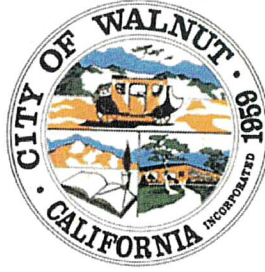


PO Box 682
21201 La Puente Road
Walnut, CA 91789-2018
Telephone (909) 595-7543
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CITY OF WALNUT

November 24, 2021

Spring Meadows Homes, LLC
c/o Jack Su
18217 Gale Avenue, Suite A
City of Industry, CA 91748

SUBJECT: Senate Bill (SB) 330 Preliminary Application Submittal for the Brookside Project located at 800 Meadow Pass Road, Walnut CA 91789 (APNS: 8709-093, - 002, & - 003)

Dear Mr. Su:

Thank you for your submittal of a Preliminary Application (PA) under SB 330. This letter serves to inform you that the PA has been deemed **incomplete**. Specifically, the PA does not include the following information required by Government Code section 65941.1 and the HCD preliminary application form:

1. **PA Item 2.** Item 2 of the PA requires that existing uses on the project site and identification of major physical alterations to the property on which the project is to be located be described. The PA provides that the site is vacant with a permanently closed former private equestrian facility. It should be noted that several primary (e.g. residence) and accessory/ancillary (e.g. barn, stables, covered arena, etc.) structures exists throughout the property. Please update Section 2 (Existing Uses) of the PA to indicate whether the major alterations to the site would include demolition and/or preservation of any existing structures.
2. **PA Item 3:** Item 3 requires that the site plan show the building(s) location on the property and approximate square footage of each building that is to be occupied. Please update the exhibit titled "Site Plan with Building Locations on Parcels" to show the approximate square footage of each building as required by Item 3 (Site Plan) of the preliminary application form.
3. **PA Item 14:** According to City records, there are two listed entities that own the subject property, Meadow Pass Estates, LLC (APNs 8709-093-002 & 8709-093-003)

and Spring Meadow Homes, LLC (APN 8709-093-001). Assuming the contact information is the same, please add Meadow Pass Estates, LLC to the company/firm line as co-applicant.. Alternatively, you may provide the appropriate letter of consent from the recorded property owner(s) to submit the application.

4. **Property Owner Affidavit:** Please update the Property Owner Affidavit to provide the following information:
 - a. **Ownership Disclosure:** As previously noted the subject property is owned by two LLCs (Spring Meadow Homes, LLC and Meadow Pass Estates, LLC). Please provide the appropriate disclosures that list the names and addresses of the principal owners (25 percent interest or greater) and verify that the signatory of the PA appear(s) in the list of names. Include a copy of the current articles of organization or other organization documents, such as partnership agreement, corporate articles, or trust document as applicable.
 - b. **Letter of Authorization (LOA):** A letter of authorization, as described within the Property Owner Affidavit, may be submitted provided the signatory of the letter is included in the Ownership Disclosure.
 - c. **Multiple Owners:** The subject property as noted is comprised of multiple property owners. If multiple signatures are required to represent each property ownership the PA will need to be updated accordingly.
 - d. **Signature:** The Property Owner Affidavit must be signed.

In order to satisfy the requirements of Government Code section 65941.1, you are encouraged to submit the requested items. If you have any questions, please call the Community Development Department at (909) 595-7543 extension 312 or via email at cvasquez@cityofwalnut.org.

Sincerely,



Chris Vasquez
Senior Planner

cc: Assistant City Manager – Development Services
City Attorney
City Planner
City Engineer