

COUNTY CLERK'S USE

CITY OF LOS ANGELES  
OFFICE OF THE CITY CLERK  
200 NORTH SPRING STREET, ROOM 395  
LOS ANGELES, CALIFORNIA 90012

CALIFORNIA ENVIRONMENTAL QUALITY ACT  
**NOTICE OF EXEMPTION**  
(PRC Section 21152; CEQA Guidelines Section 15062)

Pursuant to Public Resources Code § 21152(b) and CEQA Guidelines § 15062, the notice should be posted with the County Clerk by mailing the form and posting fee payment to the following address: Los Angeles County Clerk/Recorder, Environmental Notices, P.O. Box 1208, Norwalk, CA 90650. Pursuant to Public Resources Code § 21167 (d), the posting of this notice starts a 35-day statute of limitations on court challenges to reliance on an exemption for the project. Failure to file this notice as provided above, results in the statute of limitations being extended to 180 days.

PARENT CASE NUMBER(S) / REQUESTED ENTITLEMENTS  
DIR-2024-215-SPP

LEAD CITY AGENCY  
**City of Los Angeles (Department of City Planning)**

CASE NUMBER  
ENV-2024-216-CE

PROJECT TITLE  
Nin Cupcake Shop

COUNCIL DISTRICT  
13 – Soto-Martinez

PROJECT LOCATION (Street Address and Cross Streets and/or Attached Map)  
4270 West Melrose Avenue (4270 and 4272 West Melrose Avenue)

Map attached.

PROJECT DESCRIPTION:  
A change of use from an existing 1,515 square-foot retail and office space to a 1,515 square-foot café on the ground floor of an existing two-story building.

Additional page(s) attached.

NAME OF APPLICANT / OWNER:  
Allison-Thu Tran (Applicant), Anh Nguyen (Owner)

CONTACT PERSON (If different from Applicant/Owner above)  
Manny Diaz (Representative)

(AREA CODE) TELEPHONE NUMBER | EXT.  
(213) 545-7686

EXEMPT STATUS: (Check all boxes, and include all exemptions, that apply and provide relevant citations.)  
STATE CEQA STATUTE & GUIDELINES

- STATUTORY EXEMPTION(S)  
Public Resources Code Section(s) \_\_\_\_\_
- CATEGORICAL EXEMPTION(S) (State CEQA Guidelines Sec. 15301-15333 / Class 1-Class 33)  
CEQA Guideline Section(s) / Class(es) Section 15301, Class 1
- OTHER BASIS FOR EXEMPTION (E.g., CEQA Guidelines Section 15061(b)(3) or (b)(4) or Section 15378(b) )  
\_\_\_\_\_

JUSTIFICATION FOR PROJECT EXEMPTION:  Additional page(s) attached

**Class 1** consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical.

None of the exceptions in CEQA Guidelines Section 15300.2 to the categorical exemption(s) apply to the Project.  
 The project is identified in one or more of the list of activities in the City of Los Angeles CEQA Guidelines as cited in the justification.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.  
If different from the applicant, the identity of the person undertaking the project.

**CITY STAFF USE ONLY:**

CITY STAFF NAME AND SIGNATURE  
Danalynn Dominguez 

STAFF TITLE  
City Planner

ENTITLEMENTS APPROVED  
Project Permit Compliance (SPP)