



CITY OF WEST COVINA

PLANNING COMMISSION

**JUNE 14, 2022, 7:00 PM
REGULAR MEETING**

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

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

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. Please 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. 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 - Regular meeting, May 10, 2022

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.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Planning Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Extension of Time for Tentative Parcel Map (TPM) No. 82638, Administrative Use Permit (AUP) No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Removal Permit No. 20-03 at 1177 South Spring Meadow Drive

PUBLIC HEARINGS - None

NON-HEARING ITEMS

2. Study Session - An oral presentation regarding the Brown Act.

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 - June 28, 2022

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.
DATE: June 14, 2022

TO: Planning Commission
FROM: Planning Division
SUBJECT: **APPROVAL OF MINUTES - Regular meeting, May 10, 2022**

Attachments

Minutes 5.10.22

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

A G E N D A

DATE: June 14, 2022

**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, May 10, 2022**

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.

Commissioner Williams lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Becerra, Gutierrez, Williams, Lewis

Absent: None

City Staff Present: Bettenhausen, Morales, Burns

APPROVAL OF MINUTES:

1. Regular meeting, April 12, 2022 – Approved as submitted.

OTHER MATTERS OR ORAL COMMUNICATIONS

None

PUBLIC HEARINGS

2. **CODE AMENDMENT NO. 22-02
STATUTORY EXEMPTION
APPLICANT:** City of West Covina
REQUEST: The proposed code amendment consists 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 exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) and 15282(h).

Planning Manager Jo-Ann Burns presented the staff report.

Discussion by the Commission.

Chairperson Becerra opened the public hearing.

PROPONENTS:

Ian Pike, Brenda Watson spoke regarding the Code Amendment.

OPPONENTS:

None

Chairperson Becerra closed the public hearing.

Discussion by the Commission.

Motion by Gutierrez, seconded by Lewis, to waive further reading and adopt Resolution No. 22-6108, recommending to the City Council approval of Code Amendment No. 22-02. Motion carried 5-0.

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

NON-HEARING ITEMS

3. CONSIDERATION OF THE ART IN PUBLIC PLACES 2022/2023 ANNUAL WORK PROGRAM.

Planning Manager Jo-Anne Burns presented the staff report.

Discussion by the Commission.

Motion by Becerra, seconded by Gutierrez, to waive further reading and adopt Resolution No. 22-6109. Motion carried 5-0.

Motion by Lewis, seconded by Gutierrez, to reconsider adoption of Resolution No. 22-6109, and instead adopt the Art in Public Places 2022/2023 Work Program as outlined in the staff report. Motion carried 5-0.

4. FISCAL YEAR 2022-2023 CAPITAL IMPROVEMENT PROGRAM FILING OF CONFORMANCE WITH THE GENERAL PLAN.

Community Development Director Paulina Morales presented the staff report.

Discussion by the Commission.

Motion by Lewis, seconded by Gutierrez, to adopt Resolution No. 22-6109, finding the Fiscal Year 2022/2023 Capital Improvement Program in conformance with the General Plan pursuant to Section 65401 of the Government Code. Motion carried 5-0.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Lewis – request to consider special circumstances for Accessory Dwelling Units.

ELECTION OF OFFICERS – Reorganization of the Planning Commission

Motion by Becerra, seconded by Gutierrez, to nominate Lewis as Chairperson of the Planning Commission and to nominate Gutierrez as Vice Chairperson of the Planning Commission. Motion carried 5-0.

APPOINTMENT OF NEW SUBCOMMITTEE MEMBERS – Chairman Lewis appointed Gutierrez and Williams to the Design Review Subcommittee and Becerra as the alternate.

5. COMMUNITY DEVELOPMENT DIRECTOR’S REPORT:

Municipal Code Subcommittee meeting, Thursday, May 12, 2022

Housing Development Update – report on progress and Town Hall meeting on May 23, 2022

6. CITY COUNCIL ACTION:

General Plan Amendment No. 21-01, Zone Change No. 21-02, Precise Plan No. 21-02, Tentative Tract Map No. 83576, Mitigated Negative Declaration, 1912 W Merced Avenue is scheduled for public hearing by the City Council on May 17, 2022.

ADJOURNMENT

Chairman Lewis adjourned the meeting at 8:37 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. 1.

DATE: June 14, 2022

TO: Planning Commission

FROM: Planning Division

SUBJECT: Extension of Time for Tentative Parcel Map (TPM) No. 82638, Administrative Use Permit (AUP) No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Removal Permit No. 20-03 at 1177 South Spring Meadow Drive

DISCUSSION:

On June 24, 2020, the Planning Commission approved Tentative Parcel Map (TPM) No. 82638, Administrative Use Permit (AUP) No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Removal Permit No. 20-03 at 1177 South Spring Meadow Drive to subdivide one parcel into two separate lots, the removal of 21 trees, and the construction of a 4,671 square foot two story residence on Parcel 1 (the existing 7,088 square foot house would be retained on Parcel 2).

The Planning Commission approval will expire on June 24, 2022. Section 26-235 of the West Covina Municipal Code, allows for up to two one-year extensions. The applicant is requesting the first one-year extension of time. The project has been delayed due to issues with the applicant's lender. The project has been submitted for Building and Engineering plan check.

If the extension of time is granted, the new expiration date would be June 24, 2023.

FINDINGS

An application for an extension may be granted by the Planning Commission after finding the following:

1. There have been no changes to the provisions of the general plan, any applicable specific plan, or this chapter applicable to the project since the approval of the tentative parcel map or tract map.

Subdivision standards within Chapter 20 (Subdivision Regulations) of the West Covina Municipal Code and the General Plan land use designation for the site has not changed since the project was approved in June 2020. The tentative tract map is consistent with the "Neighborhood Low" land use designation of the West Covina General Plan. The "Neighborhood Low" designation allows for up to 8 dwelling units per acre.

2. There have been no changes in the character of the site or its surroundings that affect how the policies of the general plan, any applicable specific plan, or other standards of this chapter apply to the project.

The General Plan land-use designation for the site and the properties surrounding the site has not changed since the project was approved in June 2020. The site and surrounding property has remained residential.

3. There have been no changes to the capacities of community resources, including but not limited to roads, sewage treatment or disposal facilities, schools, or water supply so that there is no longer sufficient remaining capacity to serve the project.

The resulting lots will continue to have access to school facilities, a public sanitary sewer system for the removal and disposal of wastewater, and to other utility services (power, water, gas, cable, and telephone).

RECOMMENDATION:

Staff is recommending that the Planning Commission approve the first one-year extension of time for Tentative Parcel Map (TPM) No. 82638, Administrative Use Permit (AUP) No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Removal Permit No. 20-03 at 1177 South Spring Meadow Drive. Alternatively, the Planning Commission could deny the request, requiring the applicant to resubmit the Tentative Parcel Map, Administrative Use Permit, Subcommittee for Design Review and Tree Removal Permit applications.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Extension of Time Request Letter



Planning · Engineering Design · Land Survey

To: City of West Covina
Attn: Jerry Rivera

Fr: Apple Engineering Group
Lily Xiao
626-552-8198

Ref: Extension Requesting for TPM 19-02

To Whom It May Concern,

The lender does not want to sign on the final map PM 82638.
We are questing for an extension for the TPM 19-02

Please let me know if you have any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lily Xiao", is positioned above the printed name.

Lily Xiao
(Project manager)

ITEM NO. 3. a.

DATE: June 14, 2022

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - June 28, 2022

Attachments

Forthcoming 6.28.22

FORTHCOMING PLANNING COMMISSION HEARING

June 28, 2022

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CONDITIONAL USE PERMIT NO. 22-01

ADULT DAY CARE

APPLICANT: Rodney Khan

LOCATION: 501 South Vincent Avenue

(2)

CONDITIONAL USE PERMIT NO. 22-03

TUTORING CENTER

APPLICANT: Ivy Choy Chiu, (Lifetastic Learning)

LOCATION: 1414 South Azusa Avenue

C. NON-HEARING ITEMS

None

July 12, 2022

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None