

**APPEAL OF A DENIAL DUE TO INACTIVITY  
REPORT TO THE REGIONAL PLANNING COMMISSION**

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|                                |   |                     |
|--------------------------------|---|---------------------|
| <b>DATE ISSUED:</b>            | April 16, 2026  |                     |
| <b>HEARING DATE:</b>           | April 29, 2026  | <b>AGENDA ITEM:</b> |
| <b>PROJECT NUMBER:</b>         | PRJ2020-003666-(3)  |                     |
| <b>PERMIT NUMBERS:</b>         | Tentative Parcel Map No. 82856 (RPPL2020001696)<br>Conditional Use Permit No. 2021005546    |                     |
| <b>SUPERVISORIAL DISTRICT:</b> | 3   |                     |
| <b>PROJECT LOCATION:</b>       | 31335 Lobo Canyon Road, Agoura Hills  |                     |
| <b>OWNER/APPLICANT:</b>        | Cathleen Messina Trust, et al Genevieve A. Ball and<br>Messina Trust / Messina Living Trust |                     |
| <b>APPELLANT:</b>              | Richard Doss c/o Pacific Coast Civil, Inc.  |                     |
| <b>PUBLIC MEETINGS HELD:</b>   | 3 of 5  |                     |
| <b>CASE PLANNER:</b>           | Phillip Smith, Senior Regional Planner<br>psmith@planning.lacounty.gov                      |                     |

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The project (“Project”) consists of a Tentative Parcel Map (“TPM”) No. 82856 to create two single-family lots on 4.71 acres in the A-1-2 (Light Agricultural – Two Acre Minimum Required Lot Area) Zone pursuant to Los Angeles County (“County”) Code Chapter 21.48 (Minor Land Divisions). The Project includes Conditional Use Permit (“CUP”) No. RPPL2021005546 to authorize development within a Significant Ecological Area (“SEA”). A CUP is also required for the subdivision because the Project is located within a Hillside Management Area (“HMA”) pursuant to County Code Section 22.104.030 (HMA - Permits Required). This is referred to collectively as the “Project”.

**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:*

LA County Planning staff (“Staff”) recommends **DENIAL OF THE APPEAL** of Project Number PRJ2020-003666-(3) given the facts presented in this report. Staff recommends the following motion:

**SUGGESTED MOTION:**

**I MOVE THAT THE REGIONAL PLANNING COMMISSION FIND THE DECISION STATUTORILY EXEMPT PURSUANT TO STATE AND LOCAL CEQA GUIDELINES, DENY THE APPEAL AND UPHOLD THE HEARING OFFICER’S DECISION TO DENY PROJECT NUMBER PRJ2020-000366 DUE TO INACTIVITY.**

## **BACKGROUND**

The Project was initially filed on March 26, 2020, and the last County Subdivision Committee (“SC”) report was issued on February 24, 2022, with multiple department holds. The SC is comprised of LA County Planning and the County Departments of Public Works (“Public Works”), Fire, Parks and Recreation, and Public Health. LA County Planning stated in the report dated February 24, 2022, that requirements included, but were not limited to:

- A revised TPM,
- Revisions to SEA CUP findings,
- Revisions to HMA CUP findings,
- Copies of Assessors’ description blanks for all existing structures on the property, and
- Other documents pursuant to the California Environmental Quality Act (“CEQA”).

Other SC requirements included, but were not limited to the following requests from Public Works:

- An approved geotechnical report.

No subsequent map revisions or other requested information and materials were submitted for the Project since February 24, 2022, when the SC report was issued. Therefore, LA County Planning staff (“Staff”) determined the Project application is both incomplete and inactive pursuant to Section 22.222.100.

## **NOTIFICATION**

On October 7, 2025, Staff attempted to reach the Applicant, Cathie Messina on behalf of the Messina Living Trust (“Applicant”) by email as courtesy to remind them the Project has been inactive.

On November 4, 2025, Staff attempted to reach the Applicant by email noting that it has been 30 days since previous correspondence, and Staff notified the Applicant of its intent to deny the application due to inactivity and requested the above additional materials.

On January 6, 2026, Staff sent a letter to the Applicant and the property owner, indicating that the case would be scheduled before a Hearing Officer for denial due to inactivity if requested materials were not submitted within 45 days from the date of the letter. The letter also directed the Applicant to contact staff within 30 days for the Project to remain active.

On January 12, 2026, Dina Toblesky, the Project engineer associated with Richard Doss and the engineering firm, Pacific Coast Civil, Inc. (“Appellant”), contacted Staff to find out how to move the Project forward on behalf of the applicant. Communication continued between the Appellant and Staff to discuss how to remedy the holds and review the remaining processing steps to a public hearing on the Project. However, additional materials responsive to the

above-mentioned holds were not submitted by the applicant, as requested, in advance of the Hearing Officer's meeting on March 3, 2026.

### **INACTIVE APPLICATION DETERMINATION**

TPM No. 82856 and the related application materials fail to comply with Sections 21.48.040 (Information Required – Format) and 21.48.050 (Written statements required) of the County Code, including holds within County Code Section 21.12.040 (SC Report of recommendations to advisory agency). Thus, Staff is unable to determine if TPM No. 82856 complies with the General Plan and Title 21 (Subdivisions) of the County Code. Pursuant to County Code Section 21.40.160 (Advisory agency determination authority), the advisory agency may disapprove the TPM.

Furthermore, Staff does not have the required materials pursuant to County Code Sections 22.102.080.D. (SEA CUP Findings) and 22.104.060 (Findings for HMA CUPs), and the application has been inactive for four years. Thus, the advisory agency may deny the CUP pursuant to County Code Section 22.222.100 (Denial of Inactive Application).

### **APPEAL**

The Project was presented to a County Hearing Officer on March 3, 2026, with a recommendation for denial due to inactivity. Staff presented a summary and a timeline of events. The applicant was not present. The Hearing Officer had no questions following the presentation and concurred with the Staff's determination. There being no further comments, the Hearing Officer closed the matter and denied the subdivision application.

On March 16, 2026, the Appellant filed an appeal of the Hearing Officer's decision on behalf of the Applicant. The reasons given for the appeal are as follows: 1) the Applicant was not provided a time or location of the hearing on March 3<sup>rd</sup> nor a meeting agenda; 2) Staff's denial letter was addressed to an incorrect address for the Applicant; and 3) Staff moved forward with denial proceedings despite the Applicant's requests to keep the Project active.

As outlined above, Staff contacted the Applicant October 7, 2025, November 4, 2025, and January 6, 2026, of the inactive status of the project application, and requested materials and reestablishment of contact with Staff to maintain an active status of the project application. On January 12, 2026, the Project engineer (Appellant) contacted Staff to discuss how to proceed processing the project application. Communications that followed with the Appellant included A request for missing materials to continue processing the application in advance of the March 3, 2026, Hearing Officer meeting. Neither the Appellant or Applicant furnished the missing materials pursuant to Staff's request. All correspondence was sent to the email address and mailing address on file, and no alternative address(es) were provided by Applicant or Appellant for Staff. Appellant's contact to Staff on January 12, 2026 indicates Staff successfully reached the Applicant and Appellant through at least one of its multiple communications.

PROJECT NO. PRJ2020-003666-(3)  
TENTATIVE PARCEL MAP NO. 82856 (RPPL2020001696)  
CONDITIONAL USE PERMIT NO. RPPL2021005546  
ENVIRONMENTAL ASSESSMENT NO. RPPL202000169

April 29, 2026  
PAGE 4 OF 4

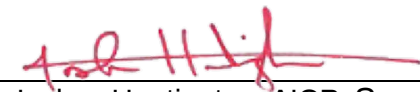
**CEQA**

Upholding a decision to deny a project due to inactivity is not a development project pursuant to CEQA Guidelines Section 15378.

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Report

Reviewed By:



Joshua Huntington, AICP, Supervising Regional Planner

Report

Approved By:

 for Susan Tae

Susan Tae, AICP, Assistant Deputy Director

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**LIST OF ATTACHED EXHIBITS**

|           |                         |
|-----------|-------------------------|
| EXHIBIT A | Appeal                  |
| EXHIBIT B | Correspondence          |
| EXHIBIT C | Hearing Officer Package |

DATE: 03/16/2026

TO: Ms. Elida Luna  
Regional Planning Commission Secretary  
Department of Regional Planning  
County of Los Angeles  
320 W. Temple Avenue, Room  
1350 Los Angeles, CA 90012  
[appeal@planning.lacounty.gov](mailto:appeal@planning.lacounty.gov)

FROM: Richard Doss, PE, AICP  
Name

SUBJECT:

Project Number(s): 2020-000366-3  
Case Number(s): TPM: RPPL202001696, Environmental Assessment: RPPL2020001697  
Case Planner: Marie Pavlovic  
Address: 31335 LOBO CANYON ROAD AGOURA HILLS, CA 91301  
Assessor Parcel Number: 2058-004-030  
Planning Area: North Area

Entitlement Requested:

Minor Subdivision to create two conforming legal lots, matching the existing building sites on the property

Related Zoning Matters:

|                                |                |
|--------------------------------|----------------|
| Tentative Tract/Parcel Map No. | TPM 82856      |
| CUP, VAR, or Oak Tree No.      | CUP 2021005546 |
| Change of Zone Case No         |                |
| Other                          | RPPL2020001697 |

I am appealing the decision of (check one and fill in the underlying information)

Director

Hearing Officer

Decision Date: \_\_\_\_\_

Public Hearing Date: 03-03-2026

Hearing Officer's Name: Philip Smith

Agenda Item No.: 9

The following decision is being appealed (Check all that apply)

The Denial of this request

The Approval of this request

The following conditions of approval:

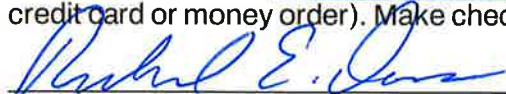
\_\_\_\_\_ List conditions here

The reason for appeal is as follows:

Property Owner was not provided a time or location of the hearing on March 3rd nor were they sent the meeting's agenda. (Note that the staff denial letter had the incorrect address for the property owner and applicant). Staff moved forward with the denial letter despite applicants requests to maintain the project active.

Are you the applicant for the subject case(s) (check one)?  Yes  No

The appeal filing fee as indicated on the Fee Schedule (<https://planning.lacounty.gov/fees>) may be paid online via Epic LA (<https://epicla.lacounty.gov/SelfService/#/home>), or submitted herein (cash, check, credit card or money order). Make checks payable to Los Angeles County.

  
Appellant Signature

Richard Doss  
Print Name

351 Rolling Oaks Dr Suite #202 Thousand Oaks, Ca 91361  
Address

rich@pacifcoastcivil.com  
Email

(818)853-9945  
Day Time Telephone No.

**From:** [Dina Tabolsky](#)  
**To:** [Marie Pavlovic](#); [Richard Doss](#)  
**Subject:** PROJECT NO. RPPL2020001696 ,TENATIVE PARCEL MAP NO. 82856 , 31335 LOBO CANYON ROAD, AGOURA HILLS, CA 91301 (258004030) .  
**Date:** Monday, January 12, 2026 5:08:08 PM

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**CAUTION: External Email. Proceed Responsibly.**

Hi Maria,

I hope all is well. Can you please let us know what clearances are left to complete?

Thank you,

**Dina Tabolsky**  
**Permit Processor**  
**PACIFIC COAST CIVIL, INC.**  
[www.pacificcoastcivil.com](http://www.pacificcoastcivil.com)  
**NEW ADDRESS**  
**351 Rolling Oaks Dr., Suite 202**  
**Thousand Oaks, CA 91361**  
(818)424-6861 Cell  
(818) 865-4168 Main Office  
[dina@pacificcoastcivil.com](mailto:dina@pacificcoastcivil.com)

**From:** [Richard Doss](#)  
**To:** [Joshua Huntington](#)  
**Cc:** [Phillip Smith](#); [Marie Pavlovic](#); [Cathie Messina](#)  
**Subject:** Re: Denial of Tentative Parcel Map No. 82856  
**Date:** Friday, March 6, 2026 8:15:40 AM  
**Attachments:** [image001.png](#)

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**CAUTION: External Email. Proceed Responsibly.**

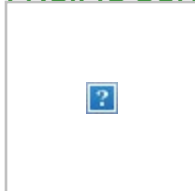
Good morning Joshua and all,

Our team is in the middle of completing the Tentative Map for Ms Messina, working with our planner, Marie Pavlovic, to finalize details of the project so that we can take this to the public hearings. It is both surprising and disappointing that the agency has decided to deny the project in this manner and in light of the cooperative effort prior to this action.

As professionals, I would hope that we can all work together to get this minor subdivision back on track without making it more involved or adding undue risk to the equation.

All the best,

**Richard E. Doss, PE AICP LEED AP**  
*President*  
**PACIFIC COAST CIVIL, INC.**



[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)

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351 Rolling Oaks Dr., Suite 202

Thousand Oaks, CA 91361

**[\(818\) 853-9945 DIRECT](tel:8188539945)**

(818) 865-4168 Main Office

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On Thu, Mar 5, 2026 at 5:52 PM Joshua Huntington <[jhuntington@planning.lacounty.gov](mailto:jhuntington@planning.lacounty.gov)> wrote:

Dear Richard,

The letter staff sent you on January 6, 2026, states that:

*“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.”*

Pursuant to the Subdivision Committee Report dated February 24, 2022, several items were required for this project to move forward. These items included (but may not have been limited to): a revised tentative parcel map, revised SEA CUP findings, revised HMA CUP findings, copies of Assessor description blanks for all existing structures on the property, and an approved geotechnical report. Staff did not receive any of these items within the 45-day timeframe.

Sincerely,

**JOSHUA HUNTINGTON, AICP** (he/him/his)

**SUPERVISING PLANNER, Subdivisions**

Office: (213) 974-6433 • Cell: (213) 509-5415

Email: [jhuntington@planning.lacounty.gov](mailto:jhuntington@planning.lacounty.gov)

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**From:** Richard Doss <[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)>

**Sent:** Thursday, March 5, 2026 5:20 PM

**To:** Phillip Smith <[psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)>

**Cc:** Marie Pavlovic <[mpavlovic@planning.lacounty.gov](mailto:mpavlovic@planning.lacounty.gov)>; Joshua Huntington <[jhuntington@planning.lacounty.gov](mailto:jhuntington@planning.lacounty.gov)>; Cathie Messina <[messina4re@aol.com](mailto:messina4re@aol.com)>

**Subject:** Re: Denial of Tentative Parcel Map No. 82856

**CAUTION: External Email. Proceed Responsibly.**

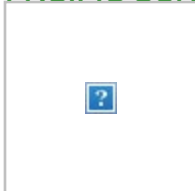
Mr Smith,

The County acted in contravention to its own requirements- read the letter that you sent to our team. There was no requirement that new materials be submitted in any timely manner, only a letter to you all stating that we are keeping the project active. **Basically, the RPD dropped the ball.**

My Client, Ms Messina, should not have to be out of pocket to appeal your decision. **RPD should rescind the decision on its own, unilaterally and immediately.**

All the best,

**Richard E. Doss, PE AICP LEED AP**  
*President*  
**PACIFIC COAST CIVIL, INC.**



[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)

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On Thu, Mar 5, 2026 at 5:08 PM Phillip Smith <[psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)> wrote:

Hello Richard,

To contest the decision of the Hearing Officer you will need to follow the appeal instructions

outlined in the denial letter. While I am aware that there were emails received stating that the project is active, the public meeting noticed required that a resubmittal with responsive materials also be sent. If a new map or application materials were sent within that timeline please let me know the date that was done?

Regards,

**PHILLIP SMITH** (he/him/his)

**SENIOR PLANNER, Subdivisions**

Office: (213) 974-6433 • Direct: (213) 893-7069

Email: [psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)

Los Angeles County Department of Regional Planning  
320 West Temple Street, 13<sup>th</sup> Floor, Los Angeles, CA 90012  
[planning.lacounty.gov](http://planning.lacounty.gov)



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**From:** Richard Doss <[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)>  
**Sent:** Thursday, March 5, 2026 11:37 AM  
**To:** Marie Pavlovic <[mpavlovic@planning.lacounty.gov](mailto:mpavlovic@planning.lacounty.gov)>  
**Cc:** Phillip Smith <[psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)>  
**Subject:** Fwd: Denial of Tentative Parcel Map No. 82856

**CAUTION: External Email. Proceed Responsibly.**

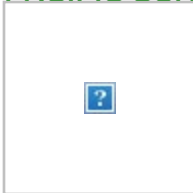
Good morning Marie,

Respectfully, this action was taken in error. See attachment which was emailed and sent by Certified Mail to the RPD, as required.

How do we get the County to make it right?

All the best,

**Richard E. Doss, PE AICP LEED AP**  
*President*  
**PACIFIC COAST CIVIL, INC.**



[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)

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On Thu, Mar 5, 2026 at 11:12 AM Phillip Smith <[psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)> wrote:

Good Morning,

This email is to inform you the subject tentative map was denied by the hearing officer on March 3, 2026. Please see the attached documents for more information.

Regards,

**PHILLIP SMITH** (he/him/his)

**SENIOR PLANNER, Subdivisions**

Office: (213) 974-6433 • Direct: (213) 893-7069

Email: [psmith@planning.lacounty.gov](mailto:psmith@planning.lacounty.gov)

Los Angeles County Department of Regional Planning  
320 West Temple Street, 13<sup>th</sup> Floor, Los Angeles, CA 90012  
[planning.lacounty.gov](http://planning.lacounty.gov)



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**From:** [Cathie Messina](#)  
**To:** [Phillip Smith](#)  
**Cc:** [Dino Messina](#); [Richard Doss](#)  
**Subject:** Fw: PUBLIC MEETING NOTICE: DENIAL DUE TO INACTIVITY: RPPL2020001696, 31335 Lobo Canyon Road, Agoura Hills, CA 91301 (Tentative Map-Parcel)  
**Date:** Sunday, March 15, 2026 2:02:26 PM  
**Attachments:** [31335 Lobo 1980-83 Permits.pdf](#)  
[31335 Lobo 3-2026 Photo.pdf](#)  
[31335 Lobo CofO.pdf](#)

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**CAUTION: External Email. Proceed Responsibly.**

Dear Mr. Smith,

We are writing as the property owners of the subject parcel. Below is a copy of the letter sent to Pacific Coast Civil on January 6, 2026. It also appears that Ms. Guillen attempted to contact me but used an incorrect email address. Given the importance of this matter, it is concerning that no correspondence was sent directly to us as the property owners. We received nothing. Pacific Coast Civil reached out only as a courtesy, as we had not communicated for several months. As you can see, Ms. Guillen's letter instructs us to submit a request for an extension.

Once Pacific Coast Civil notified us, we immediately confirmed that we wished to continue with their assistance. They then sent a letter to Ms. Guillen confirming our intent to proceed. It is important to understand that the reason for the lull in the lot-split process was due to the direction we received from Marie Pavlovic in January 2024. She advised us that it would be better to complete construction of the home on the upper pad before continuing with the subdivision. The Certificate of Occupancy was issued on March 13, 2026. We followed Ms. Pavlovic's instructions, and it now feels as though we are being penalized—and charged—for doing exactly what we were told to do.

I am not sure of your seniority within the County, but I have made several attempts to find someone with the authority to help us navigate what was described to us as a “minor” subdivision. It has never made sense that a fully developed 5-acre residential property—with a home permitted in 1983, grading permits from 1975 and 1982, Department of Health Services approval for septic systems serving a 3 bedroom home on the upper pad and a 2 bedroom mobile home on the lower pad, Fire Department approval for two dwellings, and Water Department approval—would be required to undergo the same extensive studies as an undeveloped parcel. I find it difficult to believe that there are no exceptions in the County's requirements for properties that have been developed for decades.

We are not grading; the pads already exist. There are no oak trees in the development areas. There are no trees or vegetation being removed. Yet the additional studies requested—exceeding \$100,000—and County fees totaling \$55,000 have placed an enormous financial burden on us.

After Pacific Coast Civil sent their letter to Ms. Guillen, they contacted Ms. Pavlovic to get up to speed on what was needed to move forward. That correspondence led us to believe that the County had accepted our intent to proceed. While we would greatly appreciate someone stepping in to approve what was originally described as a minor lot split, at the very least we

request the ability to move forward without the additional fee of approximately \$9,900—especially given that we must now pay to update the original reports previously submitted.

We respectfully ask for your assistance in resolving this matter so that we can continue the process without further unnecessary financial hardship.

Attached are 1980-83 permits, photo of property as of March 2026 and Cert of Occupancy for new home.

Sincerely,  
Cathie Messina  
Dino Messina, Genevieve Ball  
818-335-8047-Cathie  
818-335-7914-Dino

----- Forwarded message -----

From: **Jessica Guillen** <[JGuillen@planning.lacounty.gov](mailto:JGuillen@planning.lacounty.gov)>  
Date: Tue, Jan 6, 2026 at 5:05 PM  
Subject: PUBLIC MEETING NOTICE: DENIAL DUE TO INACTIVITY:  
RPPL2020001696, [31335 Lobo Canyon Road, Agoura Hills, CA 91301](#)  
(Tentative Map-Parcel)  
To: Richard Doss <[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)>  
Cc: [messinamre@aol.com](mailto:messinamre@aol.com) <[messinamre@aol.com](mailto:messinamre@aol.com)>

Dear Property Owner/Applicant:

Your application is deemed incomplete. LA County Planning has made repeated attempts to inform you of the information that is required to proceed with

[PROJECT NO. RPPL2020001696 ,TENATIVE PARCEL MAP NO. 82856 ,  
31335 LOBO CANYON ROAD, AGOURA HILLS, CA 91301 \(258004030\)](#). You were previously notified that the application has been deemed inactive. To date, we have not received the requested material(s) and as a result, we are unable to proceed with processing your application.

Sections 21.40.160 (Advisory agency determination authority) and 22.222.100 (Denial of Inactive Application) of the Zoning Code (Title 21 and 22) provide that the County Hearing Officer may deny, without public hearing, an application which does not contain the required information contained in Sections 22.222.070 and 22.222.090 of the Zoning Code. For subdivisions, this includes holds within 21.12.040 (Subdivision Committee Report of recommendations to advisory agency). Due to the longstanding inactive status of the project identified above, the project **has been scheduled for denial** before a County Hearing Officer on March 3, 2026.

If you wish to keep this project active, please send a written request to LA County Planning, Section, 13<sup>th</sup> Floor, [320 West Temple Street, Los Angeles, CA 90012](#), Attention: Subdivisions. This correspondence must be received within **30 days from the date of this letter** in order to avoid being scheduled for denial.

Best,

**JESSICA GUILLEN**

(she/her/hers)

**CONTRACT ASSOCIATE PLANNER, Disaster Recovery Team/Subdivisions**

Office: (213) 974-6411 • Direct: (213) 534-7937

Email: [jguillen@planning.lacounty.gov](mailto:jguillen@planning.lacounty.gov)

Los Angeles County Department of Regional Planning  
[320 West Temple Street](#), 13<sup>th</sup> Floor, Los Angeles, CA 90012  
[planning.lacounty.gov](http://planning.lacounty.gov)

<image002.png>

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**From:** Richard Doss <[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)>

**Sent:** Wednesday, October 8, 2025 1:01 AM

**To:** Jessica Guillen <[JGuillen@planning.lacounty.gov](mailto:JGuillen@planning.lacounty.gov)>

**Cc:** [messinamre@aol.com](mailto:messinamre@aol.com)

**Subject:** Re: Follow-Up on Inactive Project – Request for Status Update:  
RPPL2020001696, [31335 Lobo Canyon Road, Agoura Hills, CA 91301](#)  
(Tentative Map-Parcel)

**CAUTION: External Email. Proceed Responsibly.**

Hi Jessica- there is a good deal of construction going on in association with this tentative map.

We'll circle back with you on the status. Please know that the project IS active...

Sent from my iPhone

On Oct 7, 2025, at 5:55 PM, Jessica Guillen <[JGuillen@planning.lacounty.gov](mailto:JGuillen@planning.lacounty.gov)> wrote:

Good morning,

I hope this message finds you well.

I'm reaching out regarding your project, **RPPL2020001696 (Tentative Map- Parcel) 31335 [Lobo Canyon Road Agoura Hills, CA 91301](#)**, which has been inactive for more than 60 days.

*We wanted to check in to see whether you are planning to continue moving forward toward a public hearing or if you would prefer to withdraw the application at this time.*

If there are any challenges or if you're currently stuck at a particular step in the process, please don't hesitate to let us know. We'd be happy to assist in any way we can to help you move forward.

Your response will help us keep our records up to date and ensure that we're providing the appropriate support and the project is still intended to be

completed.

Thank you, and we look forward to hearing from you soon.

**JESSICA GUILLEN**

(she/her/hers)

**CONTRACT PLANNER, Subdivisions**

Email: [jguillen@planning.lacounty.gov](mailto:jguillen@planning.lacounty.gov)

Los Angeles County Department of Regional  
Planning

[320 West Temple Street](#), 13<sup>th</sup> Floor, Los Angeles, CA  
90012

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<image001.png>

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about available services, public meeting schedules,  
and planning projects.*

**From:** [Dina Tabolsky](#)  
**To:** [Michalay Daniels](#); [Richard Doss](#); [Dee-Dee Poll](#)  
**Cc:** [DRP Appeal](#); [Phillip Smith](#); [Joshua Huntington](#); [Mitch Glaser](#); [Susan Tae](#); [Kevin Finkel](#)  
**Subject:** Re: Appeal to RPC (Applicant) Richard E. Doss\_Project No. 2020-000366-(3): TMN. 82856  
**Date:** Monday, March 16, 2026 3:18:13 PM  
**Attachments:** [19-1560 Appeal - Signed RED.pdf](#)

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**CAUTION: External Email. Proceed Responsibly.**

Hello,

Thank you for sending all of the information.  
Please find the signed RPC Appeal Form attached.

Thank you,

**Dina Tabolsky**  
**Permit Processor**  
**PACIFIC COAST CIVIL, INC.**  
[www.pacificcoastcivil.com](http://www.pacificcoastcivil.com)  
**NEW ADDRESS**  
**351 Rolling Oaks Dr., Suite 202**  
**Thousand Oaks, CA 91361**  
(818)424-6861 Cell  
(818) 865-4168 Main Office  
[dina@pacificcoastcivil.com](mailto:dina@pacificcoastcivil.com)

On Mon, Mar 16, 2026 at 1:34 PM Michalay Daniels <[MDaniels@planning.lacounty.gov](mailto:MDaniels@planning.lacounty.gov)> wrote:

Hello Dina Tabolsky,

Thank you for your interest in appealing the Hearing Officer's decision. Kindly complete the attached appeal form (Applicant – The Denial of this request) and return to - [appeal@planning.lacounty.gov](mailto:appeal@planning.lacounty.gov).

In addition, you will need to log into our main website <https://planning.lacounty.gov/> then select the RESOURCES Tab, select EPIC-LA, where it will show you how to pay for the fee.

To make your payment online, open the link to EPIC-LA: [https://epicla.lacounty.gov/energov\\_prod/SelfService/#/home](https://epicla.lacounty.gov/energov_prod/SelfService/#/home) where you will login or register to make the payment of \$9,917.00 (Applicant).

Your invoice is attached. The cashier has been copied and can assist you if you encounter problems, her name is Elizabeth Chaidez, and she can be reached at [echaidez@planning.lacounty.gov](mailto:echaidez@planning.lacounty.gov). The last date to file an appeal is Monday, March 16,

2026, both the appeal form and fee must be submitted by or before 5:00 p.m.

Please let me know once you have made your payment for further instructions.

**Project Information:**

Project No. 2020-000366-(3)  
Tentative Parcel Map No. 82856  
Applicant: Richard E. Doss  
Pacific Coast Civil, Inc.

30141 Agoura Road, Suite 200

Agoura Hills, Ca 91301

Thank you,

**Michalay Daniels** (she/her/hers)

**Intermediate Typist-Clerk, Operations and Major Project**

---

**From:** Dina Tabolsky <[dina@pacifcoastcivil.com](mailto:dina@pacifcoastcivil.com)>

**Sent:** Monday, March 16, 2026 9:57 AM

**To:** DRP Appeal <[appeal@planning.lacounty.gov](mailto:appeal@planning.lacounty.gov)>; Richard Doss <[rich@pacifcoastcivil.com](mailto:rich@pacifcoastcivil.com)>

**Subject:** REQUESTING AN APPEAL - 31335 LOBO CANYON ROAD, AGOURA HILLS, CA 91301

**CAUTION: External Email. Proceed Responsibly.**

Hello,

We wanted to request an appeal. Today is the last day to file for one for this project. Can you please let me know everything you need from us to file this, and how we will pay the appeal fee?

Denial Letter is attached for your reference.

Thank you,

**Dina Tabolsky**  
**Permit Processor**  
**PACIFIC COAST CIVIL, INC.**  
[www.pacificcoastcivil.com](http://www.pacificcoastcivil.com)

**NEW ADDRESS**

**351 Rolling Oaks Dr., Suite 202**

**Thousand Oaks, CA 91361**

(818)424-6861 Cell

(818) 865-4168 Main Office

[dina@pacificcoastcivil.com](mailto:dina@pacificcoastcivil.com)



## **BACKGROUND**

The Project was initially filed on March 26, 2020, and the County Subdivision Committee (“SC”), which includes LA County Planning and the County Departments of Public Works (“Public Works”), Fire, Parks and Recreation, and Public Health, last issued its report with holds on February 24, 2022, stating that there are pending items that need to be addressed.

LA County Plannings holds, included, but were not limited to, requests for:

- A revised TPM,
- Revisions to SEA CUP findings,
- Revisions to HMA CUP findings,
- Copies of Assessors’ description blanks for all existing structures on the property, and
- Other documents pursuant to the California Environmental Quality Act ("CEQA").

Other SC holds included, but were not limited, to the following requests from Public Works:

- An approved geotechnical report.

No subsequent map revisions or other requested information and materials were submitted for the Project following the issuance of this report. Therefore, LA County Planning staff (“Staff”) has determined the project application to be both incomplete and inactive.

## **NOTIFICATION**

On October 7, 2025, Staff attempted to reach the Applicant by email as courtesy to remind them the Project has been inactive.

On November 4, 2025, Staff attempted to reach the Applicant by email noting that it has been 30 days since previous correspondence and notified the Applicant of its intent to deny the application due to Inactivity and requesting additional materials.

On January 6, 2026, Staff sent a letter to the Applicant and the property owner, indicating that pursuant to Section 22.222.100 (Denial of Inactive Application) of the County Code, the case would be scheduled before a Hearing Officer for denial due to inactivity if requested materials are not submitted within 45 days from the date of the Notice. The letter also directed the Applicant to contact staff within 30 days for the Project to remain active. No response or the required materials were received within the specified timeframes.

## **INACTIVE APPLICATION DETERMINATION**

TPM No. 82856 and the related application materials fail to comply with Sections 21.48.040 (Information Required – Format) and 21.48.050 (Written statements required) of the County Code, including holds within County Code Section 21.12.040 (Subdivision Committee Report of recommendations to advisory agency). Thus, Staff is unable to determine if TPM No. 82856 complies with the General Plan and Subdivisions Code (Title 21 of the Los Angeles County Code) and the advisory agency may disapprove the TPM pursuant to County Code Section 21.40.160 (Advisory agency determination authority).

Furthermore, Staff does not have the required materials pursuant to County Code Sections 22.102.080.D. SEA CUP Findings) and 22.104.060 (Findings for HMA CUPs), and the application has remained inactive for four years. Thus, the advisory agency may disapprove the CUP pursuant to County Code Section 22.222.100 (Denial of Inactive Application).

Therefore, Staff recommends that **TPM No. 82856** and **CUP No. RPPL2021005546** be denied pursuant to the attached findings.

**CEQA**

Projects that are denied or recommended for denial would not impact the physical environment and are therefore statutorily exempt pursuant to CEQA Guidelines Section 15270 (Projects Which Are Disapproved).

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Report

Reviewed By:



Joshua Huntington, AICP, Supervising Regional Planner

Report

Approved By:



Susan Tae, AICP, Assistant Deputy Director

---

**LIST OF ATTACHED EXHIBITS**

|           |   |
|-----------|---|
| EXHIBIT A | Draft Denial Findings                               |
| EXHIBIT B | Subdivision Committee Report (dated March 26, 2020) |
| EXHIBIT C | Correspondence                                      |

**DRAFT FINDINGS AND ORDER OF THE HEARING OFFICER  
COUNTY OF LOS ANGELES  
PROJECT NO. PRJ2020-0003666  
TENTATIVE PARCEL MAP NO. 82856 (RPPL2020001696)  
ENVIRONMENTAL ASSESSMENT NO. RPPL2020001697**

1. **ENTITLEMENT REQUESTED.** The applicant, Cathleen Messina Trust and Genevieve Ball / Pacific Coast Civil (Richard Doss) (“Applicant”), is requesting a Tentative Parcel Map (“TPM”) to authorize the creation of two single-family parcels on 4.71 acres (“Project”) within the A-1-2 (Light Agricultural – Two Acre Minimum Required Lot Area) Zone pursuant to Los Angeles County (“County”) Code Chapter 21.48 (Minor Land Divisions).
2. **RELATED ENTITLEMENT.** Conditional Use Permit (“CUP”) No. 2021005546 is a related request to authorize development within a Significant Ecological Area (“SEA”). The CUP is also required because the Project is located in a Hillside Management Area (“HMA”) and therefore an HMA CUP is required in association with the subdivision to create two parcels pursuant to County Code Section 22.104.030 (HMA - Permits Required).
3. **MEETING DATE.** March 3, 2026
4. **PROCEEDINGS BEFORE THE HEARING OFFICER.** *Reserved*
5. **LOCATION.** The Project site is located at 31335 Lobo Canyon Road, Agoura Hills, CA 91301 within the Santa Monica Mountains Planning Area.
6. **APPLICATION DATE.** The application was filed on March 26, 2020.
7. **PROJECT BACKGROUND.** The Project was initially filed on March 26, 2020, and the Los Angeles County (“County”) Subdivision Committee (“SC”), which includes LA County Planning and the County Departments of Public Works (“Public Works”), Fire, Parks and Recreation, and Public Health, last issued its report with holds on February 24, 2022, stating that there are pending Items that need to be addressed. LA County Planning holds, included, but were not limited to, requests for:
  - A revised TPM,
  - Revisions to SEA CUP findings,
  - Revisions to HMA CUP findings,
  - Copies of Assessors’ description blanks for all existing structures on the property, and
  - Other documents pursuant to the California Environmental Quality Act (“CEQA”).

Other SC holds included, but were not limited, to the following requests from Public Works:

- An approved geotechnical report.

No subsequent map revisions or other requested information and materials were submitted for the Project following the issuance of this report. Therefore, LA County Planning staff (“Staff”) has determined the project application to be inactive.

**PROJECT NO. PRJ2020-000366**  
**TENTATIVE PARCEL MAP NO. 82856 (RPPL2020001696)**  
**ENVIRONMENTAL ASSESSMENT NO. RPPL2020001697**

8. **NOTIFICATION.** On October 7, 2025, Staff attempted to reach the Applicant by email as courtesy to remind them the Project has been inactive.

On November 4, 2025, staff attempted to reach the Applicant by email noting that it has been 30 days since previous correspondence and notified the Applicant of its intent to deny the application due to Inactivity and requesting additional materials.

On January 6, 2026, Staff sent a letter to the applicant and the property owner, indicating that the case would be scheduled before a Hearing Officer for denial due to inactivity if requested materials are not submitted within 45 days from the date of the Notice. The letter also directed the Applicant to contact staff within 30 days for the Project to remain active. No response or the required materials were received within the specified timeframes.

9. **INCOMPLETE APPLICATION.** Staff does not have the required materials pursuant to County Code Sections 21.48.040 (Information Required—Format for Minor Land Divisions/Parcel Maps) and 21.48.050 (Written statements required), including holds pursuant to County Code Section 21.12.040 (Subdivision Committee Report of recommendations to advisory agency). Therefore, the advisory agency may disapprove the Tentative Parcel Map pursuant to County Code Section 21.40.160 (Advisory agency determination authority).
10. **ENVIRONMENTAL.** An environmental determination has not been made since the Project is neither being approved nor undertaken. Therefore, 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.

**THEREFORE**, in view of the findings of fact and conclusions presented above, **TPM No. 82856** is **DENIED**.

JH:EGA:PS  
2/19/26

**DRAFT FINDINGS AND ORDER OF THE HEARING OFFICER  
COUNTY OF LOS ANGELES  
PROJECT NO. PRJ2020-000366  
CONDITIONAL USE PERMIT NO. 2021005546  
ENVIRONMENTAL ASSESSMENT NO. RPPL2020001697**

1. **ENTITLEMENT REQUESTED.** The applicant, Cathleen Messina Trust and Genevieve Ball / Pacific Coast Civil (Richard Doss), (Applicant”) is requesting a Conditional Use Permit (“CUP”) to authorize development within a Significant Ecological Area (“SEA”) pursuant to Los Angeles County (“County”) Code Section 22.102.080 (SEA CUP). The project site is also located in a Hillside Management Area (“HMA”) and therefore an HMA CUP is required in association with the subdivision to create two parcels pursuant to County Code Section 22.104.030 (HMA - Permits Required).
2. **RELATED ENTITLEMENT.** Tentative Parcel Map (“TPM”) No. 82856 is a related request to create two single-family parcels on 4.71 acres (“Project”) within the A-1-2 (Light Agricultural – Two Acres Minimum Required Lot Size) Zone pursuant to Los Angeles County (“County”) Code Chapters 21.40 (Tentative Maps) and 21.48 (Minor Land Divisions). Together these entitlements are referred to as the “Project”.
3. **MEETING DATE.** March 3, 2026
4. **PROCEEDINGS BEFORE THE HEARING OFFICER.** *Reserved*
5. **LOCATION.** The Project site is located at 31335 Lobo Canyon Road, Agoura Hills, CA 91301 within the Santa Monica Mountains Planning Area.
6. **APPLICATION DATE.** The application was filed on March 26, 2020.
7. **PROJECT BACKGROUND.** The Project was initially filed on March 26, 2020, and the Los Angeles County (“County”) Subdivision Committee (“SC”), which includes LA County Planning and the County Departments of Public Works (“Public Works”), Fire, Parks and Recreation, and Public Health, last issued its report with holds on February 24, 2022, stating that there are pending items that need to be addressed. LA County Plannings holds, included, but were not limited to, request for:
  - A revised TPM,
  - Revisions to SEA CUP findings,
  - Revisions to HMA CUP findings,
  - Copies of Assessors description blanks for all existing structures on the property, and
  - Other documents regarding the potential status of the property as a historic resource pursuant to the California Environmental Quality Act (“CEQA”).

Other SC holds included, but were not limited, to the following request from Public Works:

- An approved geotechnical report.

No subsequent map revisions or other requested information and materials were submitted for the Project following the issuance of this report. Therefore, LA County Planning staff (“Staff”) has determined the project application to be inactive.

**PROJECT NO. PRJ2020-000366**  
**CONDITIONAL USE PERMIT NO. 2021005546**  
**ENVIRONMENTAL ASSESSMENT NO. RPPL2020001697**

8. **NOTIFICATION.** On October 7, 2025, Staff attempted to reach the Applicant by email as courtesy to remind them the Project has been inactive.

On November 4, 2025, Staff attempted to reach the Applicant by email noting that it has been 30 days since previous correspondence and notified the applicant of Its Intent to deny the application due to Inactivity and requesting additional materials.

On January 6, 2026, Staff sent a letter to the applicant and the property owner, indicating that pursuant to Section 22.222.100 (Denial of Inactive Application) of the County Code, the case would be scheduled before a Hearing Officer for denial due to inactivity if requested materials are not submitted within 45 days from the date of the Notice. The letter also directed the Applicant to contact staff within 30 days for the Project to remain active. No response or the required materials were received within the specified timeframes.

9. **INCOMPLETE AND INACTIVE APPLICATION.** Staff does not have the required materials pursuant to County Code Sections 22.102.080.D (SEA CUP Findings) and 22.104.060 (Findings for HMA CUPs), and the application has remained inactive for four years. Therefore, the advisory agency may disapprove the CUP pursuant to County Code Section 22.222.100 (Denial of Inactive Application).

10. **ENVIRONMENTAL.** An environmental determination has not been made since the Project is neither being approved nor undertaken. Therefore, 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.

**THEREFORE**, in view of the findings of fact and conclusions presented above, **CUP No. 2020001697** is **DENIED**.

JH:EGA:PS  
2/19/26



Department of Regional Planning  
320 West Temple Street  
Los Angeles, California 90012

**EXHIBIT C**  
**PROJECT NUMBER** PRJ2020-000366  
**HEARING DATE** TBD

# SUBDIVISION COMMITTEE REPORT

**REQUESTED ENTITLEMENTS**  
Tentative Parcel Map No.82856 (RPPL2020001696)  
CUP No. RPPL2021005546  
Environmental Assessment No. RPPL2020001697

**OWNER / APPLICANT**

Cathleen Messina / Pacific Coast Civil (Richard Doss)

**MAP/EXHIBIT DATE:**

01/19/22

**SCM REPORT DATE:**

02/24/22

**SCM DATE:**

Reports Only

**PROJECT OVERVIEW**

Subdivision: To create two single-family residence parcels within a HMA and SEA. The property is located in the Santa Monica Mountains North Area. The project is subject to the 2000 SMMNA Plan.

CUP: For development within a SEA. The project to the SEA Ordinance that was in effect prior to the adoption of the Santa Monica Mountains North Area Plan update. The project is located in a HMA and the proposed density exceeds the low density threshold; therefore, a HMA CUP is required.

**MAP STAGE**

Tentative:  Revised:  Amendment:  Amended :  Modification to :  Other:   
Exhibit "A" Recorded Map

**MAP STATUS**

Initial:  1<sup>st</sup> Revision:  2<sup>nd</sup> Revision:  # Revision (requires a fee):  3<sup>rd</sup>

**LOCATION**

31335 Lobo Canyon Road

**ACCESS**

Lobo Canyon Road

**ASSESSORS PARCEL NUMBER(S)**

2058-004-030

**SITE AREA**

4.71 acres

**GENERAL PLAN / LOCAL PLAN**

2000 Santa Monica Mountains North Area

**ZONED DISTRICT**

The Malibu

**SUP DISTRICT**

3<sup>rd</sup>

**LAND USE DESIGNATION**

N2 (Rural Residential 2: 1 du/2 gross acres)

**ZONE**

A-1-2

**CSD**

Santa Monica Mountains North Area

**PROPOSED UNITS (DU)**

2

**MAX DENSITY/UNITS (DU)**

TBD

**GRADING**

(CUT/FILL, IMPORT/EXPORT, ONSITE/OFFSITE)

None.

**ENVIRONMENTAL DETERMINATION (CEQA)**

Assessment pending.

**SUBDIVISION COMMITTEE DEPARTMENT CLEARANCE**

| <u>Department</u> | <u>Status</u> | <u>Contact</u>   |
|-------------------|---------------|--|
| Regional Planning | Hold          | Marie Pavlovic (213) 974-6433 <a href="mailto:mpavlovic@planning.lacounty.gov">mpavlovic@planning.lacounty.gov</a> |

|                    |         |   |
|--------------------|---------|---|
| Public Works       | Hold    | Phoenix Khoury (626) 458-4921 <a href="mailto:pkhoury@dpw.lacounty.gov">pkhoury@dpw.lacounty.gov</a>              |
| Fire               | Cleared | Joseph Youman (323) 890-4243 <a href="mailto:joseph.youman@fire.lacounty.gov">joseph.youman@fire.lacounty.gov</a> |
| Parks & Recreation | Cleared | Loretta Quach (626) 588-5305 <a href="mailto:lquach@parks.lacounty.gov">lquach@parks.lacounty.gov</a>             |
| Public Health      | Pending | Isabella Kwok (626) 430-5380 <a href="mailto:ikwok@ph.lacounty.gov">ikwok@ph.lacounty.gov</a>                     |

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**SUBDIVISION COMMITTEE STATUS**

Reschedule for Subdivision Committee Meeting:

Reschedule for Subdivision Committee Reports Only:

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**PREVIOUS CASES**

Site Plan Review No. RPPL2019005472, One-stop Counseling No. RPPL2019006831

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**REGIONAL PLANNING ADDITIONAL COMMENTS AND HOLDS**

Case Status/Recommendation: At this time, Regional Planning does not recommend approval of the tentative map. Provide clarified depictions of the proposal. Please read below for further details.

Environmental Determination:

1. An environmental assessment is pending.
2. Be advised that any work or improvements for the bridge will require a jurisdictional delineation.
3. Additional studies and/or reports may be required after the review of the environmental materials.
4. The BCA must clearly define the impact footprint, and the potential 200' fuel modification buffer. Ensure this impact footprint is depicted and quantified on the Open Space Exhibit.
5. Comments on the BCA are forthcoming.
6. For any questions related to site biology, you may contact the staff biologist, Joseph Decruyenaere, directly at [jdecruyenaere@planning.lacounty.gov](mailto:jdecruyenaere@planning.lacounty.gov).

Tentative Map:

1. If the driveway is going to be widened, then grading quantities should be provided for the driveway widening and fire turnaround. The BCA indicates some grading will occur as a result of the project. Reconcile the information.

SEA CUP

1. The CUP findings are insufficient. Expand the response for Question B.2.
2. Please improve SEA CUP findings (see marked up form).
3. SEATAC review is required.

HMA CUP

1. The Open Space Exhibit must also quantify the open space for the project site. Provide the acreage for each lot and project site. The net area calculation must deduct the slope easement and shared driveway.
2. Update the calculations on the Slope Density Exhibit (see marked up exhibit) and resubmit.
3. See marked up Open Space Exhibit. Update accordingly and resubmit.

Administrative/Other:

1. Provide copies of Assessor's description blanks for all existing structures on the property.
2. The proposed project is subject to the Santa Monica Mountains North Area CSD guidelines and requirements.

3. Please be aware, any encroachment into the oak tree protected zone will require an oak tree permit. Ensure all oak trees and their protected/buffer zones are depicted, including any off-site trees that have its canopy or protected zone extending onto the property.
4. A public hearing for the project cannot be scheduled until all zoning violations are abated. Remove structures from required setbacks, and any oak tree/woodland encroachments.

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### **RESUBMITTAL INSTRUCTIONS**

- A completed and signed Land Division application,
- A signed and dated cover letter describing all changes made to the map,
- A pdf of a signed Tract/Parcel Map and Exhibit Map/Exhibit "A."
- Other materials requested by the case planner.
- Upload one digital copy of applicable materials to eReviews via [CSS online portal](#).
- Revision fee payment (for the 3<sup>rd</sup> revision and thereafter).

NOTE: An appointment is required for resubmittal. **You must call the Land Divisions Section at 213-974-6433 to schedule the appointment.** Prior to scheduling, you are encouraged to contact the case planner for a preview of your next SCM submittal.



LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION – SUBDIVISION  
PARCEL MAP NO. 82856 (Rev.)

Page 1/1

TENTATIVE MAP DATED 01-19-2022

It is recommended that this tentative map not be approved at this time. This recommendation is based upon information or lack of information that is available concerning the subject property. The removal of this recommendation is contingent upon the submission and satisfactory review of the following:

1. As previously requested, an approved geotechnical report is required. Please see attached Geologic and Soils Engineering Review sheet (comment Nos. G1 and S1-S4) for requirements.

  
Prepared by Jose Cruz   
PM82856\_rev3\_RPPL2020001696  
<http://planning.lacounty.gov/case/view/2020-000366>

Phone (626) 458-4921

Date 02-09-2022

Tentative Parcel Map 82856 Tentative Map Dated 1/19/22 (Rev.) Parent Tract \_\_\_\_\_  
Grading By Subdivider? [N] (Y or N) \_\_\_\_\_ yd<sup>3</sup> Location Agoura Hills  
Geologist \_\_\_\_\_ Subdivider Messina/Ball  
Soils Engineer \_\_\_\_\_ Engineer/Arch. Pacific Coast Civil

Review of:

Geologic Report(s) Dated: \_\_\_\_\_  
Soils Engineering Report(s) Dated: \_\_\_\_\_  
Geotechnical Report(s) Dated: \_\_\_\_\_  
References: \_\_\_\_\_


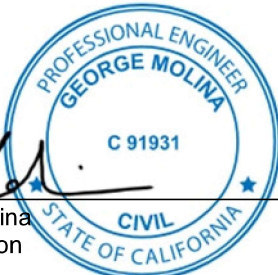
**TENTATIVE MAP FEASIBILITY IS NOT RECOMMENDED FOR APPROVAL. PRIOR TO RECOMMENDING APPROVAL OF THE TENTATIVE TRACT OR PARCEL MAP:**



As previously requested, (Geologic and Soils Engineering review sheets dated 7/12/21 and 10/26/20):

- G1. Provide an engineering geology and soils engineering report that addresses and evaluates the site and the proposed development. The report must comply with the provisions of the County of Los Angeles Department of Public Works *Manual for Preparation of Geotechnical Reports*. The Manual is available on the Internet at: <http://dpw.lacounty.gov/gmed/permits/docs/manual.pdf>.
- S1. Provide chemical test results (sulfate, chloride, resistivity, etc.) for the on-site soils to address the presence of chemicals deleterious to construction materials and utility lines. The chemical tests must be in accordance with California Test Methods, Department of Transportation, or equivalent (aqueous solution tests, such as EPA Tests or similar methods are not acceptable for determination of resistivity). Resistivity tests must be performed on soils in a saturated condition. Recommend mitigation as necessary.
- S2. Show the following on the geotechnical map:
  - a. Existing and proposed grades.
  - b. Approximate limits and depth of removal and recompaction of unsuitable soils, if applicable.
  - c. Location of "Restricted Use Areas", if applicable.
- S3. The geotechnical consultant(s) must sign, stamp, and indicate the date of signature on all reports and addenda.
- S4. Please submit documents in response to this review using the EPIC-LA system at the following URL: <https://epicla.lacounty.gov/SelfService/#/home>.

NOTE: Provide a copy of this review sheet with your resubmittal.

Prepared by

  
George Molina  
Soils Section  


  
Geir Mathisen  
Geology Section  


Date 2/08/22

Please complete a Customer Service Survey at <http://dpw.lacounty.gov/go/gmedsurvey>


NOTICE: Public safety, relative to geotechnical subsurface exploration, shall be provided in accordance with current codes for excavations, inclusive of the Los Angeles County Code, Chapter 11.48, and the State of California, Title 8, Construction Safety Orders.

LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION – SUBDIVISION  
PARCEL MAP NO. 82856 (Rev.)

Page 1/1

TENTATIVE MAP DATED 01-19-2022

- If this recommendation of disapproval is changed to a recommendation of approval based on additional information, the following reports would be recommended for inclusion in the conditions of tentative approval:

Prepared by Jose Cruz   
PM82856\_rev3\_RPPL2020001696  
<http://planning.lacounty.gov/case/view/2020-000366>

Phone (626) 458-4921

Date 02-09-2022

LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION – SUBDIVISION  
PARCEL MAP NO. 82856 (Rev.)

Page 1/2

TENTATIVE MAP DATED 01-19-2022

The following reports consisting of \_\_\_ pages are the recommendations of Public Works.

The subdivision shall conform to the design standards and policies of Public Works, in particular, but not limited to the following items:

1. Details and notes shown on the tentative map are not necessarily approved. Any details or notes which may be inconsistent with requirements of ordinances, general conditions of approval, or Department policies must be specifically approved in other conditions, or ordinance requirements are modified to those shown on the tentative map upon approval by the Advisory Agency.
2. Easements are tentatively required, subject to review by the Director of Public Works to determine the final locations and requirements.
3. Easements shall not be granted or recorded within areas proposed to be granted, dedicated, or offered for dedication for public streets, highways, access rights, building restriction rights, or other easements until after the final map is filed with the Registrar-Recorder/County Clerk's Office. If easements are granted after the date of tentative approval, a subordination must be executed by the easement holder prior to the filing of the final map.
4. In lieu of establishing the final specific locations of structures on each lot/parcel at this time, the owner, at the time of issuance of a grading or building permit, agrees to develop the property in conformance with the County Code and other appropriate ordinances such as the Building Code, Plumbing Code, Grading Ordinance, Highway Permit Ordinance, Mechanical Code, Zoning Ordinance, Underground of Utilities Ordinance, Water Ordinance, Sanitary Sewer and Industrial Waste Ordinance, Electrical Code, and Fire Code. Improvements and other requirements may be imposed pursuant to such codes and ordinances.
5. Adjust, relocate, and/or eliminate lot lines, lots, streets, easements, grading, geotechnical protective devices, and/or physical improvements to comply with ordinances, policies, and standards in effect at the date the County determined the application to be complete all to the satisfaction of Public Works.
6. All easements existing at the time of final map approval must be accounted for on the approved tentative map. This includes the location, owner, purpose, and recording reference for all existing easements. If an easement is blanket or indeterminate in nature, a statement to that effect must be shown on the tentative map in lieu of its location. If all easements have not been accounted for, submit a corrected tentative map to the Department of Regional Planning for approval.
7. If applicable, quitclaim or relocate easements running through proposed structures.

LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION – SUBDIVISION  
PARCEL MAP NO. 82856 (Rev.)

Page 2/2

TENTATIVE MAP DATED 01-19-2022

8. Label driveways and multiple access strips as “Private Driveway and Fire Lane” and delineate on the final map to the satisfaction of Public Works and Fire Department.
9. Parcel 1 is to dedicate to Parcel 2 vehicular access rights, water and utilities easements, in document over the common driveway serving both parcels to the satisfaction of Public Works.
10. A final parcel map must be processed through the Director of Public Works prior to being filed with the Registrar-Recorder/County Clerk’s Office.
11. Prior to submitting the parcel map to the Director of Public Works for examination pursuant to Section 66450 of the Government Code, obtain clearances from all affected Departments and Divisions, including a clearance from the Subdivision Mapping Section of the Land Development Division of Public Works for the following mapping items: mathematical accuracy, survey analysis, and correctness of certificates, signatures, etc.
12. If signatures of record title interests appear on the final map, a preliminary guarantee is needed. A final guarantee will be required at the time of filing of the final map with the Registrar-Recorder/County Clerk’s Office. If said signatures do not appear on the final map, a title report/guarantee is needed showing all fee owners and interest holders and this account must remain open until the final parcel map is filed with the Registrar-Recorder/County Clerk’s Office.
13. Within 30 days of the approval date of this land use entitlement or at the time of the first plan check submittal, the applicant shall deposit the sum of \$2,000 with Public Works to defray the cost of verifying conditions of approval for the purpose of issuing final map clearances.

  
Prepared by Jose Cruz   
PM82856\_rev3\_RPPL2020001696  
<http://planning.lacounty.gov/case/view/2020-000366>

Phone (626) 458-4921Date 02-09-2022



900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
WWW.DPW.LACOUNTY.GOV

PARCEL NO.: 82856

TENTATIVE MAP DATE: 01/19/2022

**HYDROLOGY UNIT CONDITIONS OF APPROVAL**

Approval to drainage is recommended with no drainage conditions.

Note: This clearance is only for the tentative map. If a Conditional Use Permit is required by the Department of Regional Planning, a drainage concept may be required prior to clearing the Conditional Use Permit.

Review by:   
\_\_\_\_\_

ALEX MIKHAILPOOR

Date: 01/25/2022 Phone: (626) 458-4921

LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION – GRADING  
PARCEL MAP 82856 (Rev.)

Page 1/1


TENTATIVE MAP DATED 01-19-2022

1. Approval of this map pertaining to grading is recommended.

**The subdivision shall conform to the design standards and policies of Public Works, in particular, but not limited to the following items:**

**REQUIREMENTS PRIOR TO FINAL MAP RECORDATION:**

2. Record a deed restriction to hold future owners responsible for maintaining the drainage devices without obstructing cross-lot drainage.
3. Record reciprocal access easement with the final map.

Name Dennis Tovar  Date 02/08/2022 Phone (626) 458-4921  
P:\dpub\SUBPCHECK\Plan Checking Files\Parcel Map\PM 82856\GP\2022-01-21 4TH SUBMITTAL\Response\PM82856g-  
rev3.docx

DEPARTMENT OF PUBLIC WORKS  
LAND DEVELOPMENT DIVISION - ROAD  
PARCEL MAP NO. 82856 (rev)

Page 1/1

TENTATIVE MAP DATED 01-19-2022

The subdivision shall conform to the design standards and policies of Public Works, in particular, but not limited to the following items:

1. Dedicate 10 feet of additional street right of way on Lobo Canyon Road.
2. Provide slope easements beyond the additional right of way (10' minimum).

Name Kevin Godoy *Kg* Date 02-07-2022 Phone (626) 458-4921  
pm82856r-REV3

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
LAND DEVELOPMENT DIVISION - SEWER  
PARCEL MAP NO. 82856

Page 1/1

TENTATIVE MAP DATE SUBMITTED 1/19/2022

The subdivision shall conform to the design standards and policies of Public Works, in particular, but not limited to the following items:

1. Show proposed separate house laterals to serve both parcel 1 and parcel 2.
2. Private 6 foot sewer easement shall be reserved and documented on Parcel 1 in favor of Parcel 2.
3. The expansion on the proposed sewer should be within the public R/W. The end manhole shall be placed at whichever of the following locations is farthest up grade:
  - a. Not more than 40 feet downgrade from the upgrade lot line of the last lot being served, if there may be a future extension of the main-line sewer;
  - b. At a location where the house lateral and building sewer can be constructed in a straight alignment at right angles to the main-line sewer.



Prepared by Kristopher Pequeno  
PM82856r4.doc

Phone (626) 458-3859

Date 2/8/2022

LOS ANGELES COUNTY PUBLIC WORKS  
LAND DEVELOPMENT DIVISION - WATER  
PARCEL MAP NO. 82856 (Rev.)

Page 1/1

TENTATIVE MAP DATED 01-19-2022

The subdivision shall conform to the design standards and policies of Public Works, in particular, but not limited to the following items:

1. The onsite water system will be by service lines as they are shown on tentative map. If fire hydrant are required or an upgrade of an existing fire hydrant is required by the Fire Department, water plan shall be provided to the satisfaction of Public Works.
2. Comply with the will serve letter issued by Las Virgenes Municipal Water District, dated July 13, 2021. It shall be the sole responsibility of the applicant to renew the aforementioned will serve letter upon expiration and abide by all requirements of the water purveyor.

**Prior to obtaining the building permit from the Building and Safety Office:**

3. Submit landscape and water efficient plans for common area in the land division with an aggregate landscape area equal to or greater than 500 square feet, in accordance with the Water Efficient Landscape Ordinance.

Prepared by Kevin Godoy *KG*  
pm82856w-rev3

Phone (626) 458-4921

Date 02-07-2022



Dedicated to Providing High-Quality Water Service in a Cost-Effective and Environmentally Sensitive Manner

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Director, Division 1

**David W. Pedersen, P. E.**

General Manager

**W. Keith Lemieux**

Counsel

HEADQUARTERS  
4232 Las Virgenes Road  
Calabasas, CA 91302  
(818) 251-2100  
Fax (818) 251-2109

WESTLAKE  
FILTRATION PLANT  
(818) 251-2370  
Fax (818) 251-2379

TAPIA WATER  
RECLAMATION FACILITY  
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Fax (818) 251-2309

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Fax (818) 251-2349

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MEMBER AGENCY OF THE  
METROPOLITAN WATER  
DISTRICT  
OF SOUTHERN CALIFORNIA

**Glen D. Peterson**

MWD Representative

July 13, 2021

**CONDITIONAL STATEMENT OF WATER SERVICE**

TO WHOM IT MAY CONCERN:

SUBJECT: 31335 Lobo Canyon Rd.

This is to advise you that the subject property is within the Las Virgenes Municipal Water District (LVMWD) boundary.

This project will be assured of connection to the water system of the district only if the proponent also satisfies all terms and conditions for service as set forth in the district's Code.

Sincerely,

*Joanne Bodenhamer*

Joanne Bodenhamer  
Planning & New Development Technician



**COUNTY OF LOS ANGELES FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

Land Development Unit  
5823 Rickenbacker Road  
Commerce, CA 90040  
Telephone (323) 890-4243, Fax (323) 890-9783

CASE NUMBER: RPPL2020001696  
PROJECT NUMBER: TPM82856

MAP DATE: JANUARY 29, 2022  
PLANNER: MARIE PAVLOVIC

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**THE FIRE DEPARTMENT RECOMMENDS CLEARANCE OF THIS PROJECT TO PROCEED TO PUBLIC HEARING AS PRESENTLY SUBMITTED WITH THE FOLLOWING CONDITIONS OF APPROVAL.**

**CONDITIONS OF APPROVAL**

**ACCESS**

1. Fire Apparatus Access Roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4
2. All fire lanes shall be clear of all encroachments, and shall be maintained in accordance with the Title 32, County of Los Angeles Fire Code.
3. Abrupt changes in grade shall not exceed the maximum angles of approach and departure for fire apparatus. The first 10 feet of any angle of approach or departure or break-over shall not exceed a 10 percent change or 5.7 degrees. Fire Code 503.2.8
4. A recorded access easement must be provided prior to the approval of the Final Map. Provide the document showing the maintenance of access for the benefit of parcels 1 & 2.

**WATER**

5. All fire hydrants shall measure 6"x 4"x 2-1/2" brass or bronze, conforming to current AWWA standard C503 or approved equal, and shall be installed in accordance with the County of Los Angeles Fire Department C105.1 CFC.
6. Install One (1) on-site fire hydrant in the location provided on the site plan. All on-site hydrants must be installed, tested and approved prior to the beginning of



**COUNTY OF LOS ANGELES FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

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MAP DATE: JANUARY 29, 2022  
PLANNER: MARIE PAVLOVIC

---

construction.

7. The required fire flow for the on-site private fire hydrants for this project is 1250 gpm at 20 psi residual pressure for 2 hours. One (1) on-site fire hydrant(s) flowing simultaneously may be used to achieve the required fire flow. Fire flow calculated for proposed structures no greater than 9400 sq ft with automatic fire sprinklers installed per NFPA 13. Fire flow to be recalculated should any proposed structure exceed the said square footage and not install automatic fire sprinklers.

Additional comments pending the information returned by the applicant for Fire Department plan check; presently all outstanding comments have been addressed via plan check.

**For any questions regarding the report, please contact Joseph Youman at (323) 890-4243 or [Joseph.Youman@fire.lacounty.gov](mailto:Joseph.Youman@fire.lacounty.gov).**



LOS ANGELES COUNTY  
DEPARTMENT OF PARKS AND RECREATION



PARK OBLIGATION REPORT

Tentative Map # **82856**      DRP Map Date: **01/18/2022**      SCM Date: **02/24/2022**      Report Date: **02/07/2022**  
Park Planning Area # **33A**      CSD: **SANTA MONICA MOUNTAINS NORTH**      Map Type: **Tentative Map - Parcel**  
**AREA CSD**

Total Units  = Proposed Units  + Exempt Units

**Park land obligation in acres or in-lieu fees:**

|               |                |
|---------------|----------------|
| ACRES:        | <b>0.01</b>    |
| IN-LIEU FEES: | <b>\$2,288</b> |

Sections 21.24.340, 21.24.350, 21.28.120, 21.28.130, and 21.28.140, the County of Los Angeles Code, Title 21, Subdivision Ordinance provide that the County will determine whether the development's park obligation is to be met by:

- 1) the dedication of land for public or private park purpose or,
- 2) the payment of in-lieu fees or,
- 3) the provision of amenities or any combination of the above.

The specific determination of how the park obligation will be satisfied will be based on the conditions of approval by the advisory agency as recommended by the Department of Parks and Recreation.

The Representative Land Value (RLVs) in Los Angeles County Code (LACC) Section 21.28.140 are used to calculate park fees and are adjusted annually, based on changes in the Consumer Price Index. The new RLVs become effective July 1st of each year and may apply to this subdivision map if first advertised for hearing before either a hearing officer or the Regional Planning Commission on or after July 1st pursuant to LACC Section 21.28.140, subsection 3. Accordingly, the park fee in this report is subject to change depending upon when the subdivision is first advertised for public hearing.

**The park obligation for this development will be met by:**

The payment of \$2,288 in lieu fees.

**Trails:**


No Trails

**Comments:**

The map proposes two (2) units. One (1) existing home to remain; Net increase of one (1) unit.

**For further information or to schedule an appointment to make an in-lieu fee payment:**

Please contact Clement Lau at (626) 588-5301 or Loretta Quach at (626) 588-5305  
Department of Parks and Recreation, 1000 S. Fremont Avenue, Unit #40. Building A-9 West, 3rd Floor. Alhambra, California 91803.

By:   
Clement Lau, Departmental Facilities Planner II



**From:** [Jessica Guillen](#)  
**To:** ["Richard Doss"](#)  
**Cc:** [messinamre@aol.com](mailto:messinamre@aol.com)  
**Subject:** RE: Follow-Up on Inactive Project – Request for Status Update: RPPL2020001696, 31335 Lobo Canyon Road, Agoura Hills, CA 91301 (Tentative Map-Parcel)  
**Date:** Tuesday, November 4, 2025 4:08:00 PM

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Good afternoon,

Thank you for your recent update regarding your project application. We appreciate your response and the information you've provided.

Please note that it has been 30 days since our previous correspondence. Pursuant to County Code Sections 22.222.100 (Denial of Inactive Application), 22.222.200 (Findings & Decision), and 21.40.160 (Advisory Agency Determination Authority), an application may be denied if it remains incomplete or inactive.

To keep your application in active status and to avoid any potential denial due to inactivity, please continue to provide any outstanding or supplemental materials as soon as possible.

We understand that preparing the necessary documentation can take time, and we appreciate your ongoing efforts. If you need clarification on what items are still required or wish to discuss next steps, please don't hesitate to contact your assigned planner directly or by replying to this email.

Thank you again for your prompt attention and cooperation. We look forward to working with you toward the successful completion of your application.

---

**From:** Richard Doss <[rich@pacificcoastcivil.com](mailto:rich@pacificcoastcivil.com)>  
**Sent:** Wednesday, October 8, 2025 1:01 AM  
**To:** Jessica Guillen <[JGuillen@planning.lacounty.gov](mailto:JGuillen@planning.lacounty.gov)>  
**Cc:** [messinamre@aol.com](mailto:messinamre@aol.com)  
**Subject:** Re: Follow-Up on Inactive Project – Request for Status Update: RPPL2020001696, 31335 Lobo Canyon Road, Agoura Hills, CA 91301 (Tentative Map-Parcel)

**CAUTION: External Email. Proceed Responsibly.**

Hi Jessica- there is a good deal of construction going on in association with this

tentative map.

Well circle back with you on the status. Please know that the project IS active...

Sent from my iPhone

On Oct 7, 2025, at 5:55 PM, Jessica Guillen  
<[JGuillen@planning.lacounty.gov](mailto:JGuillen@planning.lacounty.gov)> wrote:

Good morning,

I hope this message finds you well.

I'm reaching out regarding your project, **RPPL2020001696 (Tentative Map-Parcel) 31335 Lobo Canyon Road Agoura Hills, CA 91301**, which has been inactive for more than 60 days.

*We wanted to check in to see whether you are planning to continue moving forward toward a public hearing or if you would prefer to withdraw the application at this time.*

If there are any challenges or if you're currently stuck at a particular step in the process, please don't hesitate to let us know. We'd be happy to assist in any way we can to help you move forward.

Your response will help us keep our records up to date and ensure that we're providing the appropriate support and the project is still intended to be completed.

Thank you, and we look forward to hearing from you soon.

**JESSICA GUILLEN** (she/her/hers)  
**CONTRACT PLANNER, Subdivisions**  
Email: [jguillen@planning.lacounty.gov](mailto:jguillen@planning.lacounty.gov)

Los Angeles County Department of Regional Planning  
320 West Temple Street, 13<sup>th</sup> Floor, Los Angeles, CA 90012

[planning.lacounty.gov](http://planning.lacounty.gov)

<image001.png>

*Our [field offices](#) are currently open to the public. Please visit [planning.lacounty.gov](http://planning.lacounty.gov) for information about available services, public meeting schedules, and planning projects.*

January 6, 2026

Pacific Coast Civil Inc.  
30141 Agoura Road Unit 200  
Agoura Hills, CA 91301

PUBLIC MEETING NOTICE: DENIAL DUE TO INACTIVITY  
PROJECT NO. RPPL2020001696  
TENTATIVE PARCEL MAP NO. 82856  
31335 LOBO CANYON ROAD, AGOURA HILLS, CA 91301 (258004030)

Dear Pacific Coast Civil Inc.:

LA County Planning has made repeated attempts to inform you of the information that is required to proceed with your application for a Tentative Parcel Map to create two (2) single-family lots at the above-referenced location. The most recent correspondence dated February 24, 2022, requesting project revisions and additional information is attached for your review. Additionally, staff attempted to reach you by email on October 7, 2025, and November 4, 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 (Denial of Inactive Application) of the County Code provides that the Hearing Officer may deny, without public hearing, an application for a Tentative Parcel Map if such application does not contain the required information contained in Sections 21.40.110- (Matters Required to Complete Submittal and Filing) 22.222.070 (Application Filing and Withdrawal) and 22.222.090 (Initial Application Review) 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 March 3, 2026.

If you wish to keep this project active, please send a written request to LA County Planning, Subdivisions, 320 West Temple Street, 13th Floor, Los Angeles, CA 90012, Attention: Subdivisions. 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 Title 21 and Title 22 Planning and Zoning Codes.

For questions or for additional information, please contact Jessica Guillen of the Subdivisions Section at (213) 534-7937 or [jguillen@planning.lacounty.gov](mailto:jguillen@planning.lacounty.gov).

Sincerely,



Joshua Huntington, AICP  
Supervising Planner  
Subdivisions Section

JH:JG

Enclosures: Incomplete Letter dated February 24, 2022  
Email(s), dated October 7 and November 4, 2025

c: Pacific Coast Civil Inc.  
Messina Cathleen