equipment items must be in place. Nothing in this definition shall be construed to alter the applicable legal standards for determining when vested property rights to complete the project have arisen.
6. All applicable requirements of any law, ordinance, or regulation of the City of La Cañada Flintridge shall be complied with.

7. This approval is subject to the applicant paying all fees, deposits and assessments to the City of La Cañada Flintridge, as established by policy, ordinance or resolution of the City Council prior to occupancy or initiation of use. This includes payment for contracted staff services as invoiced to the city.
8. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.
9. The applicant shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any claim, action or proceeding against the City or its officers, agents, or employees to attack, set aside, void, or annul approval of this project. The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense.
10. An approval granted by the Director of Community Development does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the Division of Building and Safety must be obtained prior to construction.
11. All construction/contractor parking shall be on-site only. If it is deemed by the Community Development Director that sufficient on-site parking may not be available, then on-street parking in front of the site will be permitted if it can be demonstrated that such parking will not interfere with the immediate neighbors and will not interfere with the public's use of the surrounding streets. If this cannot be found, then any additional construction vehicle or equipment parking must occur off-site at a location approved by the Director of Community Development. Approval of the off-site location shall be based on the submittal of a Parking Management Plan by the applicant that demonstrates that the site shall not interfere with the neighbors in the area or hinder the public's use of the surrounding streets. Contractors and construction workers will be required to carpool to the construction site. No construction, no deliveries and no movement of construction materials shall occur on Sundays or City recognized holidays.

#

PROPERTY OWNERS' ACKNOWLEDGEMENT OF CONDITIONS

As the property owner(s), I, Arden Akarakian, hereby acknowledge that I have received, read, and understand all conditions of approval, listed in Exhibit "A", attached.

Signature of Property Owner

Date

Please sign and return one (1) copy of this form to the Planning Division in order to activate this Hillside Development Permit (HILL-2026-0003) at 756 Greenridge Drive.

APPEAL PROCEDURES

Any interested person may appeal this action to the Planning Commission within fifteen (15) days of the mailing date of this notice.

An appeal must contain all of the following information in order to be considered timely filed:

1. The Project Case No.,
2. The nature of the appeal (e.g., objection to approval, to denial, or to one or more of the conditions).
3. Appellant contact information including a brief statement of reasons for the appeal.
4. A filing fee equal to one-half the original application fee plus applicable public notification fee.

File applications for appeal to:

CITY OF LA CAÑADA FLINTRIDGE
ONE CIVIC CENTER DRIVE
LA CAÑADA FLINTRIDGE, CA 91011
(818) 790-8880

Any court challenge of the matter will be limited to filing within 90 days of a final City decision, per the adoption of Section 1094.6 of the Code of Civil Procedure, as adopted by the City Council.



COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION

**NOTICE OF ADMINISTRATIVE APPROVAL AND
ACKNOWLEDGEMENT OF CONDITIONS**

Date of Approval: August 5, 2026
Case No.: DIR-2026-0014

Site Location: 928 Big Briar Way
Planner: Harriet Harris

To: Pavan Yadav and
Singh Meenakshi
928 Big Briar Way
La Cañada Flintridge, CA 91011

**Re: Approval of Director's Miscellaneous Review (DIR-2026-0014) for Roof
Mounted A/C Equipment at 928 Big Briar Way**

Per Chapter 11.11 - Single-Family Residential Zone of the City of La Cañada Flintridge Municipal Code (LCFMC), staff reviewed the request to allow one (1) new roof-mounted HVAC condenser. The new unit will be located on the single-story portion and west side of the two-story house above the garage. Per LCFMC Section 11.11.050 A. 2. b., on any structure, no mechanical equipment shall be roof-mounted unless Director of Community Development approval is obtained. Such approval shall ensure that the equipment is not in a position to be visible from offsite, or that it is adequately screened from off-site view. The new roof-mounted condenser would be located on the back side of the hip roof above the garage adjacent to the two-story wall and chimney.

The unit would be located approximately 36 feet from the north (front) property line and approximately 25 feet from the west (side) property line. The required front-yard setback is 25 feet, and the required side-yard setback is 11'-7".

Pursuant to Section 11.11.050 Residential Development Standards, the following positive finding is made for the roof mounted equipment.

The equipment is not in a position to be visible from offsite, or that it is adequately screened from offsite view. (§ 11.11.050.A.2.b.)

The rooftop unit will be screened from the front and closest adjacent neighbor to the west by the ridges of the hip roof. Additionally, landscape screening is evident along the west property line and in the rear yard of the subject lot essentially screening it from the south.

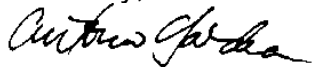
Additionally, the parcel to the west is sited three to five feet below the subject parcel. The parcel to the south is located approximately 25 to 30 feet below the subject property.

Based on the review, your request is **APPROVED**, subject to the attached conditions listed in Exhibit "A".

Please sign and return the Acknowledgement of Conditions attached, prior to Director's Miscellaneous Review (DIR-2026-0014) becoming valid.

If you have any questions, please contact the Planning Division at (818) 790-8881.

Sincerely,



Antonio Gardea, AICP for
Susan Koleda, AICP
Director of Community Development

cc:

5864-024-040



5385 VISTA LEJANA LANE
LA CANADA FLINTRIDGE, CA 91011

5864-009-012



936 BIG BRIAR WAY
LA CANADA FLINTRIDGE, CA 91011

5864-009-010



920 BIG BRIAR WAY
LA CANADA FLINTRIDGE, CA 91011

EXHIBIT "A"
CONDITIONS OF APPROVAL
DIRECTOR'S MISC. REVIEW (DIR-2026-0014 – ROOF MOUNTED EQUIPMENT)
928 BIG BRIAR WAY

1. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Community Development.
2. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the Plans labeled Director's Miscellaneous Review (DIR-2026-0014).
3. Prior to obtaining a building permit or when applicable initiation of use, the property owner shall file with the Director of Community Development written acknowledgment of the conditions stated herein on forms provided by the Planning Department.
4. All structures, site work and other features shall be located and maintained as shown on the Site Plan labeled Director's Miscellaneous Review (DIR-2026-0014), except as otherwise stated in these conditions.
5. This approval will expire unless "start of construction" is commenced within 24 months after approval is granted and diligently pursued thereafter. The Director of Community Development may extend the original expiration date by as much as 12 months upon receipt of a written request from the applicant prior to expiration of the original approval if the approved project and applicable zoning standards are unchanged. Start of construction is defined as:
 - a. All zoning and related approvals are effective; and
 - b. All required building and grading permits for the project have been issued; and
 - c. The "foundation inspection" and "concrete slab or under-floor inspection" have been made and received approval from the Division of Building and Safety; i.e., all trenches must be excavated, forms erected, and all materials for the foundation delivered on the job and all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items must be in place. Nothing in this definition shall be construed to alter the applicable legal standards for determining when vested property rights to complete the project have arisen.
6. All applicable requirements of any law, ordinance, or regulation of the City of La Cañada Flintridge shall be complied with.

7. This approval is subject to the applicant paying all fees, deposits and assessments to the City of La Cañada Flintridge, as established by policy, ordinance or resolution of the City Council prior to occupancy or initiation of use. This includes payment for contracted staff services as invoiced to the city.
8. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.
9. The applicant shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any claim, action or proceeding against the City or its officers, agents, or employees to attack, set aside, void, or annul approval of this project. The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense.
10. An approval granted by the Director of Community Development does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the Division of Building and Safety must be obtained prior to construction, enlargement, relocation, conversion, or demolition of any building or structure within the City.
11. All construction/contractor parking shall be on-site only. If it is deemed by the Director of Community Development that sufficient on-site parking may not be available, then on-street parking in front of the site will be permitted if it can be demonstrated that such parking will not interfere with the immediate neighbors and will not interfere with the public's use of the surrounding streets. If this cannot be found, then any additional construction vehicle or equipment parking must occur off-site at a location approved by the Director of Community Development. Approval of the off-site location shall be based on the submittal of a Parking Management Plan by the applicant that demonstrates that the site shall not interfere with the neighbors in the area or hinder the public's use of the surrounding streets. Contractors and construction workers will be required to carpool to the construction site. No construction, no deliveries and no movement of construction materials shall occur on Sundays or City recognized holidays.

* * * *

PROPERTY OWNERS' ACKNOWLEDGEMENT OF CONDITIONS

As the property owners, we, Pavan Yadav and Singh Meenakshi, acknowledge that we have received, read, and understand the conditions of approval above.

Signature of Property Owner

Date

Signature of Property Owner

Date

Please return a signed copy of this form to the Planning Division, prior to Director's Miscellaneous Review (DIR-2026-0014) becoming valid.

APPEAL PROCEDURES

Any interested person may appeal this action to the Planning Commission within fifteen (15) days of the mailing date of this notice.

An appeal shall contain the following information:

1. The Project Case No.,
2. The nature of the appeal (e.g., objection to approval / denial, or any of the conditions).
3. A brief statement of reasons for the appeal.
4. A filing fee equal to one-half the original application fee plus the applicable Public Noticing fee.

File applications for appeal to:

**CITY OF LA CAÑADA FLINTRIDGE
ONE CIVIC CENTER DRIVE
LA CAÑADA FLINTRIDGE, CA 91011
(818) 790-8880**

Any court challenge of the matter will be limited to filing within 90 days of a final City decision, per the adoption of Section 1094.6 of the Code of Civil Procedure, as adopted by the City Council.