



CITY OF WEST COVINA

PLANNING COMMISSION

**JULY 11, 2023, 7:00 PM
REGULAR MEETING**

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

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

1. Regular meeting, June 27, 2023

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.

PUBLIC HEARINGS - None

NON-HEARING ITEMS

2. Study Session - Design Review Subcommittee Guidelines

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:

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

A G E N D A

ITEM NO. 1.

DATE: 07/11/2023

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, June 27, 2023

Attachments

Minutes 6.27.23

TO: Planning Commission
FROM: Planning Division
SUBJECT: Study Session - Design Review Subcommittee Guidelines

BACKGROUND:

Section 26-418 of the West Covina Municipal Code (WCMC) establishes the Planning Commission subcommittee for design review.

The WCMC requires subcommittee review for the following projects:

- New construction of single-family residences
- Structural additions or modifications on the front elevation of a residence
- New second-story additions top one-story residences
- New second-floor additions to two-story houses
- New balconies
- Any modification that is readily visible from a public right-of-way.

The WCMC requires the subcommittee to consider the following criteria when approving projects:

- New development, or alterations of existing development should utilize building materials, color schemes, roof style, and architecture that is visually harmonious with the subject property and surrounding neighborhood.
- Vertical and horizontal articulation of building facades should be used to avoid long, uninterrupted exterior walls on residences. All structures should have relief to create an interesting blend and enhance the architecture.
- Roof lines should be reasonably compatible with the design and scale of surrounding structures. Vertical and horizontal roof articulation is encouraged to avoid long monotonous, flat sections of roof.
- The scale and mass of the building should relate to surrounding structures. The height and bulk of the building should be in scale with buildings on surrounding sites and should not visually dominate their sites or call undue attention to themselves.
- The buildings should include a variety of materials and colors. Materials shall be consistently applied and should be chosen to be harmonious with surrounding structures. Piecemeal embellishments and inconsistent materials and architecture should be avoided.

The Design Review Guidelines were created in order to provide property owners and/or designers/architects more specific direction on planning for residential project: the project will likely be approved if the design guidelines are complied with.

A study session on the Design Review Guidelines was last held on March 2019. In order to stay current with construction trends, it is beneficial to review the Design Review Guidelines every 3 - 5 years.

DISCUSSION:

The purpose of this study session is to review the Design Review Guidelines. The Design Review Guidelines consists of two separate documents: a) One-Story Addition Design Guidelines (Attachment No. 1); and b) Two-Story Addition/House Design Guidelines (Attachment No. 2).

During the study session, staff will present the current Guidelines and invite comments from the Commission and allow for discussion of potential additions and/or elimination of certain items.

RECOMMENDATION:

It is recommended that the Planning Commission provide staff with direction on any potential revisions to the Design Review Guidelines and staff approval policy.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - One-Story Design Guidelines

Attachment No. 2 - Two-Story Design Guidelines

Attachment No. 3 - Presentation
