



CITY OF WEST COVINA

PLANNING COMMISSION

**JANUARY 26, 2021, 7:00 PM
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Sheena Heng, Chair
Shelby Williams, Commissioner
Brian Gutierrez, Commissioner
Livier Becerra, Commissioner
Nickolas Lewis, Commissioner**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings. Pursuant to the Executive Orders, Planning Commissioners may attend Planning Commission meetings telephonically and the Planning Commission is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On June 18, 2020, the California Department of Public Health issued guidance mandating that people in California wear cloth face coverings in specified circumstances, including when they are inside of, or in line to enter, any indoor public space

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, the City Council Chambers will have limited seating available on a first-come, first-served basis for members of the public to attend and participate in the City Council meeting in person. All persons attending the meeting are required to wear cloth face coverings and observe social distancing protocols. Members of the public may also watch City Council the meeting live on the City's website

at: <https://www.westcovina.org/departments/city-clerk/agendas-and-meetings/current-meetings-and-agendas> under the "Watch Live" tab or through the West Covina City YouTube channel at www.westcovina.org/LIVE.

If you are experiencing symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, or sore throat, the City requests that you participate in the meeting from home by watching the meeting live via the links set forth above.

REMOTE PUBLIC PARTICIPATION: In lieu of attending the meeting in person, members of the public can submit public comments via email or address the Planning Commission by telephone using the methods described below.

EMAILED PUBLIC COMMENT:

Members of the public can submit public comments to the City Clerk via e-mail at City_Clerk@westcovina.org. The subject line should specify “Oral Communications – 1/26/2021”. Please include your full name and address in your e-mail. All emails received by 5:00 P.M. on the day of the Commission meeting will be posted to the City’s website under “Current Meetings and Agendas” and provided to the Planning Commission prior to the meeting. No comments will be read out loud during the meeting. All comments received by the start of the meeting will be made part of the official public record of the meeting.

TELEPHONIC ACCESSIBILITY.

Members of the public that wish to address the Commission by telephone during Oral Communications or a public hearing may contact the City Clerk by email City_Clerk@westcovina.org or by telephone (626) 939-8433 by 5:30 P.M. on the day of the Commission meeting for instructions regarding addressing the Planning Commission by telephone during the meeting.

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Planning Commission meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Planning Commission meetings, please request no less than four working days prior to the meeting.

PUBLIC COMMENTS/ADDRESSING THE COMMISSION

Any person wishing to address the Planning Commission on any matter listed on the agenda or on any other matter within their jurisdiction is asked to complete a speaker card that is provided on the speaker podium and submit the card to a Planning Department staff member.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda item. Requests to speak on non-agenda items will be heard during “Oral Communications” before the Public Hearing section of the agenda. Oral Communications are limited to thirty (30) minutes. Generally, comments are limited to five minutes per speaker unless further time is granted by the Chairperson. ***The Chairperson may also, at his or her discretion, further limit the time of each speaker in order to accommodate a large number of speakers and/or to ensure that the business of the Planning Commission is effectively conducted.***

Any testimony or comments regarding a matter set for Public Hearing will be heard during the public hearing for that item.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW COMMISSIONERS

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, December 8, 2020

ORAL COMMUNICATIONS

This is the time when any member of the public may speak to the Commission on any matter within the scope of duties assigned to the Commission relating to non-agendized or consent calendar items. Other matters included on this agenda may be addressed when that item is under consideration. For all oral communications, the chairperson may impose reasonable limitations on public comments to assure an orderly and timely meeting. The Ralph M. Brown Act limits the Planning Commission and staff's ability to respond to public comments at this meeting. Thus, your comments may be agendized for a future meeting or referred to staff. The Commission may ask questions for clarification, if desired, at this time.

By policy of the Commission, Oral Communications at this time on the agenda is limited to a total of 15 minutes. Persons who are not afforded the opportunity to speak at this time may do so under "Continuation of Oral Communications" later on the agenda.

PUBLIC HEARINGS

2. **CONDITIONAL USE PERMIT NO. 20-07
SLIGHT MODIFICATION NO. 20-01
SUBCOMMITTEE FOR DESIGN REVIEW 20-36
CATEGORICAL EXEMPTION
APPLICANT: Gerardo Limon
LOCATION: 1208 S Hollencrest Drive
REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.**
3. **PRECISE PLAN NO. 20-04
PROJECTS PURSUANT TO A SPECIFIC PLAN
APPLICANT: Charles Chipp Riddle III of Emanate Health
LOCATION: 1115 S. Sunset Avenue
REQUEST: Implementation of Phase I - expansion of the hospital including a new 2-story medical office building, new emergency room and ICU Department, and a new 4 level parking within the 28.78 acre Queen of the Valley Hospital Specific Plan area**
4. **CONDITIONAL USE PERMIT NO. 20-15
CATEGORICAL EXEMPTION
APPLICANT: South Hills Animal Hospital (Keun Hyung Park)
LOCATION: 1424 S Azusa Avenue
REQUEST: The applicant is requesting a Conditional Use Permit to allow the operation of a veterinary hospital, South Hills Animal Hospital. The veterinary hospital will be located within an existing 2,305 square-foot tenant space.**

NON-HEARING ITEMS

5. **SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-24**
 CATEGORICAL EXEMPTION
 APPLICANT: ELEANOR REYES
 LOCATION: 304 S LARK ELLEN AVENUE
 REQUEST: The applicant is proposing to convert an unpermitted patio cover into a 375-square foot family addition located on the northwest side of the existing single-story residence.

TEN-DAY APPEAL PERIOD: Actions taken by the Planning Commission that are not recommendations to the City Council will become final after ten (10) calendar days unless a written appeal with the appropriate fee is lodged with the City Clerk's Office before close of business on the tenth day.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

This is the time when any member of the Commission may bring a matter to the attention of the full Commission that is within the scope of duties assigned to the Commission. Any item that was considered during the Agenda is not appropriate for discussion in this section of the agenda. **NO COMMISSION DISCUSSION OR ACTION CAN BE CONSIDERED AT THIS TIME.** If the Commission desires to discuss an issue raised by a speaker or take an action, the Commission may vote to agendaize the matter for a future meeting.

- a. Election of Vice-Chairperson
- b. Appointment of two Commissioners - Subcommittee for Design Review

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:**

- a. Forthcoming - February 9, 2021 and February 23, 2021

7. **CITY COUNCIL ACTION:**

This is an oral presentation of City Council matters and actions, which are in the Commission's area of interest

ADJOURNMENT

City of West Covina
A G E N D A

ITEM NO. 1.

DATE: January 26, 2021

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, December 8, 2020

Attachments

Minutes 12.8.20

**These minutes are preliminary and are considered unofficial
until adopted at the next Planning Commission meeting.**

A G E N D A

DATE: December 22, 2020

ITEM NO.: 1

**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, December 8, 2020**

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina Council Chambers. The Commission observed a moment of silent prayer/meditation and Chairperson Heng lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Holtz, Jaquez, Kennedy and Redholtz

Absent: None

City Staff Present: Tsai, Persico, Burns, Martinez

APPROVAL OF MINUTES:

1. Regular meeting, November 24, 2020

The minutes were approved as submitted.

OTHER MATTERS OR ORAL COMMUNICATIONS

None

PUBLIC HEARINGS

2. CONDITIONAL USE PERMIT NO. 20-07
SLIGHT MODIFICATION NO. 20-01
SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-36
CATEGORICAL EXEMPTION
APPLICANT: Gerardo Limon
LOCATION: 128 S. Hollencrest Drive

Planning Manager Jo-Anne Burns presented the staff report. Staff recommended that this matter be continued to a date uncertain.

Motion by Redholtz, seconded by Holtz to continue this matter to a date uncertain.
Motion carried 5-0.

3. CODE AMENDMENT NO. 19-06
STATUTORY EXEMPTION
APPLICANT: City of West Covina
LOCATION: Citywide
REQUEST: The proposed code amendments consist of certain amendments to the Zoning section of the West Covina Municipal Code to modify standards for Accessory Dwelling Units. The proposed code amendment is exemption from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) and 1582(b).

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she answered questions by the Commission and spoke about the urgency ordinance adopted by the City Council. In addition she reviewed all changes to the draft ordinance for the Commission.

Chairperson Heng opened the public hearing.

Angie Gillingham asked about separate addresses and utilities for accessory dwelling units. Mr. Persico explained accessory dwelling units are an accessory use to the original, existing housing unit.

Chairperson Heng closed the public hearing.

There was a short discussion by the Commission regarding the proposed code amendment.

Motion by Holtz, seconded by Redholtz, to waive further reading and adopt Resolution No. 20-6063, recommending to the City Council approval of Code Amendment No. 19-06. Motion carried 3-2 (Kennedy, ? opposed.)

Chairperson Heng said final action on this matter would take place at a public hearing before the City Council on a date to be determined.

4. CONDITIONAL USE PERMIT NO. 20-03
CATEGORICAL EXEMPTION
APPLICANT: JAMES LEE – INTERNATIONAL THEOLOGICAL SEMINARY
LOCATION: 1128 S California Avenue
REQUEST: The applicant is requesting a Conditional Use Permit to allow the use of a rooming house within an existing residential single-family home.

Assistant Planner Camillia Martinez presented the staff report. During her presentation she told the Commission that this location would be only for the students and staff at the theology center.

Chairperson Heng opened the public hearing.

PROPONENTS:

Paul Yang, James Lee, President of International Theological Seminary, and Shirley Buchanan spoke in favor of the request.

Mr. Yang told the Commission that this location would be occupied by women students and faculty at the theology school. He also told the Commission that the other location would be used by the male students and faculty. There was a discussion regarding the ages of the students and the method of transportation they would utilize.

Ms. Buchanan said she lives near the location and that the house is well-maintained and neat. She added the residents are good neighbors. There was also a short discussion regarding the students, the modes of transportation they would take to the school and the ages of the students. In addition, the Commission considered the length of the program the students are enrolled in, short term rentals and the seminary's religious affiliation.

Mr. Lee expressed his gratitude to the neighbors for their support and expressed his desire to serve the community and the neighbors near the residences.

OPPONENTS:

No one spoke in opposition to this request.

Chairperson Heng closed the public hearing.

After a short discussion the Commission expressed their support of the request. Commissioner Holtz said he would like to move approval of Conditional Use Permit No. 20-03 and Conditional Use Permit No. 20-14 because they are requesting the same use. Community Development Director Mark Persico said in order to do so the public hearing for Conditional Use Permit No. 20-14 should be opened and closed.

5. **CONDITIONAL USE PERMIT NO. 20-14
CATEGORICAL EXEMPTION**

APPLICANT: James Lee – International Theological Seminary

LOCATION: 1212 S California Avenue

REQUEST: The applicant is requesting a Conditional Use Permit to allow the use of a rooming house within an existing residential single-family home.

Chairperson Heng opened the public hearing.

Seeing no proponents or opponents for this matter, Chairperson Heng closed the public hearing.

Motion by Holtz, seconded by Redholtz, to waive further reading and adopt Resolution No. 20-6057 and Resolution No. 20-6058, approving Conditional Use Permit No. 20-03 and Conditional Use Permit No. 20-14. Motion carried 5-0.

Chairperson Heng said these actions are final unless appealed to the City Council within ten (10) days.

6. CONDITIONAL USE PERMIT NO. 20-08
SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-54
CATEGORICAL EXEMPTION

APPLICANT: Miguel Romero

LOCATION: 1436 S Alpine Drive

REQUEST: The applicant is requesting a conditional use permit to allow the construction of a new one-story 5,946 square foot home exceeding the 5,000-square-foot maximum unit size. The applicant is also proposing an attached veranda to the rear of with a viewing deck on top.

Assistant Planner Camillia Martinez presented the staff report. During her presentation she told the Commission that one letter in support and one letter in opposition had been received by staff. City Attorney Tsai advised the Commission that the agreement referred to in the letter in opposition was a private matter and the City is not a party to that agreement.

Chairperson Heng opened the public hearing.

PROPOSERS:

Gloria and Miguel Romero, applicants, spoke in favor of the project and answered various questions by the Commission. There was a discussion regarding the separate door to the proposed office. They also answered questions about the ownership of the property and other amenities on the property.

OPPOSERS:

No one spoke in opposition to this request.

Chairperson Heng closed the public hearing.

There was a discussion by the Commission regarding the proposed home. The Commission also considered the conditions of approval and the design of the new home. The Commission expressed their support of the home as proposed.

Motion by Holtz, seconded by Kennedy, to waive further reading and adopt Resolution No. 20-6059 approving Conditional Use Permit No. 20-08. Motion carried 5-0.

Chairperson Heng said this action is final unless appealed to the City Council within ten (10) days.

7. PRECISE PLAN NO. 20-07
 CONDITIONAL USE PERMIT NO. 20-11
 ADMINISTRATIVE USE PERMIT NO. 20-22
 CATEGORICAL EXEMPTION
 APPLICANT: Nina Raey with RSI Group, Inc. for Jollibee
 LOCATION: 147 N Barranca Street
 REQUEST: The applicant is requesting a precise plan and conditional use permit to allow the construction of a new 2,925-square foot restaurant with a drive through. The administrative use permit is required for outdoor seating.

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she explained the queing and drive-through analysis and well as explaining the proposed mitigation measures for the drive-through. In addition she told the Commission that the required parking was less than what is available on the site, creating surplus parking. In addition, Ms. Burns spoke about the architectural style and the corporate design of the proposed restaurant. Ms. Burns informed the Commission that two letters in support of the project had been received by staff; one from Barranca Towers and the other from Kendrew, owner of the Curve at Eastland.

Chairperson Heng opened the public hearing.

PROPONENTS:

Nina Raey, applicant representing Jollibee, Joseph Dondi and Dan Richards, representing Kendrew, owner of the Curve spoke in favor of the project.

Ms. Raey agreed to the conditions of approval and explained the history of Jollibee to the Commission. In addition, she introduced various members of the team to the Commission and said they were present to answer any question by the Commission. She also discussed the Queing Study and answered questions by the Commission regarding Jollibee's desire to build the proposed store in accordance with their corporate model.

Mr. Dondi thanked staff for their help. He also answered questions from the Commission regarding the corporate color scheme for the proposed restaurant.

Mr. Richards spoke to the Commission in favor of the project and discussed the proposed design of the restaurant. He told the Commission that he supported each restaurant having unique and different designs and color schemes. In addition, he told the Commission that he had spoken to other restaurant owners and they had no objections to the Jollibee corporate design and colors.

OPPONENTS:

No one spoke in opposition to this request.

Chairperson Heng closed the public hearing.

There was a short discussion by the Commission regarding the color scheme and design of the proposed restaurant. It was the consensus of the Commission to delete Condition No. 5. J from the resolution of approval and the entire Commission expressed their support of the restaurant as proposed.

Motion by Redholtz, seconded by Jaquez, to delete Condition No. 5. J from Resolution No. 20-6060, waive further reading, and approve Precise Plan No. 20-07, as amended. Motion carried 5-0.

Motion by Redholtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6061, approving Conditional Use Permit No. 20-11. Motion carried 5-0.

Motion by Redholtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6062, approving Administrative Use Permit No. 20-22. Motion carried 5-0.

Chairperson Heng said these actions are final unless appealed to the City Council withing ten (10) days.

NON-HEARING ITEMS - None

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Commissioner Redholtz said this is the last meeting of the year and thanked staff and members of the Planning Commission for their hard work. He also wished everyone Happy Holidays and a Happy New Year.

Commissioner Holtz also thanked staff and Mr. Persico for their help during the past year.

Commissioner Kennedy also thanked staff.

Chairperson Heng thanked staff and wished everyone Happy Holidays.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

Community Development Director Persico announced the cancellation of the December 22, 2020 regular meeting and said the next meeting will be held on January 12, 2020. He also thanked Jo-Anne Burns for her help.

6. CITY COUNCIL ACTION:

None

ADJOURNMENT

Chairperson Heng adjourned the meeting at 9:27 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

ADOPTED AS SUBMITTED ON:

ADOPTED AS AMENDED ON:

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 20-07

SLIGHT MODIFICATION NO. 20-01

SUBCOMMITTEE FOR DESIGN REVIEW 20-36

CATEGORICAL EXEMPTION

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

BACKGROUND

This project was initially reviewed by the Planning Commission on November 10, 2020 (Staff Report and Minutes are included as Attachments No. 3 and 4, respectively). During the public hearing one neighbor spoke in opposition to the project with concerns pertaining to the size of the proposed house, the requested height modification, and potential view impacts. The Planning Commission continued the item to December 8, 2020 with direction to the applicant to install story poles and to provide a line of sight view property cross-section to show that the project will not obstruct any neighboring views. Since the project presented two different roof design options, the Planning Commission's direction regarding the story poles was to provide a general framework that would illustrate the "footprint" of the second-story addition and the height of the structure.

At the December 8, 2020 Planning Commission meeting, the Planning Commission continued the item to a date uncertain at staff's request because story poles were not installed and plans were not submitted prior to the Planning Commission packet distribution date.

The applicant has installed the story poles and has submitted plans that include a line of sight cross-section from the neighboring property to the east.

DISCUSSION

The applicant has installed the story poles and has submitted plans that include a line of sight cross-section from the neighboring property to the east. The story poles appear to accurately depict the "footprint" of the second-floor addition. However, the story poles installed were not designed, or intended to be a full-scale accurate silhouette of the proposed structure, based on the direction provided by the Planning Commission. The intent of the story poles is to show the basic representation of the mass and bulk of the proposed structure at the proposed maximum height (top of the highest roof ridge).

The height of the story poles appear to be higher than the existing house. As such, Condition of Approval "d" has been added to the draft Slight Modification Resolution (Attachment No. 2) requiring height surveys indicating the height of the existing house prior to building permit issuance and another height survey prior to framing inspection indicating that the height of the addition is no taller than 27 feet, or no taller than the existing house, whichever is less.

Although the project is significantly larger in floor area than other homes in the neighborhood on comparable size lots, staff is not necessarily opposed to the size of the proposed house. As conditioned, the visual scale and massing presented by the addition from directly adjacent off-site views (Hollencrest Drive and adjacent neighbors) is insignificant due to the topography of the site; the subject lot's building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by on Hollencrest Drive. The neighboring property directly to the south is the Suburban Water company property. The neighboring home directly to the east is located at a higher elevation with predominate hill side views to the north. While the proposed addition would impair westerly views from the east neighbor's driveway, the City does not have view protection laws.

The project does not have any privacy impacts to any of the surrounding neighbors.

REQUIRED FINDINGS

CONDITIONAL USE PERMIT

1. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.

The lot and proposed building are consistent with the Residential Low (1.1-2.0 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of an addition to an existing single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1) Zone, Area District III.

2. The development utilizes building materials, color schemes and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences.

The existing house features a dutch gable roof. Design Option 1 of the roof design for the proposed addition blends with the existing structure and is consistent with the architectural style of the existing house and homes in the neighborhood. The visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views directed north, the neighboring property directly south is the Suburban Water company property.

3. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.

The existing house is accessible from an existing driveway on Hollencrest Drive and the addition will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks greater than or equal to the minimum required by the Municipal Code. The proposed house with additions does not have any effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.

4. The development can be adequately served by existing or required infrastructure and services.

The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed additions are not anticipated to require additional infrastructure or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

5. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials.

The design of the house has given consideration to the privacy of the surrounding properties in that the area. The area consists of both single-story and second-story homes on hillside lots with sloped topography. The existing house is two-stories. The majority of all large windows on the proposed addition are facing the side and rear of the house which overlooks the street.

6. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.

The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes remodeling of an existing house and a second-story addition that would not impede any scenic vistas. The neighboring home directly to the east is located at a higher elevation with predominate hill side views to the north. While the proposed addition would impair westerly views from the east neighbor's driveway, the City does not have view protection laws.

SLIGHT MODIFICATION

1. There are special circumstances (which may include, but are not limited to, size, shape, topography, location or surroundings) applicable to the property which are not applicable to other property in the property's vicinity under identical zoning classification.

The existing second-story home is over-height and is 27 feet tall; this nonconforming situation on site is longstanding. The proposed second-story addition will match the height of the existing house in order to integrate the addition to the existing structure.

2. As a result of the special circumstances, the strict application of the zoning ordinance deprives the property of meaningful privileges enjoyed by other property in the vicinity and under identical zoning classification.

Given that the existing house exceeds the 25-foot height limit for single-family residential homes by two feet, the approval of a slight modification to allow the addition to exceed the 25-foot height limit is necessary in order for the addition to match the height of the existing house and architecturally integrate/blend well with the existing structure.

3. Such variance is necessary to allow the property in question to have the same substantial property right possessed by other property in the same vicinity and zone.

The slight modification is necessary to allow for the proposed addition to be consistent with the previously approved second-story.

4. The granting of such variance will not be materially detrimental to the public welfare or materially injurious to residents or owners of nearby properties.

Granting the slight modification will not be materially detrimental or injurious to nearby property owners as the existing house is longstanding and already exceeds the 25-foot height limitation by 2 feet. The addition will match the height of the existing house and building permits will be obtained to allow for the addition.

5. That the granting of such variance shall be consistent with the adopted general plan and any applicable specific plans.

The General Plan land use designation for the site is Neighborhood - Low Density Residential. The height variance is consistent with the General Plan land use designation in that it will not impact the use or increase the density of the site.

6. The variance does not authorize a use or activity which is not otherwise expressly authorized by the zoning regulations governing the parcel of property.

The property is located in the Single-Family Residential zone and is developed with a single-family residential home. The height variance will not change the single-family residential use and zoning of the lot.

ENVIRONMENTAL DETERMINATION

The proposal is considered to be categorically exempt, pursuant to Sections 15301 (Class 1, Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA), as the proposal involves the remodel and additions to an existing structure.

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt a Resolutions No. 21-6066 and 21-6067 approving Conditional Use Permit No. 20-07, Slight Modification No. 20-01, and Subcommittee for Design Review No. 20-36 with design Option 1.

LARGE ATTACHMENTS

Due to Covid-19, the set of plans are available for review with a scheduled appointment. Please contact the Planning Division at (626) 939-8422 to schedule an appointment.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Conditional Use Permit Resolution of Approval

Attachment No. 2 - Slight Modification Resolution of Approval

Attachment No. 3 - November 10 2020 Staff Report

Attachment No. 4 - Nov 10 2020 Meeting Minutes (Excerpt)

Attachment No. 5 - Story Pole Certification

P L A N N I N G C O M M I S S I O N

R E S O L U T I O N N O. 21-6066

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE
PERMIT NO. 20-07**

CONDITIONAL USE PERMIT NO. 20-07

CATEGORICAL EXEMPTION

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

WHEREAS, there was filed with this City a verified application on the forms prescribed by the City requesting approval of a conditional use permit under the provisions of Chapter 26, Article VI of the West Covina Municipal Code, to allow:

A “Large Home” that exceeds the maximum unit size by more than 25 percent

On that certain property described as follows:

Assessor's Parcel No. 8493-010-017, as listed in the records of the office of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the November 10, 2020 and January 26, 2021, conduct duly advertised public hearings as prescribed by law to consider said application; and

WHEREAS, studies and investigations made by this Commission and in its behalf reveal the following facts:

1. The applicant is proposing to construct a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet.
2. Findings necessary for approval of a conditional use permit for a “Large Home” as follows:

- a. The lot and proposed development is consistent with the general plan, zoning and meets all other applicable code requirements.
 - b. The development utilizes building materials, color schemes and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with surrounding residences.
 - c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.
 - d. The development can be adequately served by existing or required infrastructure and services.
 - e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies minimal retaining walls, trees and other buffering landscaping materials.
 - f. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope and does not impede any scenic vistas or views open to the public or surrounding properties.
3. The proposal is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) of the California Environmental Quality Act (CEQA) since the applications consist of a remodel of an existing structure.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of West Covina as follows:

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a conditional use permit:
 - a. The lot and proposed building are consistent with the Residential Low (1.1-2.0 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of an addition to an existing single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1) Zone, Area District III.
 - b. The existing house features a dutch gable roof. Design Option 1 of the roof design for the proposed addition blends with the existing structure and is consistent with the architectural style of the existing house and homes in the neighborhood. The visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building

pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views directed north, the neighboring property directly south is the Suburban Water company property.

- c. The existing house is accessible from an existing driveway on Hollencrest Drive and the addition will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks greater than or equal to the minimum required by the Municipal Code. The proposed house with additions does not have any effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.
 - d. The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed additions are not anticipated to require additional infrastructure or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.
 - e. The design of the house has given consideration to the privacy of the surrounding properties in that the area. The area consists of both single-story and second-story homes on hillside lots with sloped topography. The existing house is two-stories. The majority of all large windows on the proposed addition are facing the side and rear of the house which overlooks the street.
 - f. The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes remodeling of an existing house and a second-story addition that would not impede any scenic vistas. The neighboring home directly to the east is located at a higher elevation with predominate hill side views to the north. While the proposed addition would impair westerly views from the east neighbor's driveway, the City does not have view protection laws.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 20-07 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Planning Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy or final approval is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.

3. The conditional use permit shall not be effective for any purpose until the owner of the property involved (or his duly authorized representative) has filed at the office of the Planning Director his affidavit stating he is aware of, and accepts, all conditions of this conditional use permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
4. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
5. That the approval of the conditional use permit for a Large Home that exceeds the maximum unit size by more than 25 percent and is subject to the following conditions:
 - a. Comply with plans reviewed by the Planning Commission on November 10, 2020.
 - b. That the project comply with all requirements of the "Single-Family Residential" (R-1) Zone, Area District III, and all other applicable standards of the West Covina Municipal Code.
 - c. That any proposed changes to the approved site plan, floor plan or elevations be reviewed by the Planning Department, and the written authorization of the Planning Director shall be obtained prior to implementation.
 - d. This development shall conform to all applicable Municipal regulations, Fire, Building, Mechanical, Electrical, Plumbing codes and recognized, approved, standards of installation.
 - e. The approved use shall not create a public nuisance as defined in the West Covina Municipal Code Section 26-416 regarding landscape maintenance and property maintenance.
 - f. The applicant shall sign an affidavit accepting all conditions of this approval.
 - g. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
 - h. The existing landscaping along the front and side yards shall be maintained in perpetuity. Any landscaping destroyed or removed during construction shall be replaced prior to building permit final.
 - i. This approval is effective for a period of two (2) years. All applicable building permits must be obtained within two (2) years of project approval.

- j. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the development.
- k. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to November 10, 2022, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. **Please be advised that the applicant will not be notified by the Planning Division about the pending expiration of the subject entitlement.**
- l. FIRE DEPARTMENT:
 - 1. NFPA 13D/13R/13 Fire Sprinkler System
 - 2. New Fire Flow Test Required
 - 3. Required Fire Flow of 1,125 GPM @ 20 psi for 2 hours
 - 4. Ensure 1 fire hydrant within 600 feet of the property line
 - 5. Hard-wired smoke and carbon monoxide detectors with battery back-up required
 - 6. Hard-wired Smoke and Carbon Monoxide Detectors Required.
 - 7. One-hour fire resistance rated wall assembly required between house & attached garage, along a with self-closing/self-latching door
 - 8. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.
- m. ENGINEERING DIVISION:
 - 1. The second sheet of building plans, grading plans and/or offsite improvement plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
 - 2. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.
 - 3. The approved building addresse(s) shall be painted on the curb to the City's standards as required by the Public Works Inspector prior to final inspection.

4. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
5. Stormwater Planning Program LID Plan Checklist (Form PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link <https://www.westcovina.org/home/showdocument?id=18427>
6. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.
7. LID review shall be completed prior submitting grading plans for plan review. Grading plans shall be submitted including the proof of approval of LID or exemption of LID.

n. BUILDING DIVISION:

1. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
2. Building design shall comply with the 2020 County of Los Angeles Building Codes. Plans shall be submitted for plan check and required permits shall be obtained from the Building & Safety Division prior to start of construction.
3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - a. Grading (*see Engineering Division for requirements*)
 - b. Retaining walls (*see Engineering Division for requirements*)
 - c. Block walls exceeding 6 feet in height
 - d. Demolition work
 - e. Fire sprinkler/Alarm systems (*see Fire Department Prevention Bureau for requirements*)
4. A soils and geology report will be required to address the potential for and the mitigation measures of any seismic induced landslide/liquefaction. Soils report shall address foundation design and site preparation requirements.
5. All new on-site utility service lines shall be placed underground. WCMC 23-273.
6. Proof of payment of School Development Fees required prior to permit issuance.

7. A Prior to issuance of building permits, the applicant shall submit and obtain approval for a Waste Management Plan (WMP) for Construction and Demolition providing:
 - a. Estimated volume or weight of materials that can be reused or recycled.
 - b. Estimated maximum volume or weight of materials that can be reused or recycled
 - c. Identify the vendor or facility that the applicant proposes to use to collect and receive the materials.
 - d. Estimated volume of waste materials that will be landfilled.
 - e. Identify any special or specific activities that will be used to comply with the Recycling and Disposal requirements.
 - f. Submit Security Deposit.
8. Prior to final inspection and approvals, the applicant shall submit documentation and obtain approval from the WMP Compliance Official showing that the Waste Diversion Requirement has been met, and shall include the following information:
 - a. Receipts from the vendor and/or facility that collected and received each material, showing the actual volume or weight of that material.
 - b. A copy of the previously approved WMP for the project adding the actual volume or weight of each material diverted or disposed of at a landfill.
 - c. Security Deposit will not be returned until this has been accomplished
 - d. Any additional information the applicant believes is relevant to assist in making the determination that the necessary efforts to comply have been achieved.
9. All work shall be completed with a valid permit and in accordance with applicable Building Regulations. Final building inspection and approvals shall be completed prior to the occupancy of the building.

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 26th day of January 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: January 26, 2021

Sheena Heng, Chairperson
Planning Commission

Planning Commission

PLANNING COMMISSION

RESOLUTION NO. 21-6067

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WEST COVINA, CALIFORNIA, APPROVING SLIGHT MODIFICATION
NO. 20-01

SLIGHT MODIFICATION NO. 20-01

CATEGORICAL EXEMPTION

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

WHEREAS, there was filed with this City a verified application on the forms prescribed by the City requesting approval of a Slight Modification under the provisions of Chapter 26, Article VI of the West Covina Municipal Code, to allow:

A Slight Modification for an addition to exceed the 25'-0" maximum height by 2 feet.

On that certain property described as follows:

Assessor's Parcel No. 8493-010-017, as listed in the records of the office of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on November 10, 2020 and January 26, 2021, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, studies and investigations made by this Commission and in its behalf reveal the following facts:

1. The applicant is requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.
2. Findings necessary for approval of a slight modification as follows:
 - a. There are special circumstances (which may include, but are not limited to, size, shape, topography, location or surroundings) applicable to the property which are

not applicable to other property in the property's vicinity under identical zoning classification.

- b. As a result of the special circumstances, the strict application of the zoning ordinance deprives the property of meaningful privileges enjoyed by other property in the vicinity and under identical zoning classification.
 - c. Such variance is necessary to allow the property in question to have the same substantial property right possessed by other property in the same vicinity and zone.
 - d. The granting of such variance will not be materially detrimental to the public welfare or materially injurious to residents or owners of nearby properties.
 - e. That the granting of such variance shall be consistent with the adopted general plan and any applicable specific plans.
 - f. The variance does not authorize a use or activity which is not otherwise expressly authorized by the zoning regulations governing the parcel of property.
3. The proposal is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) of the California Environmental Quality Act (CEQA) since the applications consist of a remodel of an existing structure.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of West Covina as follows:

- 1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a slight modification:
 - a. The existing second-story home is over-height and is 27 feet tall; this nonconforming situation on site is longstanding. The proposed second-story addition will match the height of the existing house in order to integrate the addition to the existing structure.
 - b. Given that the existing house exceeds the 25-foot height limit for single-family residential homes by two feet, the approval of a slight modification to allow the addition to exceed the 25-foot height limit is necessary in order for the addition to match the height of the existing house and architecturally integrate/blend well with the existing structure.
 - c. The slight modification is necessary to allow for the proposed addition to be consistent with the previously approved second-story.

- d. Granting the slight modification will not be materially detrimental or injurious to nearby property owners as the existing house is longstanding and already exceeds the 25-foot height limitation by 2 feet. The addition will match the height of the existing house and building permits will be obtained to allow for the addition.
 - e. The General Plan land use designation for the site is Neighborhood - Low Density Residential. The height variance is consistent with the General Plan land use designation in that it will not impact the use or increase the density of the site.
 - f. The property is located in the Single-Family Residential zone and is developed with a single-family residential home. The height variance will not change the single-family residential use and zoning of the lot.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Slight Modification No. 20-01 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Planning Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy or final approval is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.
3. The conditional use permit shall not be effective for any purpose until the owner of the property involved (or his duly authorized representative) has filed at the office of the Planning Director his affidavit stating he is aware of, and accepts, all conditions of this conditional use permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
4. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
5. That the approval of the slight modification for a proposed construction not to exceed twenty (20) percent of any regulation pertaining to heights and is subject to the following conditions:
 - a. Comply with plans reviewed by the Planning Commission on November 10, 2020.

- b. That the project comply with all requirements of the “Single-Family Residential” (R-1) Zone, Area District III, and all other applicable standards of the West Covina Municipal Code.
- c. That any proposed changes to the approved site plan, floor plan or elevations be reviewed by the Planning Department, and the written authorization of the Planning Director shall be obtained prior to implementation.
- d. Height surveys shall be obtained by the applicant and conducted by a licensed surveyor prior to building permit issuance and prior to building permit framing inspection. The survey shall indicate the height of the existing house (1st survey) and indicate that the height of the addition is no taller than 27 feet or no taller than the height of the existing house, whichever is less (2nd survey). Height shall be measured from the lowest adjacent grade to the highest point (ridge).
- e. This development shall conform to all applicable Municipal regulations, Fire, Building, Mechanical, Electrical, Plumbing codes and recognized, approved, standards of installation.
- f. The approved use shall not create a public nuisance as defined in the West Covina Municipal Code Section 26-416 regarding landscape maintenance and property maintenance.
- g. The applicant shall sign an affidavit accepting all conditions of this approval.
- h. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
- i. The existing landscaping along the front and side yards shall be maintained in perpetuity. Any landscaping destroyed or removed during construction shall be replaced prior to building permit final.
- j. This approval is effective for a period of two (2) years. All applicable building permits must be obtained within two (2) years of project approval.
- k. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the development.
- l. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to November 10, 2022, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee.
Please be advised that the applicant will not be notified by the Planning Division about the pending expiration of the subject entitlement.

m. FIRE DEPARTMENT:

1. NFPA 13D/13R/13 Fire Sprinkler System
2. New Fire Flow Test Required
3. Required Fire Flow of 1,125 GPM @ 20 psi for 2 hours
4. Ensure 1 fire hydrant within 600 feet of the property line
5. Hard-wired smoke and carbon monoxide detectors with battery back-up required
6. Hard-wired Smoke and Carbon Monoxide Detectors Required.
7. One-hour fire resistance rated wall assembly required between house & attached garage, along with self-closing/self-latching door
8. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.

n. ENGINEERING DIVISION:

1. The second sheet of building plans, grading plans and/or offsite improvement plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
2. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.
3. The approved building address(es) shall be painted on the curb to the City's standards as required by the Public Works Inspector prior to final inspection.
4. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
5. Stormwater Planning Program LID Plan Checklist (Form PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link <https://www.westcovina.org/home/showdocument?id=18427>

6. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.
7. LID review shall be completed prior submitting grading plans for plan review. Grading plans shall be submitted including the proof of approval of LID or exemption of LID.

o. BUILDING DIVISION:

1. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
2. Building design shall comply with the 2020 County of Los Angeles Building Codes. Plans shall be submitted for plan check and required permits shall be obtained from the Building & Safety Division prior to start of construction.
3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - a. Grading (*see Engineering Division for requirements*)
 - b. Retaining walls (*see Engineering Division for requirements*)
 - c. Block walls exceeding 6 feet in height
 - d. Demolition work
 - e. Fire sprinkler/Alarm systems (*see Fire Department Prevention Bureau for requirements*)
4. A soils and geology report will be required to address the potential for and the mitigation measures of any seismic induced landslide/liquefaction. Soils report shall address foundation design and site preparation requirements.
5. All new on-site utility service lines shall be placed underground. WCMC 23-273.
6. Proof of payment of School Development Fees required prior to permit issuance.
7. A Prior to issuance of building permits, the applicant shall submit and obtain approval for a Waste Management Plan (WMP) for Construction and Demolition providing:
 - a. Estimated volume or weight of materials that can be reused or recycled.
 - b. Estimated maximum volume or weight of materials that can be reused or recycled
 - c. Identify the vendor or facility that the applicant proposes to use to collect and receive the materials.

- d. Estimated volume of waste materials that will be landfilled.
 - e. Identify any special or specific activities that will be used to comply with the Recycling and Disposal requirements.
 - f. Submit Security Deposit.
8. Prior to final inspection and approvals, the applicant shall submit documentation and obtain approval from the WMP Compliance Official showing that the Waste Diversion Requirement has been met, and shall include the following information:
- a. Receipts from the vendor and/or facility that collected and received each material, showing the actual volume or weight of that material.
 - b. A copy of the previously approved WMP for the project adding the actual volume or weight of each material diverted or disposed of at a landfill.
 - c. Security Deposit will not be returned until this has been accomplished
 - d. Any additional information the applicant believes is relevant to assist in making the determination that the necessary efforts to comply have been achieved.
9. All work shall be completed with a valid permit and in accordance with applicable Building Regulations. Final building inspection and approvals shall be completed prior to the occupancy of the building.

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 26th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: January 26, 2021

Sheena Heng, Chairperson
Planning Commission

Planning Commission

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 20-07

SLIGHT MODIFICATION NO. 20-01

SUBCOMMITTEE FOR DESIGN REVIEW 20-36

CATEGORICAL EXEMPTION

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

BACKGROUND

The project site is located on the north side of Hollencrest Drive, directly southeast of its intersection with Casa Grande Drive/Hollenbeck Street. The lot is currently developed with a 4,344-square foot two-story residence originally constructed in the 1960s with additions/remodels completed in the late 1970s.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Residential Single Family" (R-1) and "Neighborhood - Low Density Residential" (NL)
SURROUNDING LAND USES AND ZONING	North: Residential Single Family (R-1); Residential Home South: Residential Single Family (R-1); Suburban Water Systems East: Residential Single Family (R-1); Residential Home West: Residential Single Family (R-1); Residential Home
CURRENT DEVELOPMENT	Single Family Residential Home
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 35 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The project site is in the "Single-Family Residential" (R-1) zone, Area District III. The neighborhood is characterized with two-story and/or split level homes on hillside lots with building pads above street level. The project involves the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, a 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony. The total proposed net addition to the existing house is 3,120 square feet (1st floor addition + 2nd floor addition + garage addition, minus credit for existing garage).

Conditional Use Permit (CUP)

The proposed addition requires a Conditional Use Permit because it exceeds the 25% threshold of the 4,000 square-foot maximum unit size for lots between 20,000 and 24,999 square feet.

The existing two-story home is 4,344 square feet and the applicant is proposing to add on 3,120 square feet for a total of 7,646 square feet.

The proposed addition features large exterior windows, gray shade concord double vinyl siding, an offset 3-car garage, and one balcony to the rear of the property. The interior layout would provide seven bedrooms, five bathrooms, one powder room, one baby room, a dining area, a living room, a family room, a laundry room, and a kitchen. The residence has an existing balcony, two attached patios, and one detached patio.

The applicant is proposing two different roof designs for the proposed addition. Option 1 is proposing a dutch gable roof for the new second story addition to match the existing residence. Option 2 is proposing a gable roof for the new second story addition and keeping the dutch gable roof of the existing residence.

Staff Survey of Surrounding Residences

Staff review of the neighborhood surrounding the subject property found that the area consists of single-story and second-story houses that were constructed from 1951 to 1977. Staff conducted a survey of 13 homes surrounding the subject property. The houses in the survey are located on Hollencrest Drive, Hollenbeck Street, South Hills Drive, Casa Grande Drive, Shasta Street, and Merced Avenue.

The following chart shows the mean and median lot size, square footage of the homes, and floor area ratio of the surveyed homes. The mean is the average of all 13 homes, and the median is the number that falls directly in the middle of listed in numerical

order.

	LOT SIZE	FLOOR AREA	FLOOR AREA RATIO
MEAN	24,063 sq ft	3,855 sq ft	19%
MEDIAN	16,467 sq ft	3,453 sq ft	19%
SUBJECT PROPERTY	23,160 sq	7,465 sq ft	32%

Although the proposed home would be approximately 94% larger than the average size house within the surveyed area, there is one other house in the immediate neighborhood larger than the proposed house (largest house is 10,113 square feet). However, the largest house in the area, is also on the largest lot in the neighborhood (106,757 square feet) and has a much smaller floor area ratio of 9%. The second largest house in the surveyed area is 4,932 square feet and is on a 22,206 square foot lot with a 22% percent floor area ratio. The floor area ratio for the surveyed homes range from 9% to 25%. In terms of size, the house with the proposed addition, is significantly larger in floor area than other homes in the area on comparable size lots. However, staff is not necessarily opposed to the size of the proposed home because, as conditioned, the visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views to the north and the neighboring property directly south is the Suburban Water company property.

Slight Modification

The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet in order to continue the height of the existing house. The existing house is 27'-0" in height as measured from the lowest adjacent grade to the top of the ridge, the proposed addition will be the same height as the existing house. Since the existing house is long-standing, granting of the slight modification is necessary to accommodate the addition.

Subcommittee for Design Review

Since the Conditional Use Permit application requires Planning Commission review and approval, the design review aspect of the project has been forwarded to the Planning Commission to promote efficiency in project review. The following is a discussion of Subcommittee Guidelines for new two-story additions:

1. Design the two-story house or addition so that all setbacks, including second

story, have been met. The proposed two-story single-family homes are in compliance with all applicable setback requirements.

The proposed house complies with all setback requirements. The proposed first story of the house will be 33 feet 5 inches from the front property line, 21 feet 2 inches from the east side property line, and 15 feet 9 inches from the north rear property line. The second story is setback 30 feet 5 inches from the front property line, 21 feet 2 inches from the east side property line, 29 feet 4 inches from the rear property line.

2. In area that is predominantly one story, it is encouraged that the size of the second story be reduced in relation to the ground floor. A smaller second floor will not appear as massive or boxy. (Plate height shall be consistent with the first story of the house)

The subject property is located in a neighborhood that is composed of both single-story and second-story homes. With the proposed addition the house would have a 3,371 square foot first-floor and a 3,142-square foot second floor. The proposed plate height for the second floor is 4 inches lower than the first floor plate height and the proposed first floor area is larger than the second floor area for the proposed home.

3. New two-story additions can result in privacy impacts to neighboring properties. Design the second story to reduce or eliminate the need for windows on the side elevations. High windows that allow light in but restrict views onto neighboring properties may also reduce privacy impacts. In an area that is predominately one story, the elements of the house usually emphasize the horizontal. Many modern two-story designs emphasize the vertical through two-story porches with tall columns, tall windows, and two-story front elevations with no horizontal breaks. These elements are generally out-of-character with a one-story neighborhood.

The proposed two-story home abuts split-level and two-story homes. The proposed addition will not have any privacy impacts to the surrounding neighbors because it overlooks the street and the proposed balcony is oriented towards hill side views to the north.

4. When adding a second-story elevation in a one-story area, it is encouraged to provide a significant second-story setback on the front elevation. By adding back the second story from the first story, the front of the house will fit better in the context of a one-story neighborhood.

The site is located in a predominately two-story neighborhood. The proposed house will provide sufficient first floor and second floor setbacks.

5. In an area that is predominately one story, the addition of a second-story balcony,

especially in a flatland neighborhood, can have an effect on privacy. In these areas, balconies in rear yards are discouraged.

The applicant is proposing balconies on the west side of the proposed house. The proposed balcony will have minimal privacy impacts; the balcony on the west side will be overlooking the back yard and the street.

6. When designing a second-story addition, consider that all sides of the second story are visible. Window treatment on second-story windows is encouraged.

All proposed windows include stucco trim.

7. Discuss your proposed house or addition with adjacent neighbors. An administrative use permit or conditional use permit requires written notification to all property owners and residents within 300-feet of the property.

The city sent out a public hearing notice to 35 property owners and occupants within the 300-foot radius.

8. Landscaping that is removed or destroyed during the construction process shall be replaced prior to final inspection.

The proposal is not removing landscaping.

9. Provide the City-owned parkway width for the strip of property between the private property and the street. (This area is to allow for sidewalks or the widening of the street.)

The applicant has illustrated the city-owned parkway width on the site plan.

REQUIRED FINDINGS

CONDITIONAL USE PERMIT

1. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.

The lot and proposed building are consistent with the Residential Low (1.1-2.0 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of an addition to an existing single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1)

Zone, Area District III.

2. The development utilizes building materials, color schemes and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences.

The existing house features a dutch gable roof . Design Option 1 of the roof design for the proposed addition blends with the existing structure and is consistent with the architectural style of the existing house and homes in the neighborhood. The visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views directed north, the neighboring property directly south is the Suburban Water company property.

3. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.

The existing house is accessible from an existing driveway on Hollencrest Drive and the addition will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks greater than or equal to the minimum required by the Municipal Code. The proposed house with additions does not have any effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.

4. The development can be adequately served by existing or required infrastructure and services.

The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed additions are not anticipated to require additional infrastructure or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

5. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials.

The design of the house has given consideration to the privacy of the surrounding properties in that the area. The area consists of both single-story and second-story homes on hillside lots with sloped topography. The existing house is two-stories. The

majority of all large windows on the proposed addition are facing the side and rear of the house which overlooks the street.

6. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.

The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes remodeling of an existing house and a second-story addition that would not impede any scenic views from surrounding properties.

SLIGHT MODIFICATION

1. There are special circumstances (which may include, but are not limited to, size, shape, topography, location or surroundings) applicable to the property which are not applicable to other property in the property's vicinity under identical zoning classification.

The existing second-story home is over-height and is 27 feet tall; this nonconforming situation on site is longstanding. The proposed second-story addition will match the height of the existing house in order to integrate the addition to the existing structure.

2. As a result of the special circumstances, the strict application of the zoning ordinance deprives the property of meaningful privileges enjoyed by other property in the vicinity and under identical zoning classification.

Given that the existing house exceeds the 25-foot height limit for single-family residential homes by two feet, the approval of a slight modification to allow the addition to exceed the 25-foot height limit is necessary in order for the addition to match the height of the existing house and architecturally integrate/blend well with the existing structure.

3. Such variance is necessary to allow the property in question to have the same substantial property right possessed by other property in the same vicinity and zone.

The slight modification is necessary to allow for the proposed addition to be consistent with the previously approved second-story.

4. The granting of such variance will not be materially detrimental to the public

welfare or materially injurious to residents or owners of nearby properties.

Granting the slight modification will not be materially detrimental or injurious to nearby property owners as the existing house is longstanding and already exceeds the 25-foot height limitation by 2 feet. The addition will match the height of the existing house and building permits will be obtained to allow for the addition.

5. That the granting of such variance shall be consistent with the adopted general plan and any applicable specific plans.

The General Plan land use designation for the site is Neighborhood - Low Density Residential. The height variance is consistent with the General Plan land use designation in that it will not impact the use or increase the density of the site.

6. The variance does not authorize a use or activity which is not otherwise expressly authorized by the zoning regulations governing the parcel of property.

The property is located in the Single-Family Residential zone and is developed with a single-family residential home. The height variance will not change the single-family residential use and zoning of the lot.

ENVIRONMENTAL DETERMINATION

The proposal is considered to be categorically exempt, pursuant to Sections 15301 (Class 1, Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA), as the proposal involves the remodel and additions to an existing structure.

CONCLUSION

The project consists of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 20-07, Slight Modification No. 20-01, and Subcommittee for Design Review No. 20-36 with design Option 1.

LARGE ATTACHMENTS

Due to Covid-19, the set of plans are available for review with a scheduled appointment. Please contact the Planning Division at (626) 939-8422 to schedule an appointment.

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution (CUP)

Attachment No. 2 - Resolution (SM)

REBUTTAL:

The applicant's representative, Mr. Kim, told the Commission that he understands the Commission's concern with students at the tutoring centers/schools being protected from people under the influence; however, he reminded the Commission that the business is a restaurant, not a bar.

Chairperson Heng closed the public hearing.

There was a discussion by the Commission regarding the location of the schools in the shopping center. At the conclusion of the discussion, it was the consensus of the Commission that students at the schools would not be adversely affected by the sales of alcoholic beverages in the restaurant. In addition, the Commission discussed the length of time the restaurant had been operating and Department of Alcoholic Beverage Control regulations due to the Covid-19 pandemic.

Motion by Redholtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6048, approving Administrative Use Permit No. 20-18. Motion carried 3-2 (Kennedy, Holtz opposed.)

This action is final unless appealed to the City Council within ten (10) days.

4. **CONDITIONAL USE PERMIT NO. 20-07
SLIGHT MODIFICATION NO. 20-01
SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-36
CATEGORICAL EXEMPTION**

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000 square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

Commissioner Holtz recused himself because he lives within 300 feet of the project and left the Chambers.

Assistant Planner Camillia Martinez presented the staff report. She reviewed various features of the proposed home and presented two options for the roof design. Staff recommended Option No. 1.

Chairperson Heng opened the public hearing.

PROPOSERS:

Chen Jian spoke to the Commission regarding the request. There was a discussion between Ernesto Esquer, the property owner and the Commission regarding the view and the height of the proposed addition.

OPPOSERS:

Paul Maselbas, resident, spoke to the Commission regarding his concern with the size of the home with the proposed addition. There was a discussion between the opponent and the Commission. Mr. Maselbas requested that story poles be used to measure the size of the proposed addition and determine whether it would block his view.

REBUTTAL:

Gerardo Limon, applicant, addressed the comments by the opponent and agreed to utilize story poles. Fernando Solis spoke to the Commission about the differences in grading in the area.

There was a lengthy discussion by the Commission regarding the testimony in rebuttal to the opponents.

Motion by Jaquez, seconded by Heng, to continue this matter to the December 8, 2020 regular meeting to allow the applicants to install story poles, prepare a presentation of the difference in grades, and prepare an elevation of the new proposed roof line. Motion carried 3-1 (Redholtz opposed, Holtz recused.)

5. CONDITIONAL USE PERMIT NO. 20-10
CATEGORICALLY EXEMPT

APPLICANT: George Botros

LOCATION: 2847 Countrywood Lane

REQUEST: The applicant is requesting a conditional use permit for a Large Home to construct a 196-square foot first floor addition to the existing two-story single-family residence. The house with the proposed addition would be 5,067 square feet, which exceeds the 3,999 square foot maximum unit size by 1,068 square feet.

Assistant Planner Rene Aguilar presented the staff report. He told the Commission this was an extension to the rear of the home to enlarge the kitchen, family room and breakfast area. Staff recommended approval of the project.

Chairperson Heng opened the public hearing.



Story Pole Certification

January 12, 2021

Location: 1208 S Hollencrest Dr
West Covina, CA 91791

To Whom It May Concern:

I, Charles Bonadiman, PLS 8922, hereby attest that I am a Professional Land Surveyor, licensed in the State of California and that I performed an inspection of the story poles erected at 1208 S Hollencrest Dr. I certify the story poles substantially conform to the plans provided by VIEDesign Studio, dated 11.22.2020 as to heights and locations as shown thereon.



PLANNING DEPARTMENT STAFF REPORT

SUBJECT

PRECISE PLAN NO. 20-04

PROJECTS PURSUANT TO A SPECIFIC PLAN

APPLICANT: Charles Chipp Riddle III of Emanate Health

LOCATION: 1115 S. Sunset Avenue

REQUEST: Implementation of Phase I - expansion of the hospital including a new 2-story medical office building, new emergency room and ICU Department, and a new 4 level parking within the 28.78 acre Queen of the Valley Hospital Specific Plan area

BACKGROUND

The Queen of the Valley Hospital (QVH) Specific Plan was originally adopted on April 15, 1987. On November 19, 2019, the City Council adopted the QVH Specific Plan (SP-1) as the zoning for 1115 and 1135 S. Sunset Avenue. The City Council also certified the QVH Program Environmental Impact Report (EIR) which was prepared for the project.

The new Specific Plan allowed for future expansion of the campus from approximately 1.09 million square feet to approximately 1.58 million square feet, for an additional 490,000 square feet of development. The land use plan established three zones: Core Medical (Zone 1), Transitional Office (Zone 2), and Transitional Flex (Zone 3) within the QVH Specific Plan area. These zones would allow for the core hospital facilities and a buffer between the center of campus and the surrounding community. The highest intensity and hospital-related uses would primarily be located in Zone 1. Zone 2 would be of moderate intensity and will primarily consist of medical office uses to provide a transition to the adjacent office uses. Zone 3 would primarily consist of parking and supporting services. This zone has the lowest intensity in the Specific Plan area and will provide a buffer from the neighboring apartment complex and single-family homes across the Walnut Creek Wash to the north.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	General Plan: "Commercial" Zoning: "Specific Plan" (SP-1)
SURROUNDING LAND USES AND ZONING	North: R-1 (Residential Single Family) Apartments and medical offices zoned MF-20 (Residential 20 du/ac), O-P (Office Professional), respectively. South: Medical offices zoned O-P (Office Professional) and N-C (Neighborhood Commercial). East: Single-family homes and a vacant lot across S. Sunset Avenue zoned R-1 (Residential Single Family) and N-C (Neighborhood Commercial), respectively West: Orangewood Park and single-family homes across Walnut Creek Wash zoned O-S (Open Space) and R-1 (Residential Single Family), respectively.
CURRENT DEVELOPMENT	The site is within the Queen of the Valley Hospital (QVH) campus. The QVH site is flat and fully developed with buildings, parking lots, and related improvements and contains no undisturbed land.
LEGAL NOTICE	Notices of Public Hearing have been mailed to 463 owners and occupants of properties within 300 feet of the subject site. The Public Hearing Notice was also published in the newspaper and the City's website. Staff received one letter from the property owner of the adjacent medical office building on Merced with concerns regarding a property line tree (Attachment No. 2).

DISCUSSION

The QVH expansion project, as provided in the QVH Specific Plan, would be accomplished in phases. The applicant proposes to implement Phase 1 of the expansion and is requesting approval of a Precise Plan to construct a 58,868 sq. ft. 2-story medical office building, an addition to the existing hospital building for a new 58,901 sq. ft. 2-story emergency room and ICU unit, a new 398 space 4 level parking structure, and surface parking lot improvements (See Site Plan G0002). These improvements would be located in Zone 1 of the QVH's 3 zones.

The first phase (1A) of new construction would entail construction of a new medical office building and a new multi-story parking structure. This work would include the parking lot on the Sunset Field park property adjacent and to the north of the hospital grounds. The Planning Commission approved the Sunset Field Parking Lot through the use of a Precise Plan No. 20-05 on October 13, 2020. ;Phase 1B would consist of the expansion and new construction of the emergency room and intensive care unit for a total of 66,000 square feet.

The following provides a discussion of characteristics of each of the proposed components of the project. The plans for each project component (medical office building, parking structure and emergency department/intensive care unit) are combined into three Volumes in the Attachment.

Medical Office Building

The site for the medical office building is currently developed with Building F and Building G, which would be demolished to accommodate the medical office building, and Building E, which would be relocated to a different location on a temporary basis. The relocation of Building E is not part of the Precise Plan approval. When the applicant wishes to relocate the building it would either be accomplished with a temporary permit or if the relocated building was going to remain in place for a year or two, a new Precise Plan would be required.

The applicant is proposing the construction of a 58,868 square-foot medical office building. The medical office building would be two stories and approximately 36 feet tall. The medical office building would be set back 162 feet, 11 inches from the northeast property line. The new building would be to the northeast of the existing main building of the QVH.

The new medical office building would include, but not be limited to, operating rooms, waiting rooms, nurses' stations, exam rooms, lounges, offices, supply rooms, equipment rooms, storage, and more. The main entrance would be along the northeast side of the building with a patient drop-off area. The entrance area would include a total of four handicap parking spaces and a total of 22 spaces within an enclosed area (Lot C), surrounded by landscaping. Additional visitor parking spaces would be included in this area along the access road.

Parking Structure

The site for the parking structure is developed with a surface parking lot, and would be redeveloped with a new 4-story maximum of 45 feet tall parking structure. The parking structure would be located to the northwest of the existing main building, adjacent to the new medical

office buildings and separated from it by a landscaped area and a walkway. One of the mitigation measures in the EIR specified that any structures over 45 feet or 3 stories in height that were within 100 feet of the Orangewood Park soccer field, must conduct a shade and shadow analysis prior to the issuance of a building permit. The parking structure is 116 feet, 9 inches from the soccer field so no shade study would be required. The structure is 88 feet, 10 inches from the northwest property line.

Level 1 of the structure would have 63 spaces, including 4 van-accessible spaces; levels 2 and 3 would include 114 spaces each; and level 4 would include 107 spaces, for a total of 398 parking spaces. Surface parking spaces are also provided outside the structure adjacent to the entrance and along the north and west sites of the structure. The parking structure entrance would be along its east elevation.

Emergency Department / Intensive Care Unit

The site for the new Emergency Department/Intensive Care Unit (ED/ICU) building includes an existing building and surface parking, which would also be demolished to accommodate the new structure.

The new two-story ED/ICU would be constructed to the southwest of the existing Education Annex, to the west of the main hospital building, and south of Orangewood Park. The ED/ICU building would be 2-stories at a height of 44 feet. The first and second floors of the new building would be 33,523 square feet and 25,378 square feet, respectively, for a total of 58,901 square feet. The ED/ICU would include a total of 235 on-site parking spaces to accommodate the patients' visitors. Adjacent to the building's entry/exit would be a patient drop-off area and eight ambulance parking spaces (Lot H). There would be landscaping along the entrance, the patient drop-off area, and within the surface parking lot (Lot G and Lot F) across from the ED/ICU building.

Architectural Design

According to the applicant, the concept behind the design of the proposed structures is to establish a cohesive and contemporary design character for the campus that creates a dynamic relationship between the existing and new buildings. Additionally, the design seeks to replace outdated and obsolete buildings with modern facilities that can accommodate innovative therapies for local, national, and international patients. The new facilities would incorporate green building standards and maximize energy efficiency, indoor air quality, energy-efficient lighting, building orientation, and shading through local and state standards and/or through implementation of LEED principles and ensure that new buildings on campus comply with California Green Building Standards Code (CALGreen Code) standards. The existing infrastructure, which requires high maintenance would also be replaced with more efficient, lower-maintenance, and environmentally sensitive systems.

Conceptual Landscape Plan

The drought tolerant landscape plan concept for the proposed Project provides for a hierarchy of landscaping that would create a visually appealing and cohesive environment.

The landscape concept for Phase 1 would include trees, low ornamental grasses, mid-height shrubs, tall shrubs and screens, ground covers, and mixed succulents accent, and specific options are shown on Sheet 1-L001 (Medical Office Building) and Sheet 2-LOO1 (ED/ICU Building) of the project plans.

Landscaping for the medical office building is proposed primarily around the perimeter of the building and the entry. Trees would be planted to screen the drop-off zone and parking structure from the existing residential to the east. Additionally, an 8-foot tall wall and 10 foot wide landscape planter would be installed along the proposed wall abutting existing residential. A total of 42 trees would be planted within the parking lot. A paseo and landscaping comprised to different types of trees, shrubs, and low ornamental ground cover would be installed between the medical office building and parking structure. The ED/ICU would include landscaping around the entry to the facility and the drop-off zone. A total of 38 trees, existing and new, would be included within the parking lot of the ED/ICU.

REQUIRED FINDINGS

The following findings are required to be made in order for the Planning Commission to approve the Precise Plan:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project is a request for a Precise Plan; to implement the Phase 1 expansion of the hospital including a new medical office building, new emergency room and ICU Department, and a new parking structure. The project site is designated as Commercial in the City's General Plan and is zoned Specific Plan (SP-1). The proposed development is consistent with the General Plan land use designation and SP-01 zoning for the site. The proposed project is consistent with the following General Plan policies:

- Our Prosperous Community P2.4 Build on and grow West Covina's regional appeal
- Our Prosperous Community P2.7a Explore health/medical campus opportunities
- Our Prosperous Community P2.9 Support local businesses.
- Our Well Planned Community P3.5 Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue

The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The site is located within the Queen of the Valley Hospital Specific Plan (SP-1) area. As conditioned, the project will comply with all development standards within the Specific Plan.

Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The Queen of the Valley Hospital site is adjacent to a two-story multifamily residential apartment complex to the northeast and single-family residential to the north across Walnut Creek Wash. The project is located in Zone 1 of the Specific Plan. The highest intensity and hospital-related uses would primarily be located in Zone 1. Zones 2 and 3 will provide a buffer from the neighboring apartment complex and single-family homes across the Walnut Creek Wash to the north. The project is designed to be compatible with the uses within the vicinity and would not be detrimental to the public interest, health, safety, and general welfare and would not unreasonably interfere with the use and enjoyment of property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

The proposed project implements Phase 1 expansion of the Hospital, as identified in the QVHSP. The purpose of the proposed project is to replace outdated buildings with modern facilities and amenities that would meet the local, national, and international patient demands. The project would also replace older infrastructure that require high maintenance with more efficient, lower-maintenance, updated, and environmentally sensitive systems that meet the needs of new medical technologies. The project is an infill development and is located within an urbanized area where utility connections are readily available.

The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

All aspects of the site development are compatible with the existing and future land uses and do not interfere with orderly development in the vicinity. All site improvements and proposed landscaping will enhance the overall appearance of the site.

GENERAL PLAN CONSISTENCY

The City's General Plan Land Use Element designates the subject property for Commercial Uses. The project is consistent with the following General Plan policies:

- Our Prosperous Community P2.4 Build on and grow West Covina regional appeal
- Our Prosperous Community P2.7a Explore health/medical campus opportunities
- Our Prosperous Community P2.9 Support local businesses.
- Our Well Planned Community P3.5 Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue

ENVIRONMENTAL DETERMINATION

On November 5, 2019, the City Council certified the "Queen of the Valley Hospital Specific Plan Program Environmental Impact Report" (State Clearinghouse Number 2018101068). The Council found that the Final PEIR was complete and was prepared in compliance with the California Environmental Quality Act (CEQA, *Public Services Code*, Section 21000 et seq.).

CEQA allows for the preparation of an Addendum to a certified EIR (Section 15164 of the CEQA Guidelines, Addendum to an EIR or Negative Declaration) to document minor changes in the project characteristics or environmental conditions under which the project will be developed. An Addendum to the Certified Final PEIR for the proposed Project was prepared in accordance with the provisions of CEQA (*California Public Resources Code*, Sections 21000 et seq.); the State CEQA Guidelines (Title 14, *California Code of Regulations*, Sections 15000 et seq.); and the rules, regulations, and procedures for implementing CEQA as adopted by the City of West Covina. Section 15164(a) of the State CEQA Guidelines states that "the lead agency or a responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred".

In accordance with Sections 15162 and 15164 of the State CEQA Guidelines, based on the analysis and substantial evidence presented in this Addendum, the City has determined there are no new significant environmental impacts resulting from the proposed project. The City has determined that there are no substantial increases in the severity of any previously identified significant environmental impacts and no new mitigation measures are required for the implementation of the proposed Project; there are no changes in circumstances under which the proposed project would be undertaken that would result in new or more severe significant environmental impacts; and there is no new information of substantial importance that would result in one or more new or substantially more severe significant impacts. Therefore, an Addendum is the appropriate environmental documentation for the proposed Project and requested approvals.

STAFF RECOMMENDATIONS

Planning staff recommends that the Planning Commission adopt a Resolution No. 21-6064 approving Precise Plan No. 20-04.

LARGE ATTACHMENTS

- Plans are available to the public for review at West Covina City Hall. Since City Hall is currently closed due to COVID-10, please contact (626) 939-8422 to make arrangements with staff to view the plans.
- The Addendum to the Final EIR, Draft EIR, and Final EIR is available for review on the City's Website at <https://www.westcovina.org/departments/community-development/planning-division/projects-and-environmental-documents>
- The Queen of the Valley Specific Plan is available for review on the City's Website by utilizing the interactive GIS Specific Plan Map at <https://www.westcovina.org/departments/community-development/planning-division/zoning/specific-plans>

Submitted by:

Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Precise Plan Resolution of Approval

Attachment No. 2 - Letter from Neighboring Property Owner

PLANNING COMMISSION

RESOLUTION NO. 21-6064

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 20-04

PRECISE PLAN NO. 20-04

ADDENDUM TO FINAL ENVIRONMENTAL IMPACT REPORT FOR THE QUEEN OF THE VALLEY SPECIFIC PLAN

APPLICANT: Charles “Chipp” Riddle III for Emanate Health

LOCATION: 1115 S. Sunset Avenue

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a precise plan to:

Implement Phase 1 of the Queen of the Valley Hospital Specific Plan - expansion of the hospital including a new 2-story medical office building, new emergency room and ICU Department, and a new 4 level parking within the 28.78-acre Specific Plan area

WHEREAS, on November 5, 2019, the City Council (Council) of the City of West Covina (City) certified the “Queen of the Valley Hospital Specific Plan Program Environmental Impact Report” and found that the Final PEIR was complete and was prepared in compliance with the California Environmental Quality Act (CEQA, Public Resources Code, Section 21000 et seq.); and

WHEREAS, CEQA allows for the preparation of an Addendum to a certified EIR (Section 15164 of the CEQA Guidelines, Addendum to an EIR or Negative Declaration) to document minor changes in the project characteristics or environmental conditions under which the project will be developed; and

WHEREAS, an Addendum to the Final Environmental Impact was prepared for the proposed project pursuant to the requirements of the CEQA in support of the finding that there will not be a significant effect on the environment as a result of this project; and

WHEREAS, the Planning Commission upon giving the required notice did on the 26th day of January 2021, conduct a duly advertised public hearing as prescribed by law to consider said application and Addendum.

WHEREAS, studies and investigations made by this Commission and in its behalf reveal the following facts:

1. The applicant is requesting approval of a Precise Plan to construct a 58,868 sq. ft. 2-story medical office building, an addition to the existing hospital building for a new 58,901 sq. ft. 2-story emergency room and ICU unit, a new 398 space 4 level parking structure, and surface parking lot improvements.
2. Appropriate findings for approval of a precise plan of design are as follows:
 - a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.
 - b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provision of the Municipal Code.
 - c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.
 - d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.
 - e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.
3. Based on the analysis and substantial evidence presented in the Addendum, the City has determined there are no new significant environmental impacts resulting from the proposed project. The City has determined that there are no substantial increases in the severity of any previously identified significant environmental impacts and no new mitigation measures are required for the implementation of the proposed project; there are no changes in circumstances under which the proposed project would be undertaken that would result in new or more severe significant environmental impacts; and there is no new information of substantial importance that would result in one or more new or substantially more severe significant impacts. Therefore, an Addendum is the appropriate environmental documentation for the proposed project and requested approvals; and

NOW, THEREFORE, the Planning Commission of the City of West Covina does resolve as follows:

1. On the basis of the evidence presented, both oral and documentary, the Planning Commission makes the following findings:

- a. The project is a request for a Precise Plan to implement the Phase 1 expansion of the hospital including a new medical office building, new emergency room and ICU Department, and a new parking structure. The project site is designated as "Commercial" in the City's General Plan and is zoned "Specific Plan" (SP-1). The proposed development is consistent with the General Plan land use designation and zoning for the site. The proposed project is consistent with the following General Plan policies:
 - Our Prosperous Community P2.4 Build on and grow West Covina's regional appeal
 - Our Prosperous Community P2.7a Explore health/medical campus opportunities
 - Our Prosperous Community P2.9 Support local businesses.
 - Our Well-Planned Community P3.5 Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue.
- b. The site is located within the Queen of the Valley Hospital Specific Plan. As conditioned, the project will comply with all development standards within the Specific Plan.
- c. The Queen of the Valley Hospital site is adjacent to a two-story multifamily residential apartment complex to the northeast and single-family residential to the north across Walnut Creek Wash. The project is located in Zone 1 of the Queen of the Valley Specific Plan. The highest intensity and hospital-related uses would primarily be located in Zone 1. Zones 2 and 3 will provide a buffer from the neighboring apartment complex and single-family homes across the Walnut Creek Wash to the north. The project is designed to be compatible with the uses within the vicinity and would not be detrimental to the public interest, health, safety, and general welfare and would not unreasonably interfere with the use and enjoyment of property.
- d. The proposed project implements Phase 1 expansion of the Hospital, as identified in the QVHSP. The purpose of the proposed project is to replace outdated buildings with modern facilities and amenities that would meet the local, national, and international patient demands. The project would also replace older infrastructure that require high maintenance with more efficient, lower maintenance, updated, and environmentally sensitive systems that meet the needs of new medical technologies. The project is an infill development and is located within an urbanized area where utility connections are readily available.
- e. All aspects of the site development are compatible with the existing and future land uses and do not interfere with orderly development in the vicinity. All site improvements and proposed landscaping will enhance the overall appearance of the site.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 20-04 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.
3. That the precise plan shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this precise plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
5. That the approval of the precise plan is subject to the following conditions:

PLANNING DIVISION

- a. The project shall comply with plans reviewed by the Planning Commission on January 26, 2021.
- b. These conditions of approval shall be printed on or attached to the working drawings submitted to the Building Division for approval.
- c. The project shall comply with all requirements of the Queen of the Valley Hospital Specific Plan (SP-1) and all other applicable standards of the West Covina Municipal Code.
- d. The applicant shall defend, indemnify, and hold harmless the City of West Covina, 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, approval of this Conditional Use Permit. The City will promptly notify the applicant of any such claim, action or proceeding against the City and will cooperate fully in the defense.
- e. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable

attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

- f. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- g. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).
- h. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.
- i. The applicant shall sign an affidavit accepting all conditions of this approval.
- j. That any proposed change to the approved plans be reviewed by the Planning Division, Engineering Division, Building Division, and Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- k. This precise plan approval does not include the temporary Building E relocation. A Minor Site Plan Review application shall be submitted and approved to allow the temporary relocation of Building E.
- l. Graffiti-resistant coatings shall be used on all walls, fences, sign structures or similar structures to assist in deterring graffiti.
- m. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
- n. All outstanding fees will be due at the time of building permit issuance.
- o. This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.
- p. All approved materials and colors shall be clearly indicated on the plans.
- q. All new ground-mounted, wall-mounted and/or roof-mounted equipment shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.
- r. The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the

Community Development Director prior to the issuance of building permit.
Provide construction details prior to issuance of a building permit.

- s. An outdoor lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.
- t. All new parking lot and other security lighting shall be directed away from surrounding land uses and towards the specific location intended for illumination. State-of-the art fixtures shall be used, and all lighting shall be designed to minimize the production of glare and light spill onto surrounding uses. If light shields are necessary, they shall be painted to match the surface to which they are attached. If any light standards are proposed on the uppermost deck of a parking structure, a photometric study shall be submitted to ensure that direct light rays do not spill onto properties outside of the Specific Plan area.
- u. Parking structure lighting for the upper-most deck shall use low-height bollard style fixtures, under solar canopy fixtures, or low height light poles, and shall be approved by the Community Development Director prior to permit issuance.
- v. All parking lots proposed as part of the expansion shall comply with requirements of the Parking Lot Design and Lighting standards.
- w. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.
- x. That prior to final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and executive order 13-29-15 shall be submitted for all planted areas to be affected by project. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated, and a detailed watering program and water budget shall be provided. All damaged vegetation shall be replaced, and the site shall be kept free of diseased or dead plant materials and litter at all times. The landscape plan shall also include a combination of trees and shrubs to provide screening along the east property line adjacent to the multifamily residential property.
- y. Comply with all requirements of the “Art in Public Places” ordinance (WCMC Chapter 17), prior to the issuance of building permits. Artwork shall be installed or required fee paid prior to issuance of Certificate of Occupancy.
- z. All trees shall be indicated on the grading plan, including trees on, or near the property line on adjacent properties. The trees shall be marked as to whether they

will be preserved or removed. Trees that are preserved should not be topped but should be pruned to preserve their natural form.

- aa. An 8'-0" tall perimeter block wall shall be constructed along the Specific Plan boundary with the multi-family residential use to the north. The block wall shall be constructed of masonry, concrete or decorative block, such as slumpstone or split-face block. The wall shall be installed prior to Building Division permit final inspection of the medical office building.
- bb. Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.
- cc. Prior to requesting a final inspection, the Planning Division shall inspect the development.
- dd. The applicant shall execute an indemnity agreement, in a form provided by the City and approved by the City Attorney, indemnifying the City against any and all actions brought against the City in connection with the approvals set forth herein.
- ee. All approved materials and colors shall be clearly indicated on the plans.
- ff. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to final approval, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Division about the pending expiration of the subject entitlement.
- gg. Comply with all applicable mitigation measures listed in the Queen of the Valley Specific Plan Mitigation Monitoring and Reporting Program Final Program Environmental Impact Report (State Clearinghouse Number 2018101068).
- hh. Rooftop mechanical equipment shall be screened in such a way to visually integrate with the building utilizing architectural screening or raised parapets.
- ii. All outdoor trash areas shall be screened on all sides from public view by a minimum 5'-6" high decorative block wall with a gate constructed of durable materials per the standard Engineering Division plans and shall be consistent with the adjacent architectural or landscape character of the Queen of the Valley Hospital Campus.
- jj. The project shall pay Development Impact Fees of \$1.54 per square foot (or current fee).

ENGINEERING DIVISION

- kk. Project shall be reviewed and approved by the City Traffic Engineer, prior to the issuance of permits. Any mitigation measures shown on the traffic study if any shall be made at the sole cost to the property owner/developer.
- ll. Prior final of the building permit(s), inspection required by Public Works inspector.
- mm. Conduct a sewer capacity study of existing sewer facilities that serve the proposed development. The developer shall either pay in-lieu fees equal to the estimated cost (based on Los Angeles County Land Development Division Bond Calculation Sheets) of the proposed development's percentage of design capacity of the existing sewer system prior to the issuance of building permits or provide sewer improvements to deficient sewer segments serving the subject property to the satisfaction of the City Engineer.
- nn. Prepare a hydrology/hydraulic study of existing and proposed development per the Los Angeles County Hydrology Manual.
- oo. The required street improvements shall include those portions of roadways contiguous to the subject property and include:
- pp. Existing driveway approaches shall be removed and reconstructed to meet current ADA requirements.
- qq. Repair all damaged and off-grade curbs, gutters and sidewalks.
- rr. The developer shall either pay an in-lieu fee equal to the estimated cost of street rehabilitation based on Los Angeles County Land Development Division Bond Calculation Sheets prior to the issuance of building permits or provide street rehabilitation work up to centerline of all streets contiguous to subject property.
- ss. Parking lot and driveway improvements on private property for this use shall comply with Planning Commission Resolution No. 2513 and be constructed to the City of West Covina Standards.
- tt. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.
- uu. A soils erosion and sediment control plan shall be submitted to and approved by the Planning Department and Engineering Division.
- vv. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.
- ww. Provide will serve letter from the water purveyor that services the project area.

- xx. Underground all utility services to the property.

BUILDING DIVISION

- yy. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
- zz. Plans shall be submitted for plan check and required permits shall be obtained from the Building & Safety Division prior to start of construction. Building design shall comply with the 2019 California Building Codes.
- aaa. Separate application(s), plan check(s), and permit(s) is/are required for:
 - 1. Tenant Improvements
 - 2. Grading (see Engineering Division for requirements)
 - 3. Demolition work
 - 4. Retaining walls (see Engineering Division for requirements)
 - 5. Block walls exceeding 6 feet in height
 - 6. Signs
 - 7. Fire sprinkler/Alarm systems (see Fire Department for requirements)
 - 8. Plumbing
 - 9. Mechanical
 - 10. Electrical
- bbb. A soils and geology report is required to address the potential for and the mitigation measures of any seismic induced landslide/liquefaction. Soils report shall address foundation design and site preparation requirements.
- ccc. Sanitation District Industrial Waste approval or waiver is required. Please contact (562) 699-7411, Ext 2900 for additional information.
- ddd. All new on-site utility service lines shall be placed underground. WCMC 23-273.
- eee. Proof of payment of School Development Fees required prior to permit issuance.
- fff. Total plumbing fixtures required shall be determined by California Plumbing Code (CPC).
- ggg. Prior to issuance of building permit, the applicant shall submit and obtain approval for a Waste Management Plan (WMP) for Construction and Demolition providing:
 - 1. Estimated volume or weight of materials that can be reused or recycled.
 - 2. Estimated maximum volume or weight of materials that can be reused or recycled

3. Identify the vendor or facility that the applicant proposes to use to collect and receive the materials.
 4. Estimated volume of waste materials that will be landfilled.
 5. Identify any special or specific activities that will be used to comply with the recycling and disposal requirements.
 6. Submit \$1,000.00 Security Deposit with WMP to the Building & Safety Division
- hhh. Prior to final inspection and approvals, the applicant shall submit documentation and obtain approval from the WMP Compliance Official showing that the Waste Diversion Requirement has been met, and shall include the following information:
1. Receipts from the vendor and/or facility that collected and received each material, showing the actual volume or weight of that material.
 2. A copy of the previously approved WMP for the project adding the actual volume or weight of each material diverted or disposed of at a landfill.
 3. Security Deposit will not be returned until this has been accomplished.
 4. Any additional information the applicant believes is relevant to assist in making the determination that the necessary efforts to comply have been achieved.
- iii. All work shall be completed with a valid permit and in accordance with applicable Building Regulations. Final building inspection and approvals shall be completed prior to the occupancy of the building.
- jjj. Design Considerations - Plan check will include review for compliance with the State of California Accessibility regulations please show the following information:
1. Show accessible path of travel to building entrances connecting the building entrances from the public sidewalk, accessible parking, and other buildings or essential facilities located on the site.
 2. Accessible parking: Ratio for van accessible parking is 1 per 6 accessible spaces. Please revise plans to reflect 1 van accessible space at open parking lot area and 3 van accessible spaces at parking structure.
 3. Note that van accessible spaces require loading space on the passenger side of the vehicle and cannot be a shared 8' space between two van designated spaces.
 4. Please note on parking structure plans: "Parking garages containing accessible parking stalls shall be provided with a vertical clearance of 8'-2" or more."

kkk. The project shall meet the following requirements:

- i) NFPA 13 Fire Sprinkler System (Medical Office Building)
- ii) NFPA 14 – Standpipe System (Parking Structure)
- iii) NFPA 72 – Fire Alarm/Fire Sprinkler Monitoring System
- iv) NFPA 10 – Portable Fire Extinguishers

lll. A new Fire Flow Test shall be required.

mmm. Provide two 26-foot Fire Apparatus Access Roads - with required turnarounds if dead ends are present (See CFC 2019 Appendix D)

nnn. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.

POLICE DEPARTMENT

ooo. CCTV System Requirements

- 720p (1280x720) minimum recording resolution is required. Increased resolution of 1080p (1920x1080) or better is encouraged
- Minimum H.264 video compression, H.265 is also acceptable
- Real-time recording 30 fps per camera @ 720p resolution
- Use caution when purchasing systems, and insure that each camera will be recording at full resolution and frame rate at the minimum spec, whether it's 720p, 1080p, or better. Recording devices often have limitations and will sometimes be advertised as supporting 720p or 1080p, however the advertising doesn't explain that the higher resolution is only for limited channels, and when maxed out will provide reduced resolution
- Minimum 30 day storage retention and archival for each camera (all video) at 720p resolution, 30fps (full frame rate and resolution)
- Design your camera system to insure that the privacy of your patrons is not infringed, and do not view or record areas where your patron(s) would have an expectation of privacy. Typically this is easily resolved by the placement of the camera, and is not an issue. However where this could present a problem as the need for both coverage and privacy exists in the same area, camera technology exists that allows for the best of both worlds. Called 'video masking', 'window blanking', and by other names, it allows the area within a larger view to be masked so that private areas cannot be seen, however surrounding areas can
- The recording device must contain a USB port for police department personnel to easily access system and download video
- Video should be exportable in an open file format

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 26th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: January 26, 2021

Sheena Heng, Chairperson
Planning Commission

Mark Persico, Secretary
Planning Commission

From: [I.TAN](#)
To: [Jo-Anne Burns](#)
Subject: Project plan 1115 S Sunset Avenue (Emanate)
Date: Tuesday, January 19, 2021 8:55:58 AM
Attachments: [Video.mov](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Ms Burns:

I received a copy of the notice of public hearing for the property of Emanate Health. My concern is in regards to the trees that are in between my property 1535 W Merced and the parking lot of Emanate as indicated by the X in the diagram. Since the project will involve the addition of a 4 story structure parking lot, can Emanate take care of the trees that are on their side? These tree's roots have long been destroying the pavement of my parking structure as it created crocodile cracks overtime. Can this be taken cared of by Emanate? Can you bring this Up with them during the hearing as I may not be able to attend that day of January 26?

Thank you so much for your time.

Sincerely,

Ivan Tanchoco
Property Owner 1535 W Merced Avenue West Covina 91790
Great Cove Medical Offices LLC
(626)518-2320

Sent from my iPhone



PROJECT
BOUNDARY

Queen of the Valley Hospital

PROPERTY
BOUNDARY

in the QOV side (X) are not in the project boundary

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 20-15

CATEGORICAL EXEMPTION

APPLICANT: South Hills Animal Hospital (Keun Hyung Park)

LOCATION: 1424 S Azusa Avenue

REQUEST: The applicant is requesting a Conditional Use Permit to allow the operation of a veterinary hospital, South Hills Animal Hospital. The veterinary hospital will be located within an existing 2,305 square-foot tenant space.

BACKGROUND

The applicant is requesting approval of a Conditional Use Permit for the use of a veterinary hospital at 1424 S. Azusa Avenue, that will be called "South Hills Animal Hospital." The subject property is in the "Neighborhood Commercial" Zone and is located on the northeast corner of S. Azusa Avenue and E. Aroma Drive in the South Hills Plaza shopping center.

South Hills Animal Hospital has been operating in a different tenant space within South Hills Plaza (1414 S Azusa Avenue Suite # 13) since 1982. Conditional Use Permit No. 246 was approved for the veterinary hospital use on March 17, 1982. South Hills Animal Hospital is proposing to relocate to a larger tenant space within the same shopping center.

Item	Description
Zoning and General Plan	Zoning: Neighborhood Commercial (N-C) General Plan: Commercial (C)
Surrounding Land Uses and Zoning	North: Single-Family Residential (R-1) East: Single-Family Residential (R-1); Multi-Family Residential (MF-15) South: Multi-Family Residential (MF-20) West: Single-Family Residential (R-1); Multi-Family Residential (MF-15)
Current Development	South Hills Plaza (Shopping Center)
Legal Notice	Public Hearing Notices have been mailed to 610 owners and occupants of properties within 300 feet of the subject site.

DISCUSSION

The applicant is requesting approval to operate a full-service veterinary hospital for domesticated household pets. The veterinary hospital will be located within an existing 2,305 square-foot vacant tenant space. The shopping center is immediately adjacent to single-family residential neighborhoods to the north and east. The parking for the subject property and other retailers within the shopping center is shared by the tenants and their customers.

The applicant has indicated that the veterinary hospital will be open six (6) days per week. Business hours will be Monday through Friday from 8 a.m. to 6:00 p.m. and Saturday from 8:30 a.m. to 1 :00 p.m. There will be a maximum of five (5) employees working at the veterinary hospital at any given time. South Hills Animal Hospital is a full-service hospital that welcomes both emergency treatment cases and pet patients in need of routine medical, orthopedic, and soft tissue surgical and dental care. They also offer radiology, vaccinations and therapeutic laser treatment.

Parking

Staff reviewed the site plan and found that there are 460 parking spaces provided. Based on the uses occupying the center, the parking requirement is 435 parking spaces. The shopping center does include parking spaces in the rear of the shopping center behind the subject tenant space.

The applicant is proposing a maximum of five (5) staff members. The tenant space is 2,305 square feet and would require nine (9) spaces based on the parking calculation for general commercial uses (1 parking space for every 250 square feet of floor area). This is the same amount of parking spaces that would be required for a retail store, which would be allowed by right. In order to use the existing parking lot efficiently and to alleviate any parking impacts that the proposed use may cause, conditions have been added requiring employees to park in the rear parking spaces of the center, requiring staff to closely monitor any parking complaints resulting from the proposed use and require Planning Commission review to modify or impose new conditions of approval if issues remain unresolved.

REQUIRED FINDINGS

Findings necessary for the approval of a Conditional Use Permit are as follows:

a. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community.

The proposed use is consistent with the "Commercial" General Plan designation and the "Neighborhood Commercial" Zone. A "Neighborhood Commercial" Zone is composed primarily of moderate-intensity retail, recreational, and business office land uses. The proposed use is a veterinary hospital with a floor area of 2,305 square feet. The veterinary hospital would be known as South Hills Animal Hospital and would provide veterinary services to domesticated household pets. The proposed use is on the northeast corner of Azusa Avenue and Aroma Drive. The veterinary hospital use would be located near single-family and multi-family residences, where it would be a convenience for the neighboring communities and families. The proposed veterinary hospital use meets all the applicable requirements of the "Neighborhood Commercial" Zone.

b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.

The proposed veterinary hospital use will occupy an existing vacant tenant space. The business hours are Monday through Friday from 8 a.m. to 6:00 p.m. and Saturdays from 8:30 a.m. to 1 :00 p.m. With the conditions of approval, the proposed veterinary hospital will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

c. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.

The existing building and site is adequate in size and designed to accommodate the proposed veterinary hospital use. As conditioned, sufficient parking exists on the site to accommodate the veterinary hospital use and other tenants within the shopping center.

d. That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets.

The subject property abuts South Azusa Avenue and East Aroma Drive. The site can be accessed via South Azusa Avenue and East Aroma Drive. The proposed veterinary hospital use will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

e. That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.

Granting the conditional use permit for the proposed use of a veterinary hospital would allow the opportunity for the surrounding community to have access to a pet health care. The proposed veterinary hospital use would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the policies and actions of the General Plan.

GENERAL PLAN CONSISTENCY

The City's General Plan Land Use Element designates the subject property for Commercial Uses. The project is consistent with the following General Plan policies:

Policy 2.1 Maintain and enhance the City's current tax base.

Policy 2.4 Build on and grow West Covina's regional appeal.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15303 (Class 1, Existing Facilities) in that it consists of minor alterations of the existing structure in order to operate the requested use.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt Resolution No. 21-6025 approving Conditional Use Permit No. 20-15.

LARGE ATTACHMENTS

Plans - Due to COVID-19, the set of plans are available for review with a scheduled appointment. Please contact the Planning Division at (626) 939-8422 to schedule an appointment.

Submitted by: Miriam Machado, Planning Intern

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Business Operation Plan



12/16/2020

RE: Conditional use Permit No. 20-15
1424 S Azusa Ave (South Hills Animal Hospital)

Dear Camillia Martinez,

Thank you for reviewing our application for the operation of an animal hospital (South Hills Animal Hospital). As requested, the following is additional information needed to complete our application:

Business Operation Plan:

- a. The maximum number of employees working at any given time is **5**.
- b. Our hours of operation are **Monday-Friday 8 AM-6 PM** and **Saturday 8:30 AM-1 PM, Sundays-closed**.
- c. We anticipate our busiest hours to be **Monday-Friday 9:30 AM-10:30 AM** and **2:30 PM-3:30 PM, Saturday 9:30 AM-10:30 AM**.
- d. South Hills Animal Hospital is a full service cat and dog hospital and welcomes both emergency treatment cases as well as pet patients in need of routine medical, orthopedic, and soft tissue surgical and dental care. We also offer radiology, vaccinations and therapeutic laser treatment.

We appreciate your time reviewing our application, Please let us know if there is anything else. Thank you.

Sincerely,

Keun Hyung Park, D.V.M.
1414 S Azusa Ave, Ste B-13
West Covina, CA 91791
(626) 919-7661 Fax (626) 919-4076
southhillsanimalhospital@gmail.com

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-24

CATEGORICAL EXEMPTION

APPLICANT: ELEANOR REYES

LOCATION: 304 S LARK ELLEN AVENUE

REQUEST: The applicant is proposing to convert an unpermitted patio cover into a 375-square foot family addition located on the northwest side of the existing single-story residence.

BACKGROUND

The Subcommittee initially reviewed the project during its July 14, 2020 Design Review meeting (Minutes are included in the report as Attachment No. 1). The Design Review Subcommittee members were Commissioners Jaquez and Redholtz.

Both Commissioner Redholtz and Jaquez felt that the design of the addition is not consistent with the scale and design of the existing house because the roof of the addition is higher than the rest of the house and the existing CMU wall that is proposed to remain negatively impacts the aesthetics of the home's front façade.

Ms. Eleanor Reyes, property owner, was present. Ms. Reyes asked the subcommittee to allow her to keep the existing roof-line of the proposed addition because the additional cost to lower/revise the roof-line would be a financial burden. Ms. Reyes stated that she is willing to remove the CMU wall if the subcommittee allows her to keep the roof as proposed.

The Subcommittee voted unanimously to require 1) the roof of the addition to be lowered to match the height of the existing house, and 2) remove the existing CMU wall (family room wall was proposed to be directly adjacent to the existing block wall). The applicant asked for the project to be forwarded to the Planning Commission without any changes.

The project was not reviewed by the Planning Commission because the applicant worked on exploring the possibility of revising the plans to comply with the changes requested by the Design Subcommittee.

DISCUSSION

The project site is located on the southeast corner of Lark Ellen Avenue and Stuart Avenue. The front entry of the existing house is oriented towards Lark Ellen Avenue, while its driveway and garage is accessible via Stuart Avenue.

The project involves the conversion of an existing unpermitted patio cover into a 375-square foot family room addition to the existing 1,058-square foot house. The project requires Subcommittee Design Review because it is visible from the public right-of-way.

The applicant has revised the plans to partially comply with the Subcommittee recommendations: the revised plans include the removal of the CMU block wall, but the roof-line of the family room addition remains higher than the existing house. The roof ridge of the family room addition is 2'-2" higher than the ridge of the existing house.

According to the applicant, she has looked into revising the roof design to match the height of the existing house. However, the cost of reconstructing the roof of the addition would make the project financially not feasible. The applicant has attempted to make changes to the original design that would make the proposed addition more aesthetically compatible with the existing house: 1) the applicant has added wood siding, and 2) added a window along the front elevation.

CONDITIONS OF APPROVAL

1. Comply with plans approved by the Planning Commission on January 26, 2021.
2. The project shall comply with all requirements of the "Single-Family Residential" (R-1) zone, Area District I and all other applicable standards for the West Covina Municipal Code.
3. The approval is for the construction of a 375- square foot family room addition to the existing single-story house.
4. Alternative materials will be incorporated to the front elevation of the single-story residence.
5. Any proposed changes to the approved site plan, floor plan, and/or elevations shall be reviewed by the Planning Division, and the written authorization of the Community Development Director shall be obtained prior to implementation.
6. Obtain all applicable permits from the Building Division. The applicant shall comply with the Building Code as administered by the Building Official.
7. Submit and obtain all applicable approvals from the Engineering Division. Engineering Division requirements may be set upon future review of the project prior to Building Permit issuance.
8. This approval shall become null and void if the building permit is not obtained within one (1) year of the date of this approval.

BUILDING DIVISION CONDITIONS:

1. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
2. Building design shall comply with the 2020 County of Los Angeles Building Codes and 2019 California Energy and Green Building Standards Codes. Plans shall be submitted for plan check and required permits shall be obtained from the Building & Safety Division prior to start of construction.
3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - a. Grading/Drainage
 - b. Demolition Work
 - c. Fire sprinkler/Alarm systems (See Fire Department for requirements)

4. Complete structural plans with calculations by California licensed architect or registered engineer will be required for use of existing masonry wall as permanent part of the dwelling construction. Submit design for review at formal plans review.

5. Use of existing masonry wall will require masonry wall foundation and wall construction to be verified and certified by an approved testing laboratory.

6. All building foundations shall be supported on certified compacted fill material or embedded a minimum of 18 inches into certified natural soils. A soils and geology report may be required to address the potential for and the mitigation measures of any seismic induced liquefaction.

7. All work shall be completed with a valid permit and in accordance with applicable Building Regulations.

FIRE DEPARTMENT:

1. Hard-wired smoke detectors/Carbon Monoxide detectors with battery back-up

2. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) in that it consists of an addition that will not result in the increase in floor area of the existing house of not more than 50-percent.

STAFF RECOMMENDATIONS

Staff is recommending that the Planning Commission approve the proposed house as designed which is in accordance with the Subcommittee for Design Review Guidelines (Attachment No. 2). Alternatively, the Planning Commission could require the applicant to lower the addition's roof line to match the existing house, or other alternative design changes.

LARGE ATTACHMENTS

Plans are available for review at the West Covina Planning Division Room 208, West Covina City Hall, 1444 W. Garvey Avenue South. Any member of the public wishing to review the plans should make arrangements with the Planning Division by contacting (626) 939-8422.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Subcommittee Design Review Meeting Minutes

Attachment No. 2 - One Story Design Guidelines

Design Review Subcommittee Guidelines for One-Story Houses and Additions

- Design the house so that all setbacks have been met.
 - Design the front and any other visible elevations especially corner houses with a variety of materials. Most houses have the exterior elevations that are primarily stucco. Providing an alternative material such as stone, wood (or simulated wood product) or brick will provide a more aesthetic elevation. (Where alternative material is at the corner, material should wrap around 24 inches on the side.)
 - Design the house to fit into the architectural context of the surrounding neighborhood.
 - Front porch rooflines should be lower in height than the main portion of the roof.
 - Window treatment on windows are encouraged including stucco popouts, wood trim, potshelves, shutters, recessed windows, etc. or provide a variety of window types (bay windows, octagonal windows, other shapes, etc.) Consider painting window treatment in contrasting color to the house.
 - Provide the City-owned parkway width for the strip of property between the private property and the street. (This area is to allow for sidewalks or the widening of the street.)
 - A water heater enclosure should be constructed to match the colors and materials of the house. (Especially for water heaters added outside of the house located on a corner lot.)
 - If the roof pitch is being raised, consider designing the new pitch to allow the attic space to accommodate a central air conditioning/heating system.
 - Landscaping that is removed or destroyed during the construction process shall be replaced prior to final inspection.
 - In an area that is predominantly developed with rear-entry garages, no garage doors should be installed on the front of the house.
-

City of West Covina
A G E N D A

ITEM NO. 6. a.

DATE: January 26, 2021

TO: Planning Commission

FROM: Planning Division

SUBJECT: Forthcoming - February 9, 2021 and February 23, 2021

Attachments

Forthcoming 2.9.21

AGENDA NO. 6. a.

DATE: January 26, 2021

FORTHCOMING PLANNING COMMISSION HEARING

February 9, 2021

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None

February 23, 2021

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None