

**DENIAL DUE TO INACTIVITY
REPORT TO THE HEARING OFFICER**

DATE ISSUED:	October 16, 2025	
HEARING DATE:	October 28, 2025	AGENDA ITEM: 3
PROJECT NUMBER:	PRJ2022-000531-(1)	
PERMIT NUMBER(S):	Conditional Use Permit RPPL2022001438	
SUPERVISORIAL DISTRICT:	1	
PROJECT LOCATION:	13037 Valley Boulevard, La Puente (Avocado Heights)	
OWNER:	Sunreal LLC	
APPLICANT:	Sophia Shao	
CASE PLANNER:	Steve Mar, Senior Regional Planner smar@planning.lacounty.gov	

Item No. 3 is an application for the continued operation of an existing business with outdoor storage of building materials (roofing materials). This project is located at **13034 Valley Boulevard** in the unincorporated community of **Avocado Heights**.

RECOMMENDATION

The following recommendation is made prior to the public hearing and is subject to change based upon testimony and/or documentary evidence presented at the public hearing:

Staff recommends the following motion:

CEQA:

I, THE HEARING OFFICER CLOSE THE PUBLIC HEARING AND FIND THAT THE PROJECT IS STATUTORILY EXEMPT PURSUANT TO STATE AND LOCAL CEQA GUIDELINES.

SUGGESTED MOTION:

I, THE HEARING OFFICER, DENY CONDITIONAL USE PERMIT NUMBER RPPL2022001438 SUBJECT TO THE ATTACHED FINDINGS.

BACKGROUND AND ANALYSIS

The application was filed on February 8, 2022. Since then, LA County Planning staff has made repeated attempts to inform the applicant of the information that is required to proceed with their application for a conditional use permit. These attempts include:

- Email sent February 8, 2024: The applicant has not addressed pending items requested by LA County Planning.
- Email sent May 1, 2024: Staff attempted to reach the applicant and received no response.

These email correspondences are attached as Exhibit B.

- Letter sent February 20, 2025: An Incomplete Application: Request for Additional Information letter was e-mailed to the applicant, requesting the information that was requested in the e-mail sent February 8, 2024.

The February 20, 2025, letter is attached as Exhibit C.

- Email sent August 6, 2025: Staff attempted to reach the applicant and received no response.

This email correspondence is attached as Exhibit D.

- Email/Certified Letter sent August 21, 2025: A Public Meeting Notice: Denial Due to Inactivity letter was e-mailed and mailed by Certified Mail to the applicant giving notice that the application was scheduled for denial before a County Hearing Officer on October 28, 2025.

This August 21, 2025, letter is attached as Exhibit E.

Section 22.222.100 (Denial of Inactive Application) of the County Code provides that the Hearing Officer may deny, without public hearing, an application for a conditional use permit if such application does not contain the required information contained in Sections 22.222.070 (Application – Information Required) and 22.222.090 (Initial Application Review) of the County Code. Therefore, staff recommends that Conditional Use Permit No. RPPL2022001438 be denied pursuant to the attached findings.

Report

Reviewed By:



Maria Masis, AICP, Supervising Regional Planner

Report

Approved By:



Susan Tae, AICP, Assistant Administrator

LIST OF ATTACHED EXHIBITS	
EXHIBIT A	Draft Findings
EXHIBIT B	E-mail Correspondence, February 8 & May 1, 2024
EXHIBIT C	Incomplete Application: Request for Additional Information Letter, February 20, 2025
EXHIBIT D	E-mail Correspondence, August 6, 2025
EXHIBIT E	Public Meeting Notice: Denial Due to Inactivity Letter, August 21, 2025

LOS ANGELES COUNTY
DEPARTMENT OF REGIONAL PLANNING
DRAFT FINDINGS OF THE HEARING OFFICER
AND ORDER
PROJECT NO. PRJ2022-000531-(1)
CONDITIONAL USE PERMIT NO. RPPL2022001438

RECITALS

1. **ENTITLEMENT REQUESTED.** The applicant, Sophia Shao ("applicant"), requests Conditional Use Permit ("CUP") No. RPPL2022001438 to authorize the continued operation of an existing roofing supply business with outdoor storage of building materials ("Project") on a property located at 13037 Valley Boulevard in the unincorporated community of Avocado Heights ("Project Site") in the M-1-BE-GZ (Light Manufacturing – Billboard Exclusion – Green Zone) zone pursuant to Los Angeles County Code ("County Code") Section 22.84.040 (Standards and Requirements for Specific Uses).
2. **MEETING PROCEEDINGS.** *Reserved*
3. The Project was filed on February 8, 2022. Since the time the Project application was filed, staff of the County Department of Regional Planning ("LA County Planning") has asked the applicant for additional materials needed to proceed with the Project. On February 20, 2025, staff sent an Incomplete Application: Request for Additional Information letter to the applicant requesting additional materials. In addition, staff attempted to reach the applicant by email on February 8, 2024, May 1, 2024, and August 6, 2025. Staff has not received the requested information or materials to enable further project evaluation.
4. In a letter to the applicant dated August 21, 2025, staff informed the applicant that pursuant to Section 22.222.100 (Denial of Inactive Application) of the County Code, the Project would be scheduled before a Hearing Officer for denial due to inactivity on October 28, 2025.
5. The August 21, 2025, letter also directed the applicant to contact staff within 30 days and to submit all requested additional materials within 45 days for the Project to remain active.
6. The applicant has not contacted staff within the required timeframe, which was by September 20, 2025.
7. If the Project is denied, enforcement action may be taken to ensure compliance with Title 22 (Planning and Zoning) of the County Code.
8. **CEQA DETERMINATION.** The proposed Project is being denied. Pursuant to the California Public Resources Code Section 15270, the California Environmental Quality Act does not apply to projects which a public agency rejects or disapproves. Therefore,

the project qualifies as a Statutory Exemption (Projects Which Are Disapproved) and is consistent with the finding by the State Secretary for Resources or by local guidelines that this class of projects does not have a significant effect on the environment.

9. **LOCATION OF DOCUMENTS.** The location of the documents and other materials constituting the record of proceedings upon which the Hearing Officer's decision is based in this matter is at LA County Planning, 13th Floor, Hall of Records, 320 West Temple Street, Los Angeles, California 90012. The custodian of such documents and materials shall be the Section Head of the Puente Whittier Development Services Section, LA County Planning.

THEREFORE, THE HEARING OFFICER:

1. Finds that CEQA does not apply to projects which a public agency rejects or disapproves pursuant to California Public Resources Code section 15270 and therefore qualifies as a Statutory Exemption (Projects Which Are Disapproved) and not subject to CEQA; and
2. Denies **CONDITIONAL USE PERMIT NO. RPPL2022001438**, pursuant to the findings presented herein.

ACTION DATE: October 28, 2025

MM:SM

10/28/2025

Steven Mar

From: Steven Mar
Sent: Wednesday, May 1, 2024 9:11 AM
To: Sophia Shao
Subject: RE: Shunde Roofing - CUP case no. RPPL2022001438

Hi Sophia, please give me an update on the site plan revisions and other materials requested in my Feb 8 e-mail for your CUP application. As mentioned in my previous e-mail, you may request modifications to the development standards related to required solid walls and landscaping. If you wish to request modifications, you will need to edit your Green Zone Districts Findings statements D.2.a and D.2.b found on page 2 of the Green Zone Districts Findings form. Let me know if you have any questions.

STEVE MAR (he/him/his)

SENIOR REGIONAL PLANNER, Puente Whittier Development Services

Office: (213) 893-7009

Email: smar@planning.lacounty.gov

Steven Mar

From: Steven Mar
Sent: Thursday, February 8, 2024 10:53 AM
To: Sophia Shao
Subject: RE: Shunde Roofing - CUP case no. RPPL2022001438
Attachments: Findings - Green Zones.pdf; Findings - CUP.pdf; Site Plan - Jan 2024 (revise comments).pdf

Hi Sophia,

Yesterday I went over the project with my supervisor and discussed further site plan revisions and requirements that the project needs to abide to (see attached site plan with comments).

1. A 500' radius land use map has still not been submitted. Please submit.
2. I mentioned in a previous e-mail that outdoor storage of building materials would not require 8'-12' tall solid walls because it was not mentioned in the Green Zones language of the Code. However, the uses that are listed in the Green Zones Code which would require solid walls are in addition to existing uses that require solid walls, including general outdoor storage uses. Therefore, the project still be required to provide 8'-12' tall solid walls around the property, including the frontage along Valley Boulevard, as stated under Section 22.84.030 C (Standards and Requirements for Specific Uses; Development Standards) found here: https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT22PLZO_DIV4COZ_OSUDI_CH22.84GRZODI_22.84.030STRESPUS. See below:
 - a. Install a solid wall (concrete, brick, masonry, etc.) between 8' to 12' tall and at least six inches thick along the Valley Boulevard street frontage. The wall will need to be set back at least 5' from the street frontage property line to accommodate required landscaping (see below). Any type of fencing or wire is prohibited, except that metal gates shall be permitted for driveways providing vehicular access. Existing wrought iron fencing located near the south driveway and gate should be replaced with new 8'-12' tall solid walls.
 - b. Provide landscaping strip with a minimum 5' width along the Valley Boulevard street frontage. One 15-gallon sized tree shall be planted for every 100 square feet of landscaped area and shall be spaced 10 feet apart. The remaining area shall also be landscaped with grass, shrubs, or bushes, etc. All plants provided for required landscaping shall be drought-tolerant and include only non-invasive plant species. Trees shall be selected from the Tree Species List maintained by Regional Planning found here: https://archive.planning.lacounty.gov/assets/upl/project/tpo_species_list.xls
 - c. Stored materials (the roofing materials) shall be set back at least 10 feet from the wall or the length equal to the wall height, whichever is greater.

I would like to see an effort to accommodate the walls and landscaping as mentioned above. It appears that there is an existing truck scale business with a truck scale on the property (see #3 below). There should be an attempt made to provide some landscaping strip around where the scale is, if possible. Existing landscaping near the driveway gates should be extended to meet the minimum 5' depth, if possible.

3. There appears to be an existing truck scale business that is also on the property that uses a truck scale located at the front of the property near the sidewalk. This scale should be depicted on the site plan (can label the scale "Not a Part of Project").
4. It would help along with depicting the scale, to show the actual property lines on the site plan to confirm that the scale is located on the property and not in the public sidewalk. Depicting the property lines would also confirm how far set back the front walls are.
5. It looks like there are existing parking spaces near the front gates. These parking spaces should be depicted on the site plan.

6. The site is located within the Avocado Heights Community Standards District (CSD) which requires M-1 Industrial zoned properties to have at least 10 percent of the lot area devoted to landscaping. The site plan should include the total square footage of landscaping (including any new proposed landscaping) to see if the site meets this 10 percent landscaping requirement.

I know this is a lot of information to take in. Let me know if you have any questions on these requirements. As part of the CUP request, you have the option to waive or modify some of these requirements but you'll need to edit your Findings statements (attached) to justify modifying these requirements and show that you've made a good faith effort to meet these requirements.

STEVE MAR (he/him/his)

SENIOR REGIONAL PLANNER, Puente Whittier Development Services

Office: (213) 893-7009

Email: smar@planning.lacounty.gov

February 20, 2025

Sophia Shao
15570 Garo St.
Hacienda Heights, CA 91745

SUBJECT: INCOMPLETE APPLICATION: REQUEST FOR ADDITIONAL INFORMATION

Project: PRJ2022-000531

Case: Conditional Use Permit RPPL2022001438

Address (APN): 13037 Valley Blvd., La Puente (8563-012-021)

Dear Applicant:

The Los Angeles County ("County") Department of Regional Planning is currently reviewing the project identified above and has determined that the project file is incomplete and additional information is required before we can proceed with your application. Please submit the following items:

1. A 500' radius land use map has still not been submitted. Please submit.
2. Depict 8' to 12' tall solid walls around the property on the site plan. Walls must be made of solid material such as concrete, brick, masonry, etc. and be at least six inches thick. The wall along the Valley Boulevard street frontage will need to be set back at least 5' to accommodate required landscaping (see below). Any type of fencing or wire is prohibited, except that metal gates shall be permitted for driveways providing vehicular access. Existing wrought iron fencing and metallic panels along the Valley Boulevard frontage should be replaced with new 8'-12' tall solid walls.
3. Depict a landscaping strip on the site plan with a minimum 5' width along the Valley Boulevard Street frontage. One 15-gallon sized tree shall be planted for every 100 square feet of landscaped area and shall be spaced 10 feet apart. The remaining area shall also be landscaped with grass, shrubs, or bushes, etc. All plants provided for required landscaping shall be drought-tolerant and include only non-invasive plant species. Trees shall be selected from the Tree Species List maintained by Regional Planning found here: https://archive.planning.lacounty.gov/assets/upl/project/tpo_species_list.xls
4. There appears to be an existing truck scale business located on the property that utilizes a truck scale located near the sidewalk in front of the office structure. This truck scale should be depicted on the site plan. It is also not clear if the office structure is

used for the truck scale business or for the roofing supply business, or both. Please label which business(s) use the office structure.

5. The property lines should clearly be delineated on the site plan showing that the truck scale is fully within the property lines and does not encroach upon the public sidewalk. Clearly delineating the property lines would also ensure that the required 5' wide landscaping strip can be accommodated at the front of the property along with the required solid walls.
6. Depict all parking spaces on the site plan.
7. The Avocado Heights Community Standards District (CSD) requires M-1 Industrial zoned properties to have at least 10 percent of the lot area devoted to landscaping. The site plan should include the total square footage of landscaping (including any new proposed landscaping) to see if the site meets this 10 percent landscaping requirement.

Failure to disclose all pertinent information for consideration in the review of this case could result in delays, continuation of public hearings, or additional costs. Additional materials may also be required pending the outcome of consultation with other agencies. Any zoning violations on the property discovered after the filing of this case may affect the scheduling of a public hearing pursuant to the provisions of Section 22.02.070 (Application Where Violation Exists) of the County Code.

Please provide the above-requested items within 60 days of the date of this letter. If no activity occurs within 60 days of this letter, your project may be scheduled before a Hearing Officer. Pursuant to Sections 22.222.100 (Denial of Inactive Application) and 22.222.200 (Findings and Decision) of the County Code (Zoning Ordinance), the Hearing Officer may deny, without public hearing, an application for a conditional use permit if such application does not contain the required information contained in Sections 22.222.070, 22.158.030 (Application and Review Procedures) and 22.158.050 (Findings and Decision) of the County Code.

For questions or for additional information, please contact Steve Mar of the Puente Whittier Development Services Section at (213) 893-7009, or by email at smar@planning.lacounty.gov. Our office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m. We are closed on Fridays.

Sincerely,

AMY J. BODEK, AICP
Director of Regional Planning



Steve Mar, Senior Regional Planner
Puente Whittier Development Services

Steven Mar

From: Steven Mar
Sent: Wednesday, August 6, 2025 9:35 AM
To: 'Sophia Shao'
Subject: RE: Shunde Roofing - CUP case no. RPPL2022001438
Attachments: b. Incomplete App Letter RPPL2022001438 - 2-20-2025.pdf

Hi Sophia, I have not received a response from the e-mail and letter (attached) that I sent to you on February 20, 2025 requesting additional information and site plan revisions for your CUP application no. RPPL2022001438. According to my e-mail records, the last correspondence I received from you regarding this project was on January 22, 2024, where additional information and site plan revisions were sent but all requested items were not provided. As a result, this e-mail is to inform you that I plan on taking the case to hearing by the end of the year with a request to deny your CUP application.

STEVE MAR (he/him/his)

SENIOR REGIONAL PLANNER, Puente Whittier Development Services

Office: (213) 893-7009

Email: smar@planning.lacounty.gov

August 21, 2025

Sophia Shao
15570 Garo Street
Hacienda Heights, CA 91745

PUBLIC MEETING NOTICE: DENIAL DUE TO INACTIVITY
PROJECT NO. PRJ2022-000531-(1)
CONDITIONAL USE PERMIT NO. RPPL2022001438
13037 Valley Boulevard, La Puente (Avocado Heights) (APN No. 8563-012-021)

Dear Sophia Shao:

LA County Planning has made repeated attempts to inform you of the information that is required to proceed with your application for a Conditional Use Permit (CUP) to allow the outdoor storage of roofing materials at the above-referenced location. The most recent correspondence dated February 20, 2025, requesting project revisions and additional information is attached for your review. Additionally, staff attempted to reach you by email on August 6, 2025. To date, we have not received the requested information and as a result, we are unable to proceed with processing your application.

Section 22.222.100 of the County Code provides that the Hearing Officer may deny, without public hearing, an application for a CUP if such application does not contain the required information contained in Sections 22.222.070 and 22.222.090 of the County Code. Due to the longstanding inactive status of the project identified above, the project **will be scheduled for denial** before a County Hearing Officer on October 28, 2025.

If you wish to keep this project active, please send a written request to LA County Planning, Puente Whittier Development Services, 13th Floor, 320 West Temple Street, Los Angeles, CA 90012, Attention: Steve Mar. This correspondence must be received within **30 days from the date of this letter** in order to avoid being scheduled for denial. If you choose to keep your project active and submit a written request within the timeframe listed above, you must also submit all requested information **within 45 days of the date of this letter** or this project will be automatically scheduled for denial at the next available Hearing Officer meeting. Please be advised that if the project is denied, enforcement action may be taken by LA County Planning to ensure compliance with the Title 22 Planning and Zoning Code.

Sophia Shao
August 21, 2025
Page 2

For questions or for additional information, please contact Steve Mar of the Puente Whittier Development Services Section at (213) 974-6411, or smar@planning.lacounty.gov.

Sincerely,

Amy J. Bodek, AICP
Director of Regional Planning

A handwritten signature in dark ink, appearing to read 'Carl Nadela', is written over the printed name.

(Carl Nadela for Maria Masis)

Maria Masis, Supervising Regional Planner
Puente Whittier Development Services

MM:SM

Enclosures: Most recent incomplete Letter, February 20, 2025
Most recent correspondence e-mail, August 6, 2025

CP_DATE_FILENAME

February 20, 2025

Sophia Shao
15570 Garo St.
Hacienda Heights, CA 91745

SUBJECT: INCOMPLETE APPLICATION: REQUEST FOR ADDITIONAL INFORMATION

Project: PRJ2022-000531

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Sincerely,

AMY J. BODEK, AICP
Director of Regional Planning



Steve Mar, Senior Regional Planner
Puente Whittier Development Services

From: [Steven Mar](#)
To: ["Sophia Shao"](#)
Subject: RE: Shunde Roofing - CUP case no. RPPL2022001438
Date: Wednesday, August 6, 2025 9:35:00 AM
Attachments: [b. Incomplete App Letter RPPL2022001438 - 2-20-2025.pdf](#)
[image001.png](#)

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STEVE MAR (he/him/his)

SENIOR REGIONAL PLANNER, Puente Whittier Development Services

Office: (213) 893-7009

Email: smar@planning.lacounty.gov

From: Steven Mar
Sent: Thursday, February 20, 2025 9:14 AM
To: Sophia Shao <heraredc@gmail.com>
Subject: RE: Shunde Roofing - CUP case no. RPPL2022001438

Hi Sophia, please see attached incomplete letter with an intent to start denial procedures if the requested materials are not submitted within 60 days.

STEVE MAR (he/him/his)

SENIOR REGIONAL PLANNER, Puente Whittier Development Services

Office: (213) 893-7009

Email: smar@planning.lacounty.gov