

Office: Downtown
 Applicant Copy
 Application Invoice No: 29305

City of Los Angeles
 Department of City Planning



LA Department of Building and Safety
 LA ERIC 101078799 4/21/2016 9:38:22 AM

City Planning Request

NOTICE: The staff of the Planning Department will analyze your request and accord your application, regardless of whether or not you obtain the services

This filing fee is required by Chapter 1, Article 9,

PLAN & LAND USE \$14,253.4

Sub Total: \$14,253.4

Receipt #: 0101572502

Applicant: THE BIRD NEST, LLC - GUDVI, BERNIE (B:818-8177410)
 Representative: PLANNING ASSOCIATES, INC. - STEMNOCK, TOM (B:818-48767)
 Project Address: 1554 W HILL DR, 90041

NOTES:

ENV-2016-1407-EAF			
Item	Fee	%	Charged Fee
EAF-Initial Study to ND/MND *	\$2,280.00	100%	\$2,280.00
Publication Fee for ND/MND	\$946.00	100%	\$946.00
Case Total			\$3,226.00
ZA-2016-1406-CU-ZAD			
Item	Fee	%	Charged Fee
Hillside Filing Fee *	\$6,094.00	100%	\$6,094.00
Conditional Use by ZA (All other uses, including wireless) *	\$5,358.00	50%	\$2,679.00
Case Total			\$8,773.00

Item	Charged Fee
*Fees Subject to Surcharges	\$11,053.00
Fees Not Subject to Surcharges	\$946.00
Plan & Land Use Fees Total	\$11,999.00
Expediting Fee	\$0.00
OSS Surcharge (2%)	\$221.06
Development Surcharge (6%)	\$663.18
Operating Surcharge (7%)	\$773.71
General Plan Maintenance Surcharge (5%)	\$552.65
Grand Total	\$14,209.60
Total Invoice	\$14,209.60
Total Overpayment Amount	\$43.80
Total Paid (this amount must equal the sum of all checks)	\$14,253.40

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PLAN & LAND USE \$14,253.40

Sub Total: \$14,253.40

Receipt #: 0101572502

Council District:
 Plan Area: Northeast Los Angeles
 Processed by KIM, STEVE on 04/21/2016

Signature: _____

*Permit
 Application
 RB: Eagle Rock
 Property*



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number _____

Env. Case Number _____

Application Type _____

Case Filed With (Print Name) _____ Date Filed _____

Application includes letter requesting:

- Waived hearing Concurrent hearing Hearing not be scheduled on a specific date (e.g. vacation hold)
- Related Case Number _____

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.
All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. PROJECT LOCATION

Street Address¹ 1550, 1554 W. Hill Dr., 5332 N. Dahlia Dr. Unit/Space Number _____

Legal Description² (Lot, Block, Tract) FR Lot 2, Tract 532.

Assessor Parcel Number 5669011020 Total Lot Area 124,319 s.f.

2. PROJECT DESCRIPTION

Present Use Single Family Residence

Proposed Use Religious Retreat Facility

Project Name (if applicable) _____

Describe in detail the characteristics, scope and/or operation of the proposed project _____

[SEE ATTACHED EXHIBIT "A"]

Additional information attached YES NO

Complete and check all that apply:

Existing Site Conditions

- | | |
|---|--|
| <input type="checkbox"/> Site is undeveloped or unimproved (i.e. vacant) | <input type="checkbox"/> Site is located within 500 feet of a freeway or railroad |
| <input checked="" type="checkbox"/> Site has existing buildings (provide copies of building permits) | <input type="checkbox"/> Site is located within 500 feet of a sensitive use (e.g. school, park) |
| <input type="checkbox"/> Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial) | <input type="checkbox"/> Site has special designation (e.g. National Historic Register, Survey LA) |

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)
² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

13,300 Level 1 - Parking
8,950 Level 2
8,050 Level 3

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Interior tenant improvement
- Additions to existing buildings
- Grading
- Removal of any on-site tree
- Removal of any street tree
- New construction: _____ square feet
- Accessory use (fence, sign, wireless, carport, etc.)
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Haul Route
- Uses or structures in public right-of-way
- Phased project

Housing Component Information

Number of Residential Units: Existing 1 SFD - Demolish(ed)³ 2 + Adding 23 to 25 = Total 1 SFDU +23 to 25
Accessory Living Quarters Guest Rooms Guest Rooms

Number of Affordable Units⁴ Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Number of Market Rate Units Existing _____ - Demolish(ed) _____ + Adding _____ = Total _____

Mixed Use Projects, Amount of Non-Residential Floor Area: _____ square feet

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? YES NO

Authorizing section 12.24 W. 9 Section from which relief is requested (if any): 12.08 (R1 zone)
 Request: A Conditional Use Permit for the construction and operation of a Religious Retreat Facility in the R1-1 zone.

Authorizing section 12.24 X.28 Section from which relief is requested (if any): 12.21 C.10(d)
 Request: A Zoning Administrator's Determination to permit a 40-foot in height residential structure in the R1 zone located in a Hillside Area in lieu of the permitted height of 33 feet for a sloping roof.

Authorizing section _____ Section from which relief is requested (if any): _____
 Request: _____

Additional Requests Attached YES NO

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO
If YES, list all case number(s) _____

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

- | | |
|---|--|
| Case No. _____ | Ordinance No.: _____ |
| <input type="checkbox"/> Condition compliance review | <input type="checkbox"/> Clarification of Q (Qualified) classification |
| <input type="checkbox"/> Modification of conditions | <input type="checkbox"/> Clarification of D (Development Limitations) classification |
| <input type="checkbox"/> Revision of approved plans | <input type="checkbox"/> Amendment to T (Tentative) classification |
| <input type="checkbox"/> Renewal of entitlement | |
| <input type="checkbox"/> Plan Approval subsequent to Master Conditional Use | |

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? YES NO

Have you filed, or is there intent to file, a Subdivision with this project? YES NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

5. OTHER AGENCY REFERRALS/REFERENCE

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please check all that apply and provide reference number if known.

Are there any outstanding Orders to Comply/citations at this property? YES (provide copy) NO

Are there any recorded Covenants, affidavits or easements on this property? YES (provide copy) NO

- Development Services Case Management Number _____
- Building and Safety Plan Check Number _____
- Bureau of Engineering Planning Referral (PCRF) _____
- Bureau of Engineering Hillside Referral SEE ATTACHED
- Housing and Community Investment Department Application Number _____
- Bureau of Engineering Revocable Permit Number _____
- Other—specify _____

6. PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant⁵ name The Bird Nest, LLC

Company/Firm c/o GSO Business Management, LLC Attn: Bernie Gudvi

Address: 15260 Ventura Blvd. Unit/Space Number 2100

City Sherman Oaks State CA Zip Code: 91403

Telephone (818) 817-7410 E-mail: BGUDVI@GSOGROUP.COM

Are you in escrow to purchase the subject property? YES NO

Property Owner of Record Same as applicant Different from applicant

Name (if different from applicant) Kvassay Family Trust, Robert Kvassay, Trustee

Address 1554 W. Hill Drive Unit/Space Number _____

City Los Angeles State CA Zip Code: 90041

Telephone (626) 252-1565 E-mail: RobertKvassay@yahoo.com

Agent/Representative name Tom Stemnock

Company/Firm Planning Associates, Inc.

Address: 4040 Vineland Avenue Unit/Space Number Suite 108

City Studio City State CA Zip: 91604

Telephone (818) 487-6789 E-mail: tms@pai-la.com

Other (Specify Architect, Engineer, CEQA Consultant etc.) _____

Name _____

Company/Firm _____

Address: _____ Unit/Space Number _____

City _____ State _____ Zip Code: _____

Telephone _____ E-mail: _____

Primary Contact for Project Information (select only one) Owner Applicant Agent/Representative Other _____

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).


PROPERTY OWNER

9. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

- A. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- B. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
- C. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
- D. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature 

Date 4-15-2016

Print Name Robert Kvassay, Trustee

Signature _____

Date _____

Print Name _____

Space Below For Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On APRIL 15, 2016 before me, ABRAHAM KHOUREIS, NOTARY PUBLIC
(Insert Name of Notary Public and Title)

personally appeared ROBERT KVASSAY, representing KVASSAY FAMILY TRUST as ITS TRUSTEE., who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Abraham Khouris
Signature

(Seal)



APPLICANT

10. APPLICANT DECLARATION. A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- B. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- C. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- D. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- E. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- F. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- G. I understand that if this application is denied, there is no refund of fees paid.
- H. I understand and agree to defend, indemnify, and hold harmless the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but is not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
- I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

4/20/16

Print Name: _____

KATHERYN HUDSON

OPTIONAL
NEIGHBORHOOD CONTACT SHEET

SIGNATURES of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (PRINT)	SIGNATURE	ADDRESS	KEY # ON MAP

REVIEW of the project by the applicable Neighborhood Council is not required, but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).

We are in the process of contacting the Eagle Rock Neighborhood Council, the Eagle Rock Association (TERA) and the Eagle Rock Chamber of Commerce, and will be presenting the project to each organization.

EXHIBIT "A"

ADDITIONAL INFORMATION

PROJECT SITE

The subject property is located at 1554 Hill Drive in the Northeast Los Angeles Community Plan area. The site is an approximately 2.81-acre hillside estate type property. It has approximately 690 feet of frontage along Hill Drive and Dahlia Drive, and is approximately 315 feet in depth. Access to the site is through a gated driveway on Hill Drive.

The subject property is zoned R1-1 and designated Low Density Residential on the adopted Northeast Los Angeles Community Plan. The site is improved with a large, approximately 5,577 sq. ft. estate-type, two-story residence, as well as several associated accessory buildings, including a garage, two guest houses, a green house, two gazebos, a pool and spa, fountains, and extensive landscaping.

The surrounding properties are also zoned R1-1. Properties fronting on Hill and Dahlia Drives and facing the subject property vary in size from approximately 7,500 sq. ft. to 15,000 sq. ft. in area. These lots are all developed with one and two-story residences varying in size from approximately 1,500 to 2,500 square feet. Adjoining the southerly side of the subject property facing Dahlia Drive is a one story, approximately 1,730 sq. ft. residence on an approximately 14,285 sq. ft. lot.

Adjacent to the easterly side of the subject property and fronting on Hill Drive is a one story, approximately 1,884 sq. ft. residence. The rear yards of two other properties back on to the easterly side of the subject property and front on Hill Drive and Loleta Avenue.

Hill Drive is designated as a Collector Street and connects with Colorado Boulevard to the west and Figueroa Street to the east. It is dedicated to a width of 60 feet and improved with a 40-foot wide roadway with curbs and gutters, and 5-foot sidewalks. Dahlia Drive is a substandard hillside limited street dedicated to a width of 40 feet and improved with a 25-foot roadway with curbs and gutters, and a 5-foot sidewalk adjoining the subject property.

PROJECT DESCRIPTION

The applicant is requesting a Conditional Use Permit to allow the construction, use and maintenance of a religious retreat facility for priests of the Catholic Church in the R1-1 zone. The project will include the removal of several existing accessory structures including a guest house, garage, gardener's house, an outdoor stage, barbeque area, pool, spa and gazebo. There will be minor renovations to the interior of the existing 5,577 square foot main house which will serve as a residence for the Director and Associate Director of the retreat facility.

A new 2-story over 1 level of parking, 40-foot high building is proposed to be built in the southeast corner of the site. The building will include 23 to 25 guest rooms for retreatants, meeting rooms, a kitchen, two dining rooms, two chapels, a laundry room and administrative offices. The building will contain approximately 30,300 square feet of floor area including 13,300 square feet of 1st level garage parking providing approximately 27 covered parking spaces.

The retreat facility will normally operate Monday thru Friday, from 9:00 AM to 5:00 PM, unless there is an overnight retreat for which the hours may extend to 11:00 PM with no outdoor activities after dark. Day retreats will be attended by 12-15 priests.

Overnight retreats will occur approximately 8-10 times per year and will be attended by 6 to 8 priests.

The retreat facility will be closed Saturday and Sunday unless there is a weekend retreat. Weekend retreats will only occur one or two times per year and will be attended by a maximum of 25 priests, who would stay overnight. Additional priests may attend during the day for meetings, meals and holy mass in the large chapel.

The retreat center will be staffed by 6 to 8 persons. Two priests will live on-site in the main residence.

The retreat facility will continue to use the existing gated driveway entrance. Access will be controlled by a callbox system at the gate.

Since the property is in a designated Hill Side Area it is subject to the Hillside Area Development Standards of Section 12.21 C.10 of the Zoning Code. These standards include setbacks, floor area, building height, lot coverage, grading quantities, import and export quantities, parking requirements, fire protection, street access and sewer connections.

The proposed project will conform to all of these requirements with the exception of building height. Per section 12.21 C.10, the maximum building height for a building having a sloped roof with a slope of 25% or greater is 33-feet. The proposed retreat facility is to be located in the southeast corner of the property and will be built into the side of an existing slope varying from 0 to 14.99%. The height of the building as measured from the lowest grade of the ground within 5-feet of the perimeter of the building to the highest elevation of the roof will be 40 feet.

Therefore the applicant is also requesting a Zoning Administrator's Determination pursuant to Section 12.24 X.28 to permit a maximum building height of 40-feet in lieu of the maximum permitted building height of 33-feet for a building with a sloping roof in the Hillside Area.

The existing two-story Period Revival main residence on the site was constructed between 1925 and 1927. A historic resources assessment report and environmental impact analysis (dated March 2016) has been prepared by PCR Services Corporation (PCR) to evaluate the federal, state and local significance and eligibility of the property. The report concludes that the residence, driveway and fountain in front retain integrity from the 1925-1927 period of significance and are eligible for listing under National and California Register Criterion A/1, as well as the City of Los Angeles Historic-Cultural Monument (HCM) criteria.

PCR also analyzed the proposed project for potential impacts to historical resources for compliance with CEQA and found that the project would have no direct impact to historical resources on the project site, if the residence, driveway and fountain are preserved.

Additionally, the project does not appear to materially or visually impair the potential individual eligibility of any historical resources within the project vicinity.

The proposed removal of the pool, two gazebos, a prefabricated residence, a prefabricated garage and landscaped areas to the south and east of the guest house are not considered to constitute a significant environmental impact.

A tree report has been prepared by Carlberg Associates in accordance with the City's Tree Preservation Ordinance to locate, inventory and assess the health and quality of all significant trees on the site. There are 29 protected oak trees and 95 non-protected trees on the subject property.

Two protected oak trees (Nos. 4 and 18) are located within the construction area of the proposed retreat building and will have to be removed. Three protected oak trees (Nos. 27, 28 and 33) are located immediately adjacent to the area of potential impact and are recommended to be protected by fencing during construction.

Twenty-three non-protected trees will also be removed as a result of the construction of the retreat building.

The remaining 24 protected oak trees and the remaining 72 non-protected trees are located well away from the area of potential impact and no impacts are anticipated for those trees.

The location of the two protected oak trees to be removed is indicated on the plans. All other trees are shown on the Exhibit Maps of the tree report.

The loss of the two protected oak trees and the 23 significant non-protected trees which must be removed will be mitigated by tree replacements on-site in conformance with the City's requirements.

FINDINGS

1. **That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city or region.**

The proposed retreat facility for priests of the Catholic Church will provide a benefit to the community and to the larger area within the boundaries of the Archdiocese of Los Angeles. It will provide a quiet, prayerful, peaceful and holistic environment in which priests can be strengthened and renewed in their relationship with Jesus Christ and with one another. Such retreats are essential to the spiritual and mental health of all priests.

The Archdiocese has operated such a facility at another similar location within a residential neighborhood since 1971. That facility must leave its present site and needs to be relocated to a new site within a quiet residential environment.

By providing counseling, group support meetings, one-on-one spiritual conversations, and the opportunity for reflection and recollection, each priest is strengthened and more able to serve the needs of Church lay members and any other person in need of help and guidance throughout the Archdiocese.

These services are essential and beneficial to individuals and ultimately, the entire community, city, and region.

2. **That the project's location, size, height, operations and any other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.**

The existing 2.81-acre residential estate site is an ideal location to hold religious retreats. The property was originally developed with a large residence and numerous accessory buildings, including guest houses, garages, patios, terraced walking paths, a pool and spa, a barbeque area and a croquet court. The entire site is heavily landscaped with mature trees and shrubs.

The existing residence and most of the existing grounds will be retained in their current state. A garage, two small guest houses, a swimming pool and large patio barbeque area, including a stage located at the rear, southeast corner of the property will be removed to accommodate a two-story retreat facility over an open basement garage.

The retreat center would include guest rooms, meeting rooms, a kitchen, dining rooms, laundry facilities and two chapels. The existing gated driveway will be retained and a callbox system will be utilized to allow visitors to enter.

The building will be located behind and below the existing 5,577 square-foot, 2-story main residence and will not be visible from most locations surrounding the property due to the existing topography, the location and height of the main dwelling and the dense, mature landscaping throughout the site.

The retreat building will be two stories over a ground level parking garage and as measured from the lowest ground elevation within five feet of the building perimeter to the highest point of the roof will be 40 feet tall. However, the retreat center will be behind the existing main house and the top of the roof of the retreat building will be 20 feet lower than the top of the roof of the existing main house.

The days and hours of the retreat facility will normally be Monday through Friday from 9:00 AM to 5:00 PM, and the facility will normally be closed on Saturdays and Sundays. The average number of priests staying only for the day will be 12 to 15. There will be overnight retreats approximately 8-10 times a year with 6 to 8 priests at each retreat. Weekend retreats will occur only one or two times per year, and will be attended by up to 25 priests. The weekend retreats will include both daytime and overnight visitors and a maximum of 50 priests may be present during the day for mass in the large chapel and meetings in the large meeting room.

The lower level of the retreat facility will house approximately 27 covered parking spaces. During the one or two weekend retreats each year, additional tandem parking will be available along the driveway and within the parking garage.

The Director and Assistant Director will live in the existing main residence. The exterior of the main residence will not be altered, only minor interior renovations will occur.

The focus of the retreat center is to provide an extremely quiet atmosphere for retreatants and as such, the operation will be completely compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare and safety.

3. That the project substantially conforms with the purpose, intent, and provisions of the General Plan, the applicable community plan, and any applicable specific plan.

The subject property is not within a Specific Plan area.

The Citywide General Plan Framework does not address religious institutions.

The property is located in the Northeast Los Angeles Community Plan area and is designated for Low Residential uses. The Community Plan does not specifically address religious institutions. However, religious facilities are permitted within residential zones by the Conditional Use process. The Conditional Use process is designed for those uses having unusual

characteristics, which require large sites, and are generally public service oriented.

Private schools, religious institutions, community centers, day care centers, nursery schools, etc., are uses that improve the life of the community and are normally approved with conditions to protect the surrounding neighborhood.

Therefore, the project substantially conforms with the purpose, intent and provisions of the General Plan, applicable Community Plan and any applicable Specific Plans.

ADDITIONAL INFORMATION FOR CHURCHES/OTHER RELIGIOUS INSTITUTIONS

- 1. What are the number of fixed seats (if no fixed seats, then the amount of square footage) for sanctuary (or auditorium or gymnasium if applicable).**

The large chapel will have a maximum of 50 seats.

- 2. Is there to be a religious instruction, e.g., Sunday school? If so, where on the site, number of children, ages, etc.**

No.

- 3. Is there to be a nursing school, preschool, child day care, elementary, junior high or high school, also?**

No.

- 4. Is there to be special events or activities both indoor and outdoor likely to attract large numbers of people, additional noise or other activities not normally associated with a day-to-day operation of the church? If so, what?**

No.

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REFERRAL FORMS:

**DEPARTMENT OF TRANSPORTATION REFERRAL FORM:
TRAFFIC STUDY ASSESSMENT**

The Department of Transportation (DOT) Referral Form serves as an initial assessment to determine whether a project requires a traffic Study.

Prior to the submittal of a referral form with DOT, a Planning case must have been filed with the Department of City Planning, and:

- The referral form must be accompanied by a proof of filing of an Environmental Assessment Form (EAF) or Environmental Impact Report (EIR) for a project with new floor area, change of use, new construction; and
- Project exceeds a threshold as listed in the "Traffic Study Exemption Thresholds"

NOTES:

1. All new school projects, including by-right projects, must contact DOT for an assessment of the school's proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
2. Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a traffic study.
3. Pursuant to LAMC Section 19.15, a review fee payable to DOT may be required to process this form. The applicant should contact the appropriate DOT Development Services Office to arrange payment.
4. DOT's Traffic Study Policies and Procedures can be found at <http://ladot.lacity.org>, under "B-Permit & Traffic Studies."

RELATED CODE SECTION/ORDINANCE: LAMC Section 16.05; various ordinances

SPECIALIZED REQUIREMENTS: When submitting this referral form to DOT, include the documents listed below:

- Copy of completed Planning Department Master Land Use Permit Application (CP-7771)
- Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation.
- If filing for purposes of Site Plan Review, a copy of the completed Site Plan Review Supplemental Application (CP-2150)

DOT DEVELOPMENT SERVICES DIVISION OFFICES: Please route this form for processing to the appropriate DOT Office as follows:

Metro
 213-972-8482
 100 S Main St, 9th Floor
 Los Angeles, CA 90012

West LA
 213-485-1062
 7166 W Manchester Blvd
 Los Angeles, CA 90045

Valley
 818-374-4699
 6262 Van Nuys Blvd, 3rd Floor
 Van Nuys, CA 91401

TO BE VERIFIED BY CITY PLANNING STAFF PRIOR TO DOT REVIEW
PROJECT INFORMATION

Case Number: CEN16-44334

Project Address: 1554 W. Hill St

Project Description: 25 Room Hotel on Single-Family Home site.

TO BE COMPLETED BY DOT STAFF
TRIP GENERATION CALCULATION

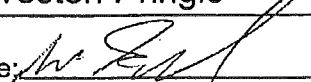
	Land Use (list each use)	Size / Unit	Daily Trips	AM Peak Hour Trips	PM Peak Hour Trips
Proposed	Hotel	25 Rooms	204	13	15
	<i>Total new trips:</i>		204	13	15
	Existing	None	-	0	0
<i>Total existing trips:</i>			0	0	0
<i>Net Increase / Decrease (+ or -)</i>			204	13	15

DOT
 Comments: _____

Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, etc. These items require separate review and approval by DOT.

Transportation Specific Plan Area: Yes No
 Fee Calculation:

Traffic Study Required: Yes No

Prepared by DOT Staff: Name: Weston Pringle Phone: 213-972-8482
 Signature:  Date: 04/25/16