

APPLICATIONS

APPEAL APPLICATION Instructions and Checklist



THIS SECTION FOR CITY PLANNING STAFF USE ONLY

Base Fee: \$ 229.00

Reviewed & Accepted by (DSC Planner): Alex Vela

Case No.: CPC-2025-5194-HD-CU2-PR-2C Date: 8-7-26

☐ Determination authority notified

☐ Receipt Number: 2026219001-30

PURPOSE

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

RELATED CODE SECTION

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

APPELLATE BODY

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

☐ Area Planning Commission (APC)

☐ City Planning Commission (CPC)

☒ City Council

☐ Zoning Administrator (ZA)

CASE INFORMATION

Case Number: CPC-2025-5194-HD-CU2-PR-2C

APN: _____

Project Address: 4802-4828 W. SAN VICENTE BLVD, LA CA 90019

Final Date to Appeal: AUGUST 24, 2026

JUSTIFICATION / REASON FOR APPEAL

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

☒ Entire

☐ Part

Are specific Conditions of Approval being appealed?

☐ YES

☒ NO

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

On a separate sheet, provide the following:

☐ Reason(s) for the appeal

☐ Specific points at issue

☐ How you are aggrieved by the decision

APPELLANT

Check all that apply:

☒ Person, other than the applicant, Owner or Operator claiming to be aggrieved

☐ Representative

☐ Property Owner

☐ Applicant

☐ Operator of the Use/Site

APPELLANT INFORMATION

Appellant Name: BARBARA CALLOWAY

Company/Organization: _____

Mailing Address: 1320 S. HIGHLAND AVENUE

City: LOS ANGELES

State: CA

Zip Code: 90019

Telephone: 310-867-1958

E-mail: RAVENLONGSTREET@ADL.COM

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

☒ Self

☒ Other: AND 182 PETITIONERS

Is the appeal being filed to support the original applicant's position?

☐ YES

☒ NO

REPRESENTATIVE / AGENT INFORMATION

Name: _____

Company/Organization: _____

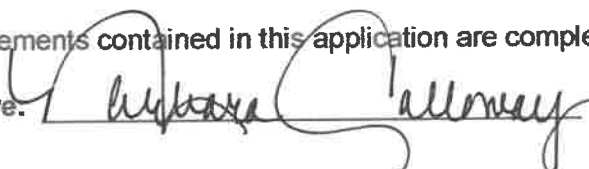
Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

APPLICANT'S AFFIDAVIT

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

Appellant Signature:  Date: 8/5/26

GENERAL NOTES

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

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

GENERAL APPEAL FILING REQUIREMENTS

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

ONLINE APPEAL FILINGS THROUGH ONLINE APPLICATION SYSTEM (OAS)

Online Application System (OAS): The OAS (<https://planning.lacity.gov/oas>) allows entitlement appeals to be submitted entirely electronically by allowing an appellant to fill out and submit an appeal application online directly to City Planning's DSC, and submit fee payment by credit card or e-check.



QR Code to Online Appeal Filing

IN PERSON APPEAL FILINGS

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

- a. City Planning has established drop-off areas at the DSCs with physical boxes where appellants can drop off appeal applications.
- b. Alternatively, appeal applications can be filed with staff at DSC public counters. Appeal applications must be on the prescribed forms, and accompanied by the required fee and a copy of the determination letter. Appeal applications shall be received by the DSC public counter and paid for on or before the above date or the appeal will not be accepted.

CITY PLANNING DEVELOPMENT SERVICES CENTERS – PUBLIC COUNTERS

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

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

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

APPEAL DOCUMENTS

1. Hard Copy

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

- ☒ Appeal Application
- ☒ Justification/Reason for Appeal
- ☒ Copy of Letter of Determination (LOD) for the decision being appealed

2. Electronic Copy

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

3. Appeal Fee

- ☐ Original Applicant. The fee charged shall be in accordance with LAMC Section 19.01 B.1(a) of Chapter 1 or LAMC Section 15.1 1.F.1.a. (Appeal Fees) of Chapter 1A as applicable, or a fee

equal to 85% of the original base application fee. Provide a copy of the original application receipt(s) to calculate the fee.

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

4. Noticing Requirements

- ☐ **Copy of Mailing Labels.** All appeals require noticing of the appeal hearing per the applicable LAMC Section(s). Original Applicants must provide noticing per the LAMC for all appeals. See the Mailing Procedures Instructions (CP13-2074) for applicable requirements.
- ☐ **Proof of payment or mailing** must be submitted to verify that mailing fees for the appeal hearing notice have been paid by the Applicant.

SPECIFIC CASE TYPES

ADDITIONAL APPEAL FILING REQUIREMENTS AND / OR LIMITATIONS

DENSITY BONUS (DB) / TRANSIT ORIENTED COMMUNITIES (TOC)

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

- Off-Menu Incentives or Waiver of Development Standards are not appealable.
 - Appeals of On-Menu Density Bonus or Additional Incentives for TOC cases can only be filed by adjacent owners or tenants and is appealable to the City Planning Commission.
- ☐ Provide documentation confirming adjacent owner or tenant status is required (e.g., a lease agreement, rent receipt, utility bill, property tax bill, ZIMAS, driver's license, bill statement).

WAIVER OF DEDICATION AND / OR IMPROVEMENT

Procedures for appeals of Waiver of Dedication and/or Improvements (WDIs) are pursuant to LAMC Section 12.37.1 of Chapter 1 or LAMC Section 10.1.10 (Waiver and Appeals) of Chapter 1A as applicable.

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

[VESTING] TENTATIVE TRACT MAP

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

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

NUISANCE ABATEMENT / REVOCATIONS

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

Appeal Fee

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

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

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

JUSTIFICATION / REASON FOR APPEAL

Case No. CPC-2025-5194-HD-CU2-PR-ZC (CEQA No. ENV-2025-5195-MND)

4802 San Vicente Blvd — Appellant: Barbara Calloway

1. Reasons for the Appeal

The Planning Commission's approval of this project should be reversed because it was made on an incomplete and inaccurate record:

a) No FAA Part 77 / Form 7460-1 aviation hazard analysis, and no analysis of aviation safety impacts in the CEQA record, despite formal written notice to the Commission. The proposed structure is approximately 84 feet 8 inches in height and located roughly one block from the LAPD Wilshire Community Police Station's rooftop helipad. No Notice of Proposed Construction or Alteration (FAA Form 7460-1) or resulting FAA hazard determination appears anywhere in the case record, and a formal letter raising this exact gap was submitted to the Planning Commission prior to the July 6, 2026 hearing but was not addressed in the Commission's findings or the Letter of Determination.

The Mitigated Negative Declaration (ENV-2025-5195-MND, March 2026) independently confirms this omission. The MND discloses the Project's 84'8" height in its Aesthetics analysis (Section 4.1, p. 4-1) and separately identifies the LAPD Wilshire Division as the Project area's police service provider in its Public Services analysis (Section 4.15, p. 4-97), but nowhere in the 162-page document — including the Hazards and Hazardous Materials analysis (Section 4.9) and the Environmental Checklist — are these two facts connected, and no FAA Part 77 obstruction-surface screening or Form 7460-1 filing status is disclosed. Under CEQA's fair argument standard, a lead agency must prepare an Environmental Impact Report, rather than adopt a Negative Declaration, whenever substantial evidence in the record supports a fair argument that a project may have a significant environmental effect, even where other evidence supports a contrary conclusion. (Pub. Resources Code, § 21080, subd. (d); CEQA Guidelines, § 15064, subd. (f)(1); *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal.3d 68, 75.) The undisclosed proximity of an 84'8" structure to an active police helipad constitutes substantial evidence supporting a fair argument of a potentially significant impact on aviation safety and emergency-response helicopter operations, and the MND's silence on this issue means the record does not support the finding required to adopt a Negative Declaration in lieu of an EIR.

This gap was compounded, not cured, during the entitlement process itself. Condition of Approval No. 19 requires the applicant to install rooftop solar panels prior to occupancy, imposed for energy conservation purposes. No corresponding review was conducted, or appears anywhere in the record, of the glare or reflectivity hazard this rooftop installation creates for helicopter pilots operating in and out of the Wilshire station helipad one block away. The Commission imposed a rooftop condition on this specific building, for an unrelated purpose, without ever considering the aviation context that made that condition potentially hazardous — reinforcing, rather than resolving, the underlying CEQA and FAA gap described above.

b) The record relied on a material misrepresentation of neighborhood council opposition, repeated over multiple months. At a public meeting on May 12, 2026 — the first hearing on this project — Dana Sayles, representing the applicant, stated that the Olympic Park Neighborhood Council (OPNC) had approved this project. She repeated this same claim at the July 6, 2026 Planning Commission hearing, on at least four separate occasions. OPNC's own meeting minutes show the opposite: OPNC voted against the project on May 4, 2026, eight days before Sayles's first misrepresentation. This was not an isolated misstatement but a claim repeated across at least two hearings over a period of nearly two months, and it was not corrected on the record at either meeting.

c) The project delivers no meaningful public benefit. The Planning Commission's own record and findings reflect that this project creates only minimal employment and no housing. A self-storage

facility of this scale, with the impacts described above, was approved despite the absence of the community benefit typically used to justify projects of this size and height.

d) The record did not reflect the actual position of affected residents. A 182-signature petition, authored by a concerned Longwood Highlands resident and circulated by neighbors who gathered signatures door to door, was hand-delivered to PLUM Committee secretary Candy while the Committee was in session — the petitioner happened to be present at City Hall for an unrelated matter on its agenda — and separately sent via certified mail to Councilmember Hutt's office and Mayor Bass's office. The petition did not oppose development of the site outright; it specifically requested a four-story height limit, reasonable operating hours, and rejection of the applicant's proposed 36-space bicycle parking allowance in place of adequate vehicle parking. The Commission approved a seven-story, 84'8" structure with 36 bicycle spaces and five vehicle spaces — a result substantially at odds with the residents' documented request — without the petition or its specific terms being meaningfully addressed in the Commission's findings or the Letter of Determination.

2. Specific Points at Issue

- Whether the Commission's approval — and the underlying CEQA clearance — is valid absent any FAA Part 77 / Form 7460-1 review or CEQA aviation-hazard analysis for a structure of this height near an active police helipad
- Whether the Mitigated Negative Declaration adequately supports a finding of no significant environmental effect, given the undisclosed proximity of the Project to the LAPD Wilshire helipad
- Whether Condition of Approval No. 19 (rooftop solar panels, imposed for energy conservation purposes) was appropriately reviewed for glare and reflectivity hazards to helicopter operations before being imposed
- Whether the Commission's decision was properly informed, given that the applicant's representative repeatedly and materially misstated the position of the local neighborhood council on the record
- Whether the 182-signature resident petition — which requested a four-story height limit, not rejection of development on the site — was meaningfully considered in the Commission's findings
- Whether the project's parking plan (36 bicycle spaces, 5 automobile spaces) reflects a good-faith operational plan for a self-storage use, or fails to reflect the actual likely use of the site
- Whether approval was appropriate given the Commission's own findings of minimal job creation and no housing benefit

3. How the Appellant Is Aggrieved

I am a longtime resident of the Longwood Highlands neighborhood, within the area directly affected by this project. I authored the 182-signature petition requesting a four-story height limit and reasonable conditions on this project; neighbors gathered the signatures door to door. I hand-delivered the petition, together with OPNC's meeting minutes, to PLUM Committee secretary Candy while the Committee was in session on an unrelated matter, and separately sent copies via certified mail to Councilmember Hutt's office and Mayor Bass's office. I also submitted written objections to the Planning Commission and to Council District 10. I will be directly and personally affected by the height, density, traffic, and safety impacts of this structure in my neighborhood, including the unaddressed aviation safety concerns given the site's proximity to the Wilshire station helipad — both the missing FAA review and the unreviewed solar panel glare hazard — and by exceptions to zoning and height standards, and to residents' documented requests, that the record does not adequately justify.