



CITY OF WEST COVINA

PLANNING COMMISSION

OCTOBER 12, 2021, 7:00 PM
REGULAR MEETING

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

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

Members of the public may also watch the Planning Commission meeting live on the City's website at:

<https://www.westcovina.org/departments/city-clerk/agendas-and-meetings/current-meetings-and-agendaswww.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.

EMAILED PUBLIC COMMENT:

Members of the public can submit public comments to the Planning Division via e-mail at Planning_Dept@westcovina.org. The subject line should specify Oral Communications 10/12/2021. Please include your full name and address in your e-mail. All emails received by 5:00 P.M. on the day of the Council 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.

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 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. 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 Division 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

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, September 28, 2021
Special Meeting, October 4, 2021

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 - None

NON-HEARING ITEMS

- (1)
SIGN ADMINISTRATIVE REVIEW 21-01
APPLICANT: Jollibee
LOCATION: 100 North Barranca Street
REQUEST: Appeal approval of an illuminated building identification wall sign.

2. **CONSIDERATION OF AN APPEAL OF SIGN ADMINISTRATIVE REVIEW (SAR) 21-01 APPROVAL FOR A 249-SQUARE FOOT WALL SIGN LOCATED AT THE SOUTH SIDE OF THE HIGH-RISE OFFICE BUILDING AT 100 N. BARRANCA STREET**

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 agendize the matter for a future meeting.

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

- a. Forthcoming - October 26, 2021

4. **CITY COUNCIL ACTION:**

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

ADJOURNMENT

ITEM NO. 1.

DATE: October 12, 2021

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, September 28, 2021
Special Meeting, October 4, 2021

Attachments

Minutes - 9.28.21

Minutes 10.4.21

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

A G E N D A

DATE: October 12, 2021

ITEM NO.: 1

**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, September 28, 2021**

Regular meeting of the Planning Commission – Called to order at 7:00 p.m.in the West Covina Council Chambers.

The Commission observed a moment of silent prayer/meditation.

Commissioner Lewis lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Becerra, Gutierrez, Williams, Lewis

Absent: None

City Staff Present: Hildebrand, Morales, Burns

APPROVAL OF MINUTES:

1. Regular meeting, August 24, 2021
Special meeting, September 8, 2021

The minutes of the Regular meeting, August 24, 2021 and the minutes of the Special meeting, September 8, 2021 were approved as presented.

OTHER MATTERS OR ORAL COMMUNICATIONS

None

PUBLIC HEARINGS

3. **CONDITIONAL USE PERMIT NO. 21-05 (Heard out of order.)
CATEGORICAL EXEMPTION
APPLICANT: Chadi Zein for Jasmine's Café
LOCATION: 1240 Lakes Drive #C
REQUEST: The project is for a Conditional Use Permit to allow for the "on-sale" service of beer and wine (Type 41 Alcohol License) and to allow the use of hookah with the operation of a restaurant.**

Jo-Anne Burns, Planning Manager, presented the staff report.

Chairperson Becerra opened the public hearing.

PROPONENTS:

Chadi Zein, applicant, spoke in favor of the request.

OPPONENTS:

None

Chairperson Becerra closed the public hearing.

Discussion by the Commission.

Motion by Becerra, seconded by Heng, to waive further reading and adopt Resolution No. 21-6099 approving Conditional Use Permit No. 21-06. Motion carried 4-1, Gutierrez abstained.

Chairperson Becerra said this action is final unless appealed to the City Council within ten days.

2. MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT
GENERAL PLAN AMENDMENT NO. 20-03
ZONE CHANGE NO. 20-04
PRECISE PLAN NO. 20-48
TREE REMOVAL PERMIT NO. 21-12
TENTATIVE PARCEL MAP NO. 83444
DEVELOPMENT AGREEMENT NO. 21-01
APPLICANT: Scott Murray, Greenlaw Partners
LOCATION: 1211 E. Badillo Street
REQUEST: The applicant is requesting approval of a precise plan to repurpose an existing building and parking lot for use as an Amazon Delivery Station. The project included a general plan amendment to change the land use designation from Civic: Public Institution to Industrial, a zone change to change the land use designation from SP-11, Faith Community Church to Manufacturing (M-1), a parcel map to combine two existing lots, a tree removal permit to remove significant trees on-site, and a Development Agreement.

Joyce Parker-Boslinski, Contract Planner, presented the staff report. Jim Hunter, representing Psomas, presented the Environmental Impact Report and CEQA Document

Chairperson Becerra opened the public hearing.

PROPONENTS:

Donald Lamm, representing Scott Murray and Greenlaw Partners, spoke in favor of the project.

OPPONENTS:

Percy Martinez, Michael Van Raalte, Sheri Orellana, Brandy Davis, Bill Robinson, Cheryl Perez, Steve Pritchard, Alfonso Contreras, Christine Carrillo, Tobias (no last name given), Elisa Paster representing the owner of the Lark Ellen Property Development, J.D., and Christine Carrillo spoke in opposition to the project.

REBUTTAL:

Donald Lamm rebutted testimony by the opponents.

Chairperson Becerra closed the public hearing.

Discussion by the Commission.

Motion by Gutierrez, seconded by Heng, to continue this matter at a special meeting on Monday, October 4, 2021 at 7 p.m. Motion carried 3-2 (Becerra, Lewis opposed.)

Chairperson Becerra called a recess.

Chairperson Becerra reconvened the meeting.

4. CODE AMENDMENT NO. 20-04
GENERAL EXEMPTION

LOCATION: Citywide

REQUEST: The proposed code amendments consist of amendments to the Zoning section of the West Covina Municipal Code to modify development standards within the Residential Agricultural (RA) and Single-Family Residential (R-1) zones.

Planning Manager Jo-Anne Burns presented the staff report.

Chairperson Becerra opened the public hearing.

PROPONENTS:

No one spoke in favor.

OPPONENTS:

No one spoke in opposition.

Chairperson Becerra closed the public hearing.

Discussion by the Commission.

Motion by Heng to continue this matter to a date uncertain. Motion dies for lack of a second.

Motion by Lewis, seconded by Gutierrez, to waive further reading and adopt Resolution No. 21-6100. Motion carried 4-1, (Heng opposed.)

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

NON-HEARING ITEMS

5. DEVELOPMENT CODE UPDATE SUBCOMMITTEE MEMBER SELECTION

Commissioner Gutierrez and Chairperson Becerra were appointed to the Development Code Update Subcommittee.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

None

6. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

State of the City and Employee Recognition Dinner, October 14, 2021.

Saturday, October 1, 2021 – Career and Resource Fair at the Senior Center with Senator Rubio.

Open House at Fire Station 2 on Saturday, October 1, 2021 10 a.m. to 4 p.m.

7. CITY COUNCIL ACTION:

None

ADJOURNMENT

Chairperson Becerra adjourned the meeting at 10:56 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

ADOPTED AS SUBMITTED ON:

ADOPTED AS AMENDED ON:

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

A G E N D A

DATE: October 12, 2021

ITEM NO.: 1

**MINUTES
SPECIAL MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Monday, October 4, 2021**

Special meeting of the Planning Commission – Called to order at 7:00 p.m.in the West Covina Council Chambers.

The Commission observed a moment of silent prayer/meditation.

Commissioner Heng lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Becerra, Gutierrez, Williams, Lewis

Absent: None

City Staff Present: Hildebrand, Morales, Burns, Robbins, Parker-Boslinski, Hunter

CONTINUED PUBLIC HEARING:

1. MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT
GENERAL PLAN AMENDMENT NO. 20-03
ZONE CHANGE NO. 20-04
PRECISE PLAN NO. 20-48
TREE REMOVAL PERMIT NO. 21-12
TENTATIVE PARCEL MAP NO. 83444
DEVELOPMENT AGREEMENT NO. 21-01
APPLICANT: Scott Murray, Greenlaw Partners
LOCATION: 1211 E. Badillo Street
REQUEST: The applicant is requesting approval of a precise plan to repurpose an existing building and parking lot for use as an Amazon Delivery Station. The project included a general plan amendment to change the land use designation from Civic: Public Institution to Industrial, a zone change to change the land use designation from SP-11, Faith Community Church to Manufacturing (M-1), a parcel map to combine two existing lots, a tree removal permit to remove significant trees on-site, and a Development Agreement.

Joyce Parker-Boslinski, Contract Planner and Jana Robbins, Traffic Engineer, presented the staff report.

Chairperson Becerra reopened the public hearing.

PROPOSERS:

Donald Lamm and Huberto Quintana, representing the applicant, Adam Hyland, Brian Lopez, Dirk Johnson, Robert Manhart, Abel Jimenez, Chris Martin, Chris Metzger, Daniel Nichols, Jeremy Beck, Rene Lopez, March Pacheco, Cody L. Yam, Jason Kinoshita, David Jr. Valadez, Jeff Hollenbeck, David Valadez and Joel Arroyo spoke in favor of the request.

OPPOSERS:

Christie Carrillo, Jen Liu, Roy Hernandez, Claudia Magana, Sandra Vega, Ron Herrera, Jocelyn Ruiz, Bill Robinson, Jerri Potras, Martha Miranda, Manuel Roman, Percy Martinez, Charlie Perez, Patricia Hernandez, spoke in opposition to the request.

Steve Bennett stated he was neutral and offered comments regarding the project.

REBUTTAL:

Donald Lamm rebutted the testimony of the opposers.

Chairperson Becerra closed the public hearing.

Discussion by the Commission. Commissioner Lewis asked that the following be added to the motion for approval:

- If the operator exceeds the allowable trips the City may impose a penalty and/or injunctive relief.
- A restriction of drone usage on the site.
- Amend the Development Agreement to move the van driveway and drive aisle away from the Lark Ellen properties so that it is 3 parking spaces away.
- Amend the agreement so that compensation to the city is for the twenty-year term of the agreement.
- Operator should provide information regarding all consultants, contractors and self-employed drivers required to have business licenses.
- Limit hours of operation in the van parking lot area.
- Limit vehicle idling on-site so residents nearby will not be affected.

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6093, recommending certification of the Mitigated Negative Declaration of Environmental Impact for General Plan Amendment No. 20-03, Zone Change No. 20-04, Precise Plan No. 20-48, Tentative Parcel Map No.

83444, and Development Agreement No. 21-01, pursuant to the Environmental Quality Act of 1970, as amended. Motion carried 5-0.

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6094, recommending to the City Council, approval of General Plan Amendment No. 20-03, as amended. Motion carried 3-2, (Heng, Lewis opposed.)

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6095, recommending to the City Council, approval of Zone Change No. 20-04. Motion carried 3-2, (Heng, Lewis opposed.)

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6096, recommending to the City Council, approval of Precise Plan No. 20-08 and Tree Removal Permit No. 21-12 at 1211 E. Badillo Street., as amended. Motion carried 5-0.

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6097, recommending to the City Council approval of Tentative Parcel Map No. 83444, as amended. Motion carried 5-0.

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 21-6098, recommending to the City Council approval of Development Agreement No. 21-01, a development agreement between the City of West Covina and AG West Covina Owners, LLC for the Development of the Amazon Delivery Station DAX9 Project, as amended. Motion carried 5-0.

Chairperson Becerra said final action will be taken at a public hearing before the City Council on a date to be determined.

NON-HEARING ITEMS - None

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS - None

2. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

State of the City Address and Employee Appreciation Dinner will be held on Thursday, October 14, 2021.

3. CITY COUNCIL ACTION:

Second reading of Ordinance No. 2487, Overlay Zone for the Auto Plaza will be read at the October 5, 2021 City Council meeting.

ADJOURNMENT

Chairperson Becerra adjourned the meeting at 10:45 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

ADOPTED AS SUBMITTED ON:

ADOPTED AS AMENDED ON:

City of West Covina
Memorandum
A G E N D A

ITEM NO. 2.

DATE: October 12, 2021

TO: Planning Commission

FROM: Planning Division

**SUBJECT: CONSIDERATION OF AN APPEAL OF SIGN ADMINISTRATIVE REVIEW (SAR) 21-01
APPROVAL FOR A 249-SQUARE FOOT WALL SIGN LOCATED AT THE SOUTH SIDE
OF THE HIGH-RISE OFFICE BUILDING AT 100 N. BARRANCA STREET**

BACKGROUND:

The project site is a 1.42 acre lot located on the northeast corner of N. Barranca Street and E. Garvey Avenue North in the "Regional Commercial" (R-C) zone. The site is developed with a 226,110 square-foot 13-story office building with existing "Jollibee" wall signage located on the east and west side.

On July 29, 2021, a SAR application was submitted for a 249.37-square foot internally illuminated channel letter "P.K. Schrieffer LLP" wall sign located on the south side of the subject building (the plans are included as Attachment No. 1). The proposed signage was approved by the Community Development Director on August 5, 2021 (the copy of the approval letter is included as Attachment No. 2). The following week, submittal of an application for a "Jollibee" wall sign on the same location was attempted. The applicant for the "Jollibee" sign was informed that another sign was approved on the same location. Both the "P.K. Schrieffer LLP" and "Jollibee" signage applicants expressed that they received approval from the property owner to install their respective signs on the same location (a copy of the P.K. Schrieffer LLP lease agreement is included as Attachment No. 3). Typically, this is a civil matter that should be discussed between the property owner and its tenants. However, the City's Municipal Code does allow citizens to file appeals of decisions that they do not agree with.

On August 13, 2021, Jollibee filed an appeal of the Director's approval of SAR No. 21-01 approving the "P.K. Schrieffer LLP" wall sign (the appeal letter is included as Attachment No. 4).

DISCUSSION:

Per West Covina Municipal Code (WCMC) Section 26.341(b), signage at the top of a multi-story office building is referred to as "a building identification" sign. The maximum building identification sign area is three (3) square feet for every lineal foot of building frontage, with a 5-percent increase for each story above the 4th story (subsection d provides an additional 250 square feet sign area bonus for buildings 150,000 square feet or larger). The street frontage along E. Garvey Avenue North is 125 feet. The maximum allowed signage on the south side of the building is 543.75 square feet.

The "P.K. Schrieffer LLP" sign was approved by the Community Development Director because the signage complies the WCMC. The First Amendment to the United States Constitution prohibits municipal governments from regulating the content of signage. The City is limited to regulating the size of the sign, location, and aesthetics (i.e. color, font, material, lighting).

ENVIRONMENTAL REVIEW

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 the installation of signage on an existing building. The project does not involve any expansion of use or additions to the existing building.

OPTIONS

The Planning Commission has the following options:

1. Deny the appeal and uphold the Community Development Director's approval of SAR No. 21-01; or
2. Deny the appeal and uphold the Community Development Director's approval of SAR No. 21-01 with added/revised conditions of approval; or
3. Approve the appeal and overturn the Community Development Director's approval of SAR No. 21-01

RECOMMENDATION:

Staff is recommending that the Planning Commission deny the appeal and uphold the Community Development Director's approval of SAR No. 21-01.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Plans

Attachment No.2 - Approval Letter

Attachment No. 3 - PK Schrieffer Lease Agreement

Attachment No. 4 - Appeal Letter




P.K. SCHRIEFFER LLP

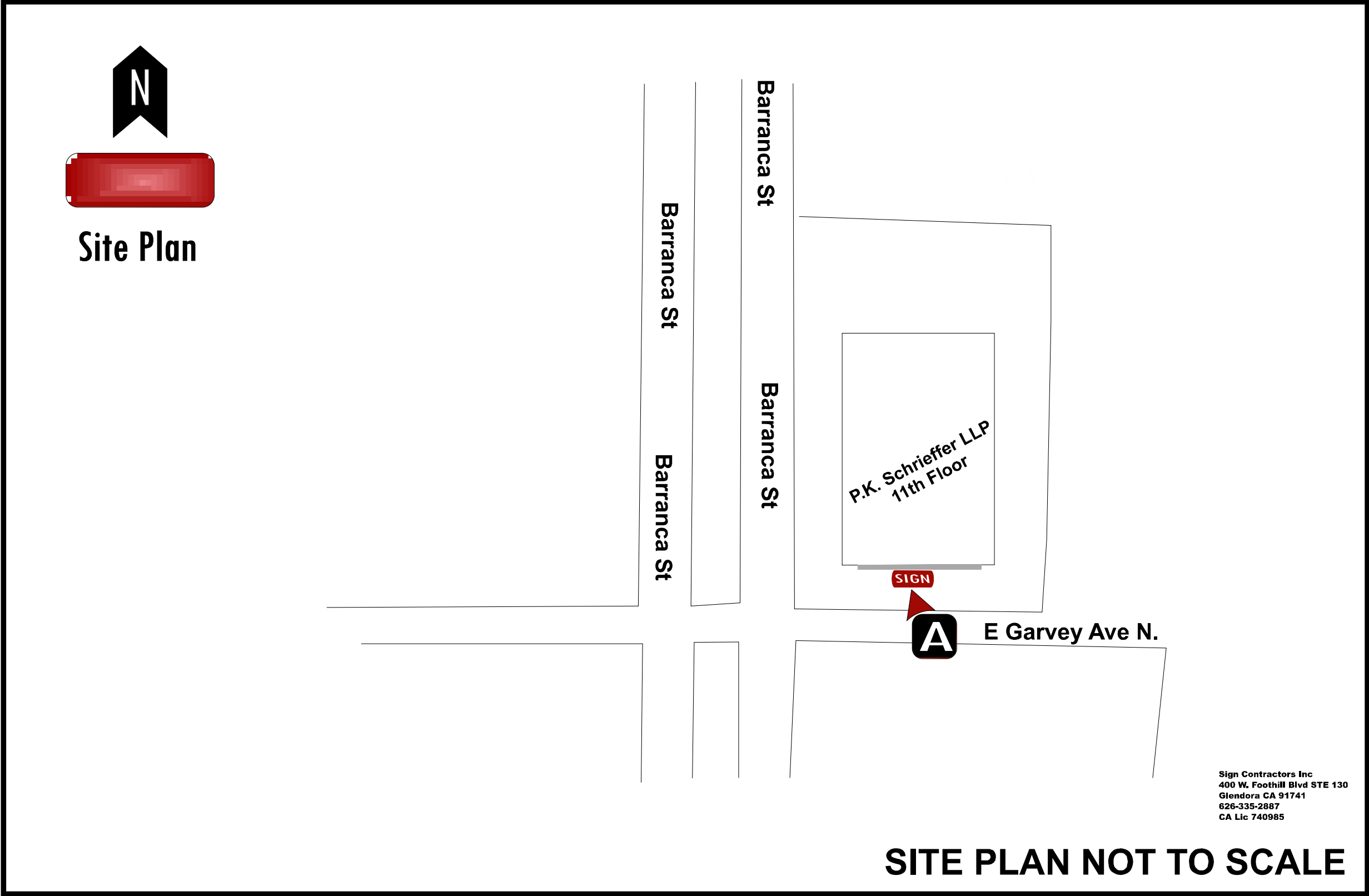
100 Barranca St # 1100, West Covina, CA 91791

June 18-2021

Sign Contractors Inc
400 W. Foothill Blvd STE 130
Glendora CA 91741
626-335-2887
CA Lic 740985



Date:	Project Name:	This is an original, unpublished drawing created by R&R Custom Signs. It is submitted for your personal use in conjunction with a project being planned for you by R&R Custom Signs, and shall not be reproduced, used by or disclosed to any firm or corporation for any purpose whatsoever without written permission.	First Revision	<input type="checkbox"/>	The requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This Includes proper grounding and bonding of the sign. 
Scale: As noted	Address:		Second Revision	<input type="checkbox"/>	
Drawn by: Sign Contractors Inc.			Third Revision	<input type="checkbox"/>	



SCOPE OF WORK		
Sign Type	Description	Page
	Cover Page	1
	Site Plan	2
A	South Elevation	3
A	South Elevation Design	4



	Project Name:	This is an original, unpublished drawing created by R&R Custom Signs. It is submitted for your personal use in conjunction with a project being planned for you by R&R Custom Signs, and shall not be reproduced, used by or disclosed to any firm or corporation for any purpose whatsoever without written permission.	First Revision <input type="checkbox"/> Second Revision <input type="checkbox"/> Third Revision <input type="checkbox"/>	The requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.
Scale: As noted	Address:			
Drawn by: Sign Contractors Inc.				

A

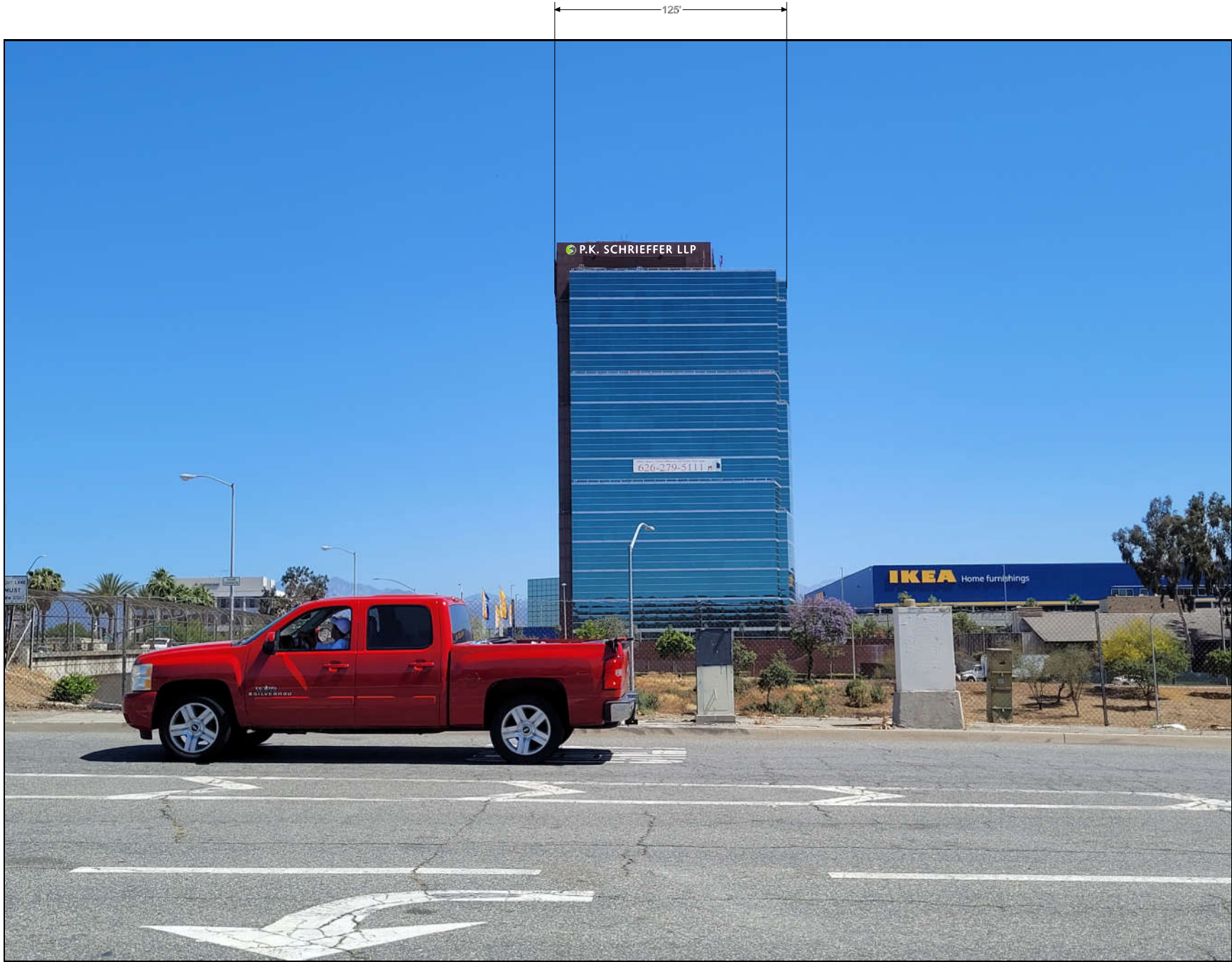
Internally Illuminated Channel Letters

1 unit required

SOUTH ELEVATION

P.K. SCHRIEFFER LEASES THE ENTIRE 11TH FLOOR

Proposed Sign



One 120v/10a dedicated circuit needed or sign. Tenant is responsible for all power needs for sign. Installer will only wire to power 10' from sign.

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and other applicable local codes.


The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.

 Underwriters Laboratories Inc.
LISTED

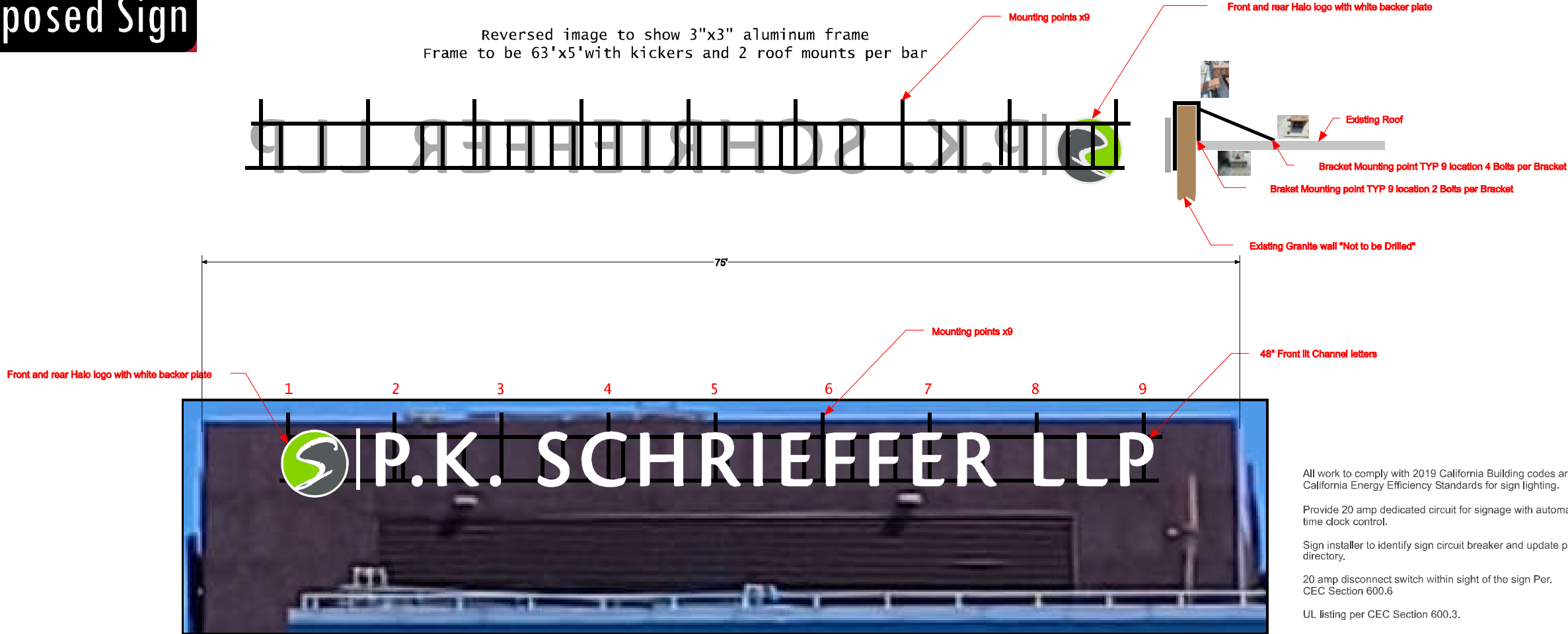
CITY APPROVAL

Sign Contractors Inc
400 W. Foothill Blvd STE 130
Glendora CA 91741
626-335-2887
CA Lic 740985



	Project Name:	This is an original, unpublished drawing created by R&R Custom Signs. It is submitted for your personal use in conjunction with a project being planned for you by R&R Custom Signs, and shall not be reproduced, used by or disclosed to any firm or corporation for any purpose whatsoever without written permission.	First Revision	<input type="checkbox"/>	The requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This Includes proper grounding and bonding of the sign. 
Scale: As noted	Address:		Second Revision	<input type="checkbox"/>	
Drawn by: Sign Contractors Inc.			Third Revision	<input type="checkbox"/>	

Proposed Sign



One 120v/10a dedicated circuit needed or sign. Tenant is responsible for all power needs for sign. Installer will only wire to power 10' from sign.

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and other applicable local codes.

The location of the disconnect switch after installation shall comply with Article 600.6 (A) (1) of the National Electrical Code.



CITY APPROVAL

South Elevation



Sign Contractors Inc
400 W. Foothill Blvd STE 130
Glendora CA 91741
626-335-2887
CA Lic 740985

	Project Name:	This is an original, unpublished drawing created by R&R Custom Signs. It is submitted for your personal use in conjunction with a project being planned for you by R&R Custom Signs, and shall not be reproduced, used by or disclosed to any firm or corporation for any purpose whatsoever without written permission.	First Revision	<input type="checkbox"/>	The requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This Includes proper grounding and bonding of the sign.
Scale: As noted	Address:		Second Revision	<input type="checkbox"/>	
Drawn by: Sign Contractors Inc.			Third Revision	<input type="checkbox"/>	



Planning Division

ATTACHMENT NO. 2

August 5, 2021

Richard A Rice/Sign Contractors Inc.
400 W Foothill #130
Glendora, CA 91741

**Re: Sign Administrative Review No. 21-01
100 N Barranca Street (P.K. Schrieffer LLP)**

Dear Richard A Rice/Sign Contractors Inc.:

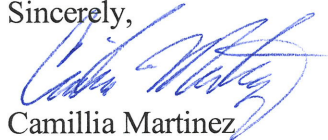
The Planning Division has reviewed your request for the construction of one (1) internally illuminated channel letter, located at 100 N Barranca Street. The proposed sign has been approved subject to the conditions as follows:

1. Comply with the approved plans indicating design and location of the wall sign.
2. The approval allows for the construction of:
 - a) One (1) 249.37 square-foot internally illuminated channel letter " P.K. Schrieffer LLP " building identification wall sign located on the south side of the building.
3. Comply with all applicable sections of the Municipal Code, including the Sign Code.
4. Obtain all applicable building permits from the Building Division.
5. This approval will be automatically void if not used within one year of the date of this approval.
6. Bird spikes or other bird control/deterrent to prevent birds from roosting on the sign shall be installed prior to building permit final inspection.
7. The proposed signage shall be maintained in a clean and working condition. Any broken letters, damages to the sign, and non-functioning lights shall be repaired or replaced within 5 business days.
8. Any landscaping damaged or destroyed during construction shall be replaced prior to final inspection.
9. During construction, the delivery of materials and equipment, outdoor operations of equipment, and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

10. All construction equipment shall be stored on the project site during the construction phase to eliminate daily heavy-duty truck trips on vicinity roadways.
11. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.
12. Comply with all applicable sections of the Municipal Code, including the Sign Code.
13. Obtain all applicable building permits from the Building Division,
14. Obtain all applicable permits from the Engineering Division, including but not limited to encroachment permits for work conducted on the public right-of-way.
15. This approval will be automatically void if not used within one year of the date of this approval.

The City will continue to assist you to facilitate this project. Please feel free to contact Camillia Martinez of the Planning Division at (626) 939-8768 if you have any questions.

Sincerely,



Camillia Martinez
Assistant Planner

Reviewed and Approved



Community Development Director

FIRST AMENDMENT TO LEASE

This FIRST AMENDMENT TO LEASE ("Amendment") dated August 17, 2021 is to be attached to and form part of that certain Standard Multi-Tenant Office Lease – Gross together with any amendment, modifications, riders and extensions thereof hereinafter call "Lease", made June 16, 2020 by and between **Barranca Tower, LLC, a California limited liability company** ("Lessor") and **P. K. Schrieffer LLP, a California limited liability partnership** ("Lessee") for the "Premises" located at 100 North Barranca Street, Suite 1100, West Covina, California 91791, consisting of approximately 14,357 rentable square feet.

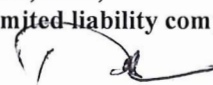
The terms and conditions of this Amendment shall amend and modify said Lease thereto only to the extent included herein. In the event that the terms and conditions of this Amendment should conflict with the Lease, the terms of this Amendment shall prevail.

It is mutually agreed by and between Lessor and Lessee that:

1. **Exterior Signage** – Lessee shall be allowed to install one (1) top of the building exterior sign on the south façade of the Building, subject to Lessor's prior written approval, which approval may be granted or withheld in Lessor's sole and absolute discretion, and subject to the City of West Covina ("City") approving said sign. Said sign shall be located in a manner compatible with the building design and other signage. The location, size, materials, coloring, and lettering of all the foregoing shall be mutually agreed upon by Lessor and Lessee and shall be consistent and compatible with building's design and trade dress. All signs and sign installation must comply with all local building, electrical and sign codes. All costs associated with said sign, including but not limited to design, fabrication, installation, utilities, maintenance and repair shall be at Lessee's sole cost and expense. Lessor and the relevant municipal authorities will retain full rights of approval of any sign. Lessee shall submit the sign specifications for Lessor's approval prior to the fabrication of the sign. Lessee at its sole cost and expense shall also remove the Exterior Signage, patch and return the area where the sign was mounted to its original condition. These rights are personal to Lessee and shall not be transferable. A fee in the amount of \$3,000.00 per month shall be paid by Lessee for signage rights. The payment of the fee shall begin upon the installation of said sign. Lessee shall have six (6) months to install said sign, after which Lessee's signage rights shall automatically expire if signage is not installed. Lessee is aware and acknowledges that Honeybee Foods Corporation ("Jollibee") has signage rights to install a south façade signage upon City's approval, which may affect Lessee's signage rights to include but not limited to limiting the size and location of such sign and may lead to City denying Lessee of signage rights. Lessor makes no warranty or representation that the decisions of the City will be satisfactory for both parties. In the event Lessee has installed said signage with City and Lessor approval, and in the event that Jollibee takes legal action against Lessor to enforce Jollibee's signage rights, Lessor shall have the option to terminate Lessee's signage rights ("Option to Terminate") effective with 15 days' prior written notice. In the event Lessor exercises such Option to Terminate, Lessor shall be responsible for removing said signage at Lessor's sole cost and expense. Except for Lessor's gross negligence or willful misconduct, Lessee shall indemnify, protect, defend and hold harmless the Premises, Lessor and its agents, Lessor's master or ground lessor, partners and Lenders, from and against any and all claims, loss of rents and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, Lessee's Exterior Signage.

Except as otherwise agreed to herein, all other applicable terms and conditions of aforementioned Lease, addendums and amendment shall continue to be in full force and effect.

Lessor:
Barranca Tower, LLC,
a California limited liability company

By: 
 Donald Lam, Managing Member

Date: 9/10/21

Lessee:
P.K. Schrieffer, LLP,
a California limited liability partnership

By: 
 Paul Schrieffer, Managing Partner

Date: 9/16/21



Aug. 13, 2021
City of West Covina,
Planning Division

Letter of Appeal Ref: SAR 21-01 Appeal (100 N. Barranca St.) Jollibee HQ

Dear Sir's /Mesdames,

We at Jollibee would like to express our objection on allowing/permitting a different tenant to have the third (south side façade) side of the building for the following reasons:

1. We believe that adding a different entity sign on the building would unintentionally cheapen the image of the building and the surrounding commercial area, making the whole building it look like a billboard instead of a corporate HQ.
2. It has always been our recent intent to make West Covina our North America Corporate Home and as such corporate identity via the building signage is going to be crucial in any further expansion, as such the "diluting" of that identity by an entirely unrelated entity next to our signage will make this potential for future expansion less appealing. Once a different company is allowed on that south side, who can say what other potentially incompatible company/entity might take the space in the future?
3. We were previously informed by the city that no more signage would be allowed on the south side as Jollibee took over all the signage square footage on the east and west. Therefore, we did not bother to file for signage earlier. All things considered, we rather that no further signage be granted on the south side façade to maintain the clean aesthetic of the structure.

We ask for your thoughtful consideration and subsequent granting of our appeal.

Respectfully,

A blue ink signature of Ronelio R Recano.

Ronelio R Recano
Signed



ITEM NO. 3. a.

DATE: October 12, 2021

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - October 26, 2021

Attachments

Forthcoming - 10/26/21

FORTHCOMING PLANNING COMMISSION HEARING

October 26, 2021

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CONDITIONAL USE PERMIT NO. 21-03

APPLICANT: Valencia Heights Water District

LOCATION: 3540 East Cameron Avenue

REQUEST: Proposed 60-foot tall wireless telecommunications facility.

C. NON-HEARING ITEMS

None

November 9, 2021

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None