

March 18, 2021

Mr. Vincent Gonzalez  
Director, Planning & Community Preservation  
City of Sierra Madre  
232 W. Sierra Madre Blvd  
Sierra Madre, CA 91024

VIA EMAIL

*Re: Ownership Authorization Letter*

Mr. Gonzalez:

On behalf of The Congregation of the Passion, Mater Dolorosa Community, owners of that real property located at 700 N. Sunnyside Avenue, this letter shall hereby grant ownership authorization to Adam Browning and NUWI Sierra Madre, LLC to submit a master zoning application and all related application materials for the proposed project at 700 N. Sunnyside Ave.

Sincerely,

The Congregation of the Passion, Mater Dolorosa Community,  
a California not-for-profit corporation

By: 

Name: Keith A. Zekind

Its: Assistant Treasurer



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

Date Received: 04/21/2021

Project No. 209905

## PLANNING APPLICATION FORM

Project Address: 700 N. Sunnyside Avenue

APN # 5761-002-008

General Plan & Zoning Institutional

**Project site is within the following potential hazards zone(s) (to be completed by staff):**

Landslide Zone     Liquefaction Zone     Fault Zone     High Fire Hazard Severity Zone     None

**Applicant Requests:**

*Please describe the existing use on the property and identify any proposed major physical alterations.*

The project site is currently vacant, fallow land that comprises the southern 17.35 acres of the Mater Dolorosa retreat center. The project proposes a General plan amendment and zone change to facilitate residential development of 42 single detached dwelling units, 3 acre public park, and associated open space. The project site will be graded to facilitate development of single family homes.

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.

Applicant: NUWI Sierra Madre, LLC

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

**If required:**

COVENANTS, CONDITIONS, AND/OR RESTRICTIONS

SIERRA MADRE MUNICIPAL CODE (Sections) *(To be completed by staff)*

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

Office Use Only

DRP \$		VAR \$		CUP \$	
ADRP \$		MVAR \$		MCUP \$	
Zone Change \$		Noticing Fee \$		Public Facility Fee \$	
GPA \$		Director \$		Environmental Fee \$	
		PC \$		<b>Total: \$</b>	
		CC \$			

**Owner Information**

Firm: NUWI Sierra Madre, LLC Contact Person: Jason Han  
Address: [REDACTED]  
Phone: [REDACTED] Email: [REDACTED]

**Architect Information**

Company: LCRA Architects Contact Person: Adele Chang  
Address: [REDACTED]  
Phone: [REDACTED] Email: [REDACTED]

**Engineer Information**

Firm: Fusco Engineering Contact Person: John Olivier  
Address: [REDACTED]  
Phone: [REDACTED] Email: [REDACTED]

**Appeal**

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information, please contact the Department of Planning & Community Preservation for the procedure and time constraints.

The applicant and each successor in interest to the property which is the subject of this project application, shall defend, indemnify and hold harmless the City of Sierra Madre and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council, Planning Commission, City Manager, or City Directors concerning this use.

**Certification**

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

NUWI Sierra Madre, LLC  
Adam Browning, Authorized Signatory  
Name of Applicant

  
Signature

\_\_\_\_\_  
Name of 2<sup>nd</sup> Applicant

\_\_\_\_\_  
Signature

Please note: the above signature(s) must be notarized.

**Required Submittal Materials:**

*Due at the time of application submittal:*

- Completed Planning Application Form
- PROJECT NARRATIVE: On page 12, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
- SET OF PLANS

<p><b>TO BE INCLUDED IN ONE (1) BLUEPRINT SIZE (36" X 24") AND ONE (1) LEDGER (17" X 11") SET OF PLANS:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> COLORED RENDERING OF FRONT ELEVATION</li> <li><input type="checkbox"/> SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of the structures. Indicate the location of any structures within five (5) feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees and plant materials, internal and external rights-of-way, setback dimensions, and a scale.</li> <li><input type="checkbox"/> DIMENSIONED FLOOR PLANS: Must include existing and proposed floor plans for all structures on the property as well as indicate the north direction, architect's name, owner's name, and a scale.</li> <li><input type="checkbox"/> PROJECT DATA: A tabulation summarizing existing, proposed, and required data points including, but not limited to lot size, gross floor area, floor area ratio. If necessary, a tabulation of square footage by structure may be used.</li> <li><input type="checkbox"/> ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural and finished grade, massing of structures on adjacent properties and existing and proposed building materials. Existing (if appropriate) and proposed elevations must be included.</li> <li><input type="checkbox"/> SECTIONS: Dimensioned sections demonstrating the interior of the proposed addition and the relationship to the attached structures if applicable. Sections must also identify natural and finished grade.</li> <li><input type="checkbox"/> THREE-DIMENSIONAL PERSPECTIVES of the project in relation to all adjacent properties.</li> <li><input type="checkbox"/> CONCEPTUAL LANDSCAPE PLAN: If required by the Department of Public Works</li> <li><input type="checkbox"/> CONCEPTUAL LOW IMPACT DEVELOPMENT PLAN: For new construction proposing 500 square feet or more of impervious area.</li> </ul>
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- COLORED PHOTOGRAPHS: One (1) set of photos to include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out.
- FINDINGS\*: Complete and adequate description of findings related to the type of planning application.
- MATERIAL SAMPLE BOARD: One (1) material board size 8.5" x 11" to include all proposed materials.
- NEIGHBORHOOD ANALYSIS: A tabulated list of properties within a 300-foot radius of the project site comparing lot size and building size data as provided by the Los Angeles County Assessor. Only properties of similar use should be included in the analysis (for example, if the project site is Single Family Residential use, then only properties within a 300-foot radius which are Single Family Residential need to be compared while properties of different uses should be identified as such). The analysis should calculate the median and average values for lot size and building size and identify where the proposed project falls within the properties.
- ENVIRONMENTAL INFORMATION FORM (page 17-18)
- TREE REMOVAL PLAN AND ARBORIST REPORT: If required by the Department of Public Works

**Required Submittal Materials:** (continued)

*Due at the time of application submittal:*

- ENTRY ONTO PRIVATE LAND (Page 15). By submitting said form, a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- OWNER'S AFFIDAVIT (Page 16). Signed form must be notarized.
- HISTORIC RESOURCE EVALUATION REPORT: If required by the Planning Department for modifications to existing structures which are 75 years of age or older.
- PUBLIC FACILITIES FEE: Please check with Planning and Community Preservation staff if this fee applies to your project (Title 15; Chapter 15.52)
- NOTIFICATION:  
A 300-foot radius map and the names of the property owners within a 300-foot radius required.  
Submit a master list and two (2) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. \*Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.

**Required Submittal Materials:**

*To be completed after the application has been deemed "complete":*

- NOTIFICATION:  
A signboard must be posted on the property in a conspicuous place no more than 10 feet from the front property line to remain a minimum of 14 days prior to Planning Commission hearing. Posted signage shall be placed on the property describing the proposed project in accordance with Sierra Madre Municipal Code Section 17.60.100.B. A template will be provided once staff has deemed the application "complete".
- ELECTRONIC COPIES OF PLANS: PDF format. To be submitted a minimum 10 days prior to Planning Commission hearing date.
- Twelve (12) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). These items to be submitted a minimum 10 days prior to Planning Commission hearing date.
- REQUIRED PRINTS:  
Twelve (12) 3-hole punched copies/sets of the following:
  - 1) PROJECT NARRATIVE;
  - 2) SET OF PLANS – 11"x17" reductions of the full plan set;
  - 3) DIAGRAMS AND PHOTOGRAPHS;
  - 4) MATERIAL BOARD – 8.5"x11" paper copy of the material board with catalog cut sheets;
  - 5) NEIGHBORHOOD ANALYSIS;
  - 6) ARBORIST REPORT;
  - 7) TREE REMOVAL PLAN; and
  - 8) HISTORIC RESOURCE EVALUATION REPORT
 These items to be submitted a minimum 10 days prior to Planning Commission hearing date.

**Application Completeness:** Only applications that include all of the required documents described above will be deemed "complete." The Department of Planning and Community Preservation retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision-making body. Applicants will be notified if the application is not complete within 30 days of filling the application and paying all required fees.

Supplemental application, or a concise description and/or analysis to the findings is required in order to be deemed complete. Additional information may be needed to support any of the findings.

**Project Data**

PROJECT NARRATIVE: Please print a narrative **summary** of the proposed project within the box.

Proposed general plan amendment, zone change, and specific plan associated with residential development of 42 detached single family dwelling units on 17.35 acres, construction of a 3 acre public park, and open space dedication to the City of Sierra Madre. Units will range in size from approximately 2,500 square feet to 3,800 square feet. Lot sizes will range from 8,000 square feet to approx. 20,000 square feet. Circulation is provided via Sunnyside Avenue, Carter Avenue and three new internal streets.

Fill in the following information:

<b>Square Footage of Structures</b>	
Existing Dwelling (per Assessor Record)	N/A
Existing Garage	N/A
Other Structure(s)	N/A
Proposed Structure	2,500 - 3,800 square feet

<b>Front Yard Setback</b>	
Required	
Existing	N/A
Proposed	20' to garage / 15' to structure

<b>Floor Area</b>	
Lot Size (per Assessor Record)	17.35 acres
Maximum Allowable Floor Area	
Existing Floor Area	N/A
Proposed Floor Area	

<b>Side Yard Setback</b>	
Required	
Existing	N/A
Proposed	5 feet

<b>Permissible Lot Coverage</b>	
Permitted Lot Coverage	
Existing Lot Coverage	N/A
Proposed Lot Coverage	Variable

<b>Rear Yard Setback</b>	
Required	
Existing	N/A
Proposed	15' - 34'

<b>Height</b>	
Existing	N/A
Proposed	25' maximum

<b>Parking</b>	
Existing	N/A
Proposed	168 total spaces

Any trees, shrubs, or vegetation to be removed? **NO** **YES** If YES, please describe type and total numbers  
 101 trees to be removed. The project will replace trees at a 1:1 ratio.

Proposed Landscaping includes:  
 Native trees, shrubs, grasses, groundcover, and other draught tolerant species as described in Chapter 3 of the Meadows Specific Plan.

Any existing structure(s) to be demolished? **NO** **YES** If YES, please describe structure.  
 No existing structures will be demolished.

Is the site on the Register of Historic Cultural Landmarks?

**NO**  **YES**

Will the site be graded?

**NO**  **YES**

If YES:

Cubic Yards: TBD Cut TBD Fill TBD Import \_\_\_\_\_ Export \_\_\_\_\_

Will a retaining wall/property line wall be constructed?

**NO**  **YES**

If YES:

6' maximum Height See Figure 3.11 of the SP Masonry Length \_\_\_\_\_ Material \_\_\_\_\_



ENTRY ONTO PRIVATE LAND

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra Madre may enter upon my land located at

700 N. Sunnyside Avenue

Project address

and make examinations provided that the entries and examinations do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

The Congregation of the Passion, Mater Dolorosa Community  
A CALIFORNIA NOT-FOR-PROFIT CORPORATION

  
Signature of Landowner

03/18/201  
Date

KEITH A. ZERIND  
ASSISTANT TREASURER

OWNER'S AFFIDAVIT

I am the owner of the property located at

700 N. Sunnyside

Project address

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permit.

I certify under penalty of perjury that the foregoing is true and correct.

*The Congregation of the Passion, Mater Dolorosa Community  
A California Not-For-Profit Corporation*

*[Handwritten Signature]*

*03/18/2021*

Signature

Date

Please Print:

Name

*Keith A. Zekind*

Address

[Redacted Address]

[Redacted Address]

Telephone

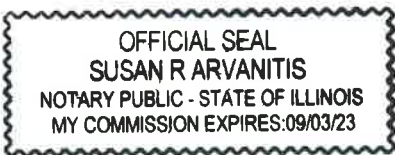
[Redacted Telephone]

STATE OF ILLINOIS  
COUNTY OF COOK

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS 18<sup>th</sup> DAY OF MARCH, 2021.

Please note: the above signature must be notarized.

*Susan R. Arvanitis*



CEQA: California Environmental Quality Act

Appendix G

ENVIRONMENTAL INFORMATION FORM

(To be completed by the applicant if required)

Date Filed 3/18/21

General Information

- 1. Name and address of developer or project sponsor: NUWI Sierra Madre, LLC
2. Address of project: 700 N. Sunnyside
Assessor's Block and Lot Number: 5761-002-008
3. Name, address, and telephone number of person to be contacted concerning this project:
Jason Han, NUWI Sierra Madre, LLC
4. Indicate number of the permit application for the project to which this form pertains:
5. List and describe and other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:
Tentative tract map, zone change, general plan amendment, design review, EIR
6. Existing District Institutional
7. Proposed use of site (Project for which this form is filed):
Residential, recreational and open space uses

Project Description See Section 1.4 of the Specific Plan. For infrastructure, see Chapter 4 of the Specific Plan. For environmental setting, see Figure 1.4(a) and Figure 1.4(b) of the Specific Plan.

- 8. Site size
9. Square footage
10. Number of floors of construction
11. Amount of off-street parking provided.
12. Attach plans
13. Proposed scheduling
14. Associated projects
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.

- 19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal or potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Environmental Setting**

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
- 34. Describe the surrounding properties, including information on plants and animals and any cultural, historic or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date 3/18/21

Signature Jonathan Farnapel

For NUWI Sierra Madre, LLC