

**WEST COVINA PLANNING COMMISSION AGENDA  
CITY COUNCIL CHAMBERS - FIRST FLOOR  
REGULAR MEETING**

**Tuesday March 12, 2019  
7:00 PM**

***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) 939-8422 (voice) or (626) 960-4422 (TTY) from 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 a Public Hearing will be heard during the public hearing for that item.

Next Resolution No. 19-5982

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENT PRAYER/MEDITATION**

**ROLL CALL**

**APPROVAL OF MINUTES**

1. Regular meeting, February 26, 2019

## **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**

2. GENERAL PLAN ANNUAL REPORT FOR 2017
3. STUDY SESSION - ZONE CHANGE NO. 19-01  
CHANGE OF ZONE FROM R-1 TO MF-20 FOR 1904 W. PACIFIC LANE
4. STUDY SESSION - CODE AMENDMENT NO. 19-01  
REVIEW OF CODE FOR SMALL RECYCLING FACILITIES
5. STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE OF THE PLANNING  
COMMISSION

## **CONTINUATION OF ORAL COMMUNICATIONS**

## **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.

6. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:**
  - a. Forthcoming - March 12, 2019

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**

**ITEM NO. 1.**

**DATE: March 12, 2019**

**TO:** Planning Commission  
**FROM:** Planning Division  
**SUBJECT:** Regular meeting, February 26, 2019

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**Attachments**

2.26.19 minutes

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# UNADOPTED MINUTES

## A G E N D A

DATE: March 12, 2019

ITEM NO.: 1

### MINUTES

#### REGULAR MEETING OF THE PLANNING COMMISSION

#### CITY OF WEST COVINA

Tuesday, February 26, 2019

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina Council Chambers. Commissioner Jaquez led the Pledge of Allegiance and the Commission observed a moment of silence.

#### ROLL CALL

Present: Heng, Holtz, Jaquez, Kennedy and Redholtz

Absent: None

City Staff Present: Anderson, Burns, Morales, Aguilar, Martinez and de Zara

#### APPROVAL OF MINUTES:

1. Regular meeting, February 12, 2019

The minutes were approved as presented.

#### OTHER MATTERS OR ORAL COMMUNICATIONS

None

#### PUBLIC HEARINGS

2. ADMINISTRATIVE USE PERMIT NO. 18-06  
SUBCOMMITTEE FOR DESIGN REVIEW NO. 18-20  
CATEGORICAL EXEMPTION  
APPLICANT: Mariano Magsaysay  
LOCATION: 417 S Campana Flores Drive  
REQUEST: The applicant is requesting an administrative use permit to allow for construction of a new 4,923-square foot, two-story residence. The applicant is also requesting a second unit review permit to allow for the conversion of the existing single-story house into an accessory dwelling unit. The second unit review is for reference only and is not reviewed by the Planning Commission.

Planning Assistant Rene Aguilar presented the staff report. During his presentation he reviewed the applicant's request for a new two-story house and partial demolition of the existing house for use as an accessory dwelling unit. In addition, Mr. Aguilar reviewed the site plan, landscaping and proposed architectural features of the new two-story home. He also told the Commission a balcony was proposed on the rear elevation.

Commissioner Kennedy asked if a public hearing notice had been sent out to residents in the area. Chairman Redholtz asked if any of the residents had requested a public hearing, and if any variances were requested with this application. Mr. Aguilar said this matter was forwarded to the Planning Commission by the Subcommittee for Design Review and none of the residents had requested a public hearing or contacted staff about the proposed balcony. Mr. Aguilar also said no variances had been requested.

Chairman Redholtz opened the public hearing.

#### PROPONENTS:

ELuz, architect on the project, and Mariano Magsaysay spoke in favor of the application. They both answered questions by the Commission regarding the design of the new home, architectural features and the balcony to the rear of the home.

Commissioner Kennedy expressed his concern that the balcony could infringe upon the neighbor's privacy. Mr. Magsaysay expressed his willingness to screen the view with tall trees or shrubs. There was a short discussion by the Commission regarding the type of trees that could provide privacy and screen the view from the balcony. Commissioner Jaquez suggested they consider a tree that would not become brittle and break or fall down in heavy wind or rain.

#### OPPONENTS:

No one spoke in opposition.

Chairman Redholtz closed the public hearing.

Chairman Redholtz asked if anyone had comments on the proposed balcony on the rear of the building.

Motion by Holtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 19-5980, approving Administrative Use Permit No. 18-16. Motion carried 5-0.

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

3.     **CONDITIONAL USE PERMIT NO. 18-09  
CATEGORICAL EXEMPTION**

**APPLICANT:** Erika Diaz for Adult Day Care Facility

**REQUEST:** Approval of a conditional use permit for an adult day care facility within an existing 9,577-square foot tenant space. The project is located in the General Urban Zone and no new construction is proposed.

The staff report was presented by Paulina Morales, Economic Development and Housing Manager. During her presentation she reviewed the request for the adult day care facility and spoke about the proposed site. In addition, she reviewed the proposed business plan and spoke about the number of clients and staff that would be present during the facilities operating hours. Staff recommended approval of the application, subject to the conditions of approval.

Chairman Redholtz opened the public hearing.

**PROPONENTS:**

King Woods, Administrator, and Erika Diaz, applicant, spoke in favor of the request and answered questions by the Commission.

**OPPONENTS:**

No one spoke in opposition.

Chairman Redholtz closed the public hearing.

Chairman Redholtz asked about the use of the large community room on the site plan. Ms. Diaz said it would be used for activities for the clients.

Motion by Kennedy, seconded by Holtz, to waive further reading and adopt Resolution No. 19-5981, approving Conditional Use Permit No. 18-09. Motion carried 5-0.

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

**NON-HEARING ITEMS**

4.     **STUDY SESSION – CODE AMENDMENT NO. 18-04  
ALCOHOL SALES AT SERVICE STATIONS**

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she told the Commission that this request had been reviewed in the past by previous

Planning Commissions. In addition, she added that during the last consideration of this matter, the Commission had provided conditions of approval should the code amendment be approved and adopted by the City Council. She also provided the Commission with information regarding the number of service stations in the city, as well as the number of stores that currently sell beer and wine.

Commissioner Holtz asked for clarification of the history and reason why service stations were not permitted to sell beer and wine. He also asked if permission could be rescinded if the code amendment were approved and adopted by the City Council. He also asked for clarification regarding the sale of distilled spirits and was told by staff that this code amendment was only for the sale of beer and wine.

Chairman Redholtz asked if anyone wanted to speak about this matter.

Mohsen Karimi, Phil Kaufman, John Shewmaker, Sodhi Shoker and Houshi Ardi spoke in favor of the code amendment. Mr. Karimi said he had requested the code amendment because he operates a convenience store at his service station and many of his customers request the sale of beer and wine. He added that, since his main business is selling gasoline and he no longer has service bays, he needs to operate a convenience store to make his business more profitable.

Mr. Kaufman expressed his support of the code amendment saying that it should have been removed years ago. He also stated his opinion that there is no difference in buying beer and wine from a service station convenience store and a liquor store. Mr. Shoemaker said he agrees with Mr. Kaufman's statement and feels that selling gasoline should not affect the ability of service station convenience stores to sell beer and wine. He also expressed his opinion that service station owners should be allowed to compete with other retail establishments that sell beer and wine. Mr. Ardi said he operates a convenience store at a service station and it is difficult for customers to have to go to another location to purchase beer and wine.

Forrest Wilkins, Dana Sykes, Jerri Potras, Heidi Freeman, Brian Jobst, Elsie Messman, Beverly Bulthuis, Kim Sutliff, Angie Gillingham, Adnan Khan, Fredrick Sykes, and Robert Torres spoke in opposition. Mr. Wilkins told the Commission that he is concerned with an increase in gang activity and harassment at the fuel pumps. He added that citizens of West Covina had expressed their opinion by submitting a petition against the sale of beer and wine at service stations. The remainder of the opponents expressed their concerns with people driving while intoxicated, lowering the standards in West Covina, making West Covina less family-oriented, concerns with public safety, increase in traffic, the possibility that alcoholics will drink and drive endangering West Covina citizens, keeping West Covina a wholesome place to raise families, allowing an over-concentration of liquor stores causing a negative impact on West Covina citizens and not encouraging the use of alcohol and marijuana in public.



At the end of the public comments, the Commission had a discussion regarding whether they should continue studying this matter. It was the consensus of the Commission to direct staff to schedule another study session. In addition, they directed staff to provide them with information regarding the following:

- Request comments from the Police Department;
- Request comments from the Fire Department;
- Survey surrounding cities on if alcohol sales are allowed at gas stations;
- Research if the Department of Alcohol Beverage Control establishes standards for cities on appropriate number of off-sale licenses;
- Prepare map, or information indicating the location of off-sale locations in the city.

Mr. Anderson also said there will be an e-notification list that people interested in this matter can sign up on for notification of future study sessions.

Motion by Jaquez, seconded by Kennedy, directing staff to research additional information and schedule another study session on Code Amendment No. 18-04. Motion carried 4-1 (Holtz opposed.)

#### CONTINUATION OF ORAL COMMUNICATIONS

Robert Torres – regarding the future study session for Code Amendment No. 18-04.

#### COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Chairman Redholtz – regarding future appointment to the Subcommittee for Design Review.

##### 5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming – March 12, 2019
- b. Subcommittee for Design Review Minutes:

January 22, 2019  
February 12, 2019

##### 6. CITY COUNCIL ACTION:

None

#### ADJOURNMENT

Chairman Redholtz adjourned the meeting at 9:00 p.m.

Respectfully submitted:

Lydia de Zara  
Senior Administrative Assistant

**ADOPTED AS SUBMITTED ON:**  
**ADOPTED AS AMENDED ON:**

**ITEM NO. 2.**

**DATE: March 12, 2019**

**TO:** Planning Commission  
**FROM:** Planning Division  
**SUBJECT:** GENERAL PLAN ANNUAL REPORT FOR 2017

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## **BACKGROUND:**

Each City in California is required to have an adopted General Plan. Pursuant to California State law, a General Plan must have seven required elements, including Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. The Housing Element is the only element that has a statutory requirement to be updated periodically. While the General Plan Update is typically managed by the Planning Department, the required Elements also include policies for other Departments including Engineering (Circulation), Community Services (Open Space), Community and Economic Development (Housing), Fire, Police and Public Works Departments (Safety).

On December 20, 2016, the City Council adopted an updated General Plan and certified the Environmental Impact Report (EIR). Included with its adoption was an implementation program (policies and actions) to guide future decision-making on development, resource management, public safety, public services, and general community well-being.

State Government Code Section 65400 requires an annual report be given to the legislative body on the status of implementing the goals of the General Plan to be presented to the City Council each year prior to April 1st. This report also covers the efforts made during the last year in implementing the programs of the Housing Element as well as actual building permit activity.

An Annual Report was reviewed by the City Council on February 20, 2018, reviewing the policies and actions taken in 2017. This Annual Report provides information on policies and actions for 2018. This report will allow the City Council and community to evaluate General Plan policies and actions, as well as provide information on the Housing Element.

## **ANALYSIS:**

### **ESTIMATED DEVELOPMENT POTENTIAL**

In the Our Well Planned Community chapter of the General Plan, estimates are provided for the amount of development in the City over the 20-year horizon of the General Plan. Projected growth is divided geographically with the majority being in the Downtown district. In addition to the Downtown, the General Plan also identifies other areas in the City where growth can be accommodated. These areas are divided into three categories; districts, corridors, and neighborhood centers. Downtown is included in the Districts category. The Development Chart is included as Attachment No. 1. The chart also includes the forecasted development identified in

the General Plan and the cumulative number of units and/or square footage of additions in 2017. Units and square footage additions will be reported based on the issuance of building permits, rather than certificates of occupancy so as to be consistent with the Housing Element reporting. This will allow staff to reliably and regularly track actual development against the amount of development that was studied in the Program Environmental Impact Report (EIR) and in the General Plan.

During 2018, two development projects were issued building permits in one of the Districts, Corridors or Neighborhood Centers. Projects for which permits were issued are in the Downtown area and include Porto's Bakery on W. Garvey Avenue and Merrill Gardens Assisted Living Facility on Sunset Avenue and West Covina Parkway. Neither of these projects were reviewed under the General Plan EIR. Therefore, the City remains within the build capacity studied in the Program EIR.

## GENERAL PLAN POLICIES STATUS

Through this reporting process, the Planning Department will provide annual updates on the progress of the City in meeting the goals, policies, and actions identified in the General Plan (including the Housing Element). Staff updated the chart (Attachment No. 2) listing the goals, policies, and actions of the General Plan, as well as their current status. Items marked "Ongoing" are actions with no definitive end date. Items marked "In Progress" have been initiated but not yet completed. Items marked "Completed" have been implemented. Items marked "Not Initiated" have not been started.

The General Plan and Housing Element include a menu of goals and objectives allowing the City to evaluate and select actions to focus on in the near future. To allow the General Plan to stay a valuable tool for staff and the community, goals and objectives should be modified from time to time so that the menu continues to be relevant.

## HOUSING ELEMENT

The Housing Element is one of the seven required Elements of a General Plan. It is unique in that it is the only Element that is required to be updated at regular intervals and is required to be certified by the California Department of Housing and Community Development (HCD). The Housing Element was modified as part of the General Plan update process and was adopted by the City Council in 2016. HCD certified the revised Housing Element on April 5, 2017.

One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number up among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 2014-2021 period was 831 housing units. The requirement of the City is to provide information that the zoning in the City allows for at least that many housing units be constructed. This information is provided in the Housing Element and is part of the evaluation of HCD prior to certifying a Housing Element.

Staff has completed the required HCD forms to report on the new housing construction activity and the progress on the programs included in the Housing Element. This Housing Element term is from 2014 to 2021. This information is provided in Attachment No. 2. In 2018, building permits were issued for nine new housing units. This increases the number of units issued permits in this term to 669 units. During this review period there have been several housing developments constructed in the City, the largest of which is the 450-unit Colony development on Glendora Avenue. All of the units have been market rate units, with no affordable units being constructed in that time frame.

**Submitted by:** Jeff Anderson, Community Development Director

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#### **Attachments**

Attachment No. 1 - General Plan Development Chart

Attachment No. 2 - General Plan Policy Chart

Attachment No. 3 - Housing Element Progress Report

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DEVELOPMENT CHART					
		Forecasted Development	Previous Total	Completed in 2018	Cumulative to Date
<b>Districts</b>	<b>Downtown</b>				
	Residential	1700 units	0	0	0
	Retail	125,000 SF	1,500	0	1,500
	Office	280,000 SF	0	0	0
	Hotel	400 rooms (200,000 SF)	0	0	0
	<b>Eastland</b>				
	Residential	0	0	0	0
	Retail	25,000 SF	0	0	0
	Office	5,000 SF	0	0	0
	Hotel	200 rooms (100,000 SF)	0	0	0
	<b>Autoplaza</b>				
	Residential	0	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	<b>BKK</b>				
	Residential	0	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0

# ATTACHMENT NO. 1

As of 12/31/18

		Forecasted Development	Previous Total	Completed in 2018	Cumulative to Date
<b>Corridors</b>	<b>North Azusa</b>				
	Residential	250 units	0	0	0
	Retail	15,000 SF	0	0	0
	Office	10,000 SF	0	0	0
	Hotel	0	0	0	0
	<b>South Glendora</b>				
	Residential	50 units	0	0	0
	Retail	10,000 SF	0	0	0
	Office	5,000 SF	0	0	0
	Hotel	0	0	0	0
	<b>Sunset</b>				
	Residential	50 units	0	0	0
	Retail	10,000 SF	0	0	0
	Office	100,000 SF	0	0	0
	Hotel	0	0	0	0

# ATTACHMENT NO. 1

As of 12/31/18

		Forecasted Development	Previous Total	Completed in 2018	Cumulative to Date
<b>Neighborhood Centers &amp; Other Areas</b>	<b>Puente Ave</b>				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	<b>Aroma Drive</b>				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	<b>Amar Road</b>				
	Residential	50 units	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	<b>Nogales Street</b>				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0



	<b>POLICY CHART</b>			
	<b>Section</b>	<b>Time Frame</b>	<b>Implementer</b>	<b>Status</b>
	<b>Our Natural Community - A. Air</b>			
<b>P1.1</b>	<b>Promote alternative transportation modes like walking, biking, and transit that reduce emissions related to vehicular travel.</b>			
A 1.1	Continue to channel Federal, State and Local transportation funds to programs, and infrastructure improvements that reduce air pollution through the promotion of walking, biking, ride-sharing, public transit use, the use of alternative fuel vehicles or other clean engine technologies.	Ongoing	PW/AQMD	Ongoing
<b>P1.2</b>	<b>Promote the use of energy-efficient vehicles.</b>			
A1.2	Continue to control and reduce air pollution emissions from vehicles owned by the City and municipal operations and facilities by expanding the use of alternative fuel, electric, and hybrid vehicles in City fleets.	Ongoing	PW/AQMD	Ongoing
<b>P1.3</b>	<b>Minimize the adverse impacts of growth and development on air quality and climate.</b>			
A1.3	Prepare and adopt a plan to reduce green-house gases as part of the Environmental Impact Report (to be concurrently approved with the West Covina General Plan) to achieve compliance with State mandates, and consistency with the Regional Transportation Plan/ Sustainable Community Strategy to facilitate development by streamlining the approval	Immediate	Planning/PW	Completed
	<b>Our Natural Community - B. Water</b>			
<b>P1.4</b>	<b>Continue to protect areas of beneficial natural groundwater recharge by preventing uses that can contaminate soil or groundwater.</b>			
A 1.4	The City and the appropriate water providers shall protect groundwater recharge and groundwater quality when reviewing new development projects.	Ongoing	Water Providers	Ongoing
<b>P1.5</b>	<b>Where appropriate, new development shall minimize impervious area, minimize runoff and pollution, and incorporate best management practices.</b>			
A1.5	Develop standards to increase pervious surfaces to recharge groundwater basin, where appropriate.	Ongoing	Planning/PW	Ongoing
	<b>Our Natural Community - C. Access to Nature</b>			
<b>P1.6</b>	<b>Preserve, conserve, and add to public open space.</b>			
A 1.6	Maintain the existing conservation areas and prohibit any development in spaces designated as parks and open space on the land use plan.	Ongoing	Planning/CS	Ongoing
A 1.6b	Continue to add public open spaces through developer dedication, in-lieu fees, or conservation easements.	Ongoing	Planning/CS/School Districts	Ongoing
<b>P1.7</b>	<b>Develop a multi-use integrated trail system that supports recreational and mobility needs.</b>			
A1.7a	Prioritize a phased program for the planning and design, funding and implementation of a citywide trail program.	Short-Term	Planning/CS/PW	Not Initiated
A1.7b	Convert the east-west Walnut Creek Wash into a walking and biking trail.			Not Initiated
A1.7c	Identify and provide additional access points adjacent to the Walnut Creek Wash and existing and planned trails.			Not Initiated
A1.7d	Update the downtown development regulations to develop standards for trails and development of frontages along the Walnut Creek Wash.	Immediate	Planning	Not Initiated

	Section	Time Frame	Implementer	Status
<b>P1.8</b>	<b>Provide environmental education programs to increase public understanding and appreciation of our natural surroundings.</b>			
A1.8	Provide information to residents and businesses about how to reduce water consumption, waste and pollution and conserve resources.	Ongoing	PW	Ongoing
<b>P1.9</b>	<b>During the review of public and private development projects, analyze potential impacts to views of natural areas from public streets, parks, trails, and community facilities.</b>			
A1.9	Adopt standards to protect public views and assess the impact to public views during the development review process.	Short-Term	Planning	Not Initiated
<b>P1.10</b>	<b>To preserve nighttime views within and immediately adjacent to single family residential zones, require property owners within and directly adjacent to these zones to utilize shielding and directional lighting methods to direct lighting away from adjoining properties.</b>			
A1.10	Adopt development standards that prevent glare and light trespass and assess the impact of outdoor lighting during the development review process.	Short-Term	Planning	Ongoing
	<b>Our Natural Community - D. Street Trees</b>			
<b>P1.11</b>	<b>Plant to maximize the social, economic, and environmental benefits of trees.</b>			
A 1.11a	Develop a street tree master plan for the downtown area as part of the Downtown Plan and Code. Develop urban design strategies with unique palettes of trees that add character to the street space. Consistency and variation in tree form, color, and seasonal display can be used to create dynamic and harmonious streetscapes.	Immediate	Planning/PW	Completed
A1.11b	Increase the number of street trees by adding new trees in the downtown area and the three corridors (Azusa, Sunset, and Glendora Avenue).	Short-Term		Ongoing
A 1.11c	Pursue an expanded and equitable distribution of trees and greening throughout the City. Fill in the gaps in canopy cover, address aging tree population, and identify vacant and new planting spots. Target planting where pedestrian and public realm improvements are prioritized such as safe streets to schools and parks. Set a citywide tree canopy coverage goal.	Short-Term		Not Initiated
A1.11d	Develop a street tree management plan — outline a maintenance strategy, creating planting plans and identify capital funding needs.	Ongoing		Not Initiated
A1.11e	Pursue a tree adoption program.	Mid-Term	Planning	Not Initiated
	<b>Our Prosperous Community - A. Maintain and Monitor West Covina's Fiscal Health</b>			
<b>P2.1</b>	<b>Maintain and enhance the City's current tax base.</b>			
A 2.1a	Continue to strengthen the City's retail base.	Ongoing	CED	Ongoing
A 2.1b	Attract new hospitality uses.	Short-Term		Ongoing
A 2.1c	Ensure that new development is not a fiscal burden to the City.	Ongoing	PW/Planning	Ongoing
A 2.1d	Enhance existing tax policies.	Ongoing	Finance	Ongoing
<b>P2.2</b>	<b>Diversify local tax base.</b>			
A 2.2	Consider Utility Users Tax.	Short-Term	PW/Finance	Not Initiated
	<b>Our Prosperous Community - B. Reinforce West Covina's brand as a great place to live, work, and play in the San Gabriel Valley</b>			
<b>P2.3</b>	<b>Focus new growth in the Downtown Area to create vibrancy and invest in key public improvements.</b>			
A2.3a	Invest in infrastructure and improve the public realm.	Short-Term	CED/Planning/PW/CS	Ongoing

	Section	Time Frame	Implementer	Status
A2.3b	Support catalytic development.	Short-Term	PW/Planning/CED	Ongoing
<b>P2.4</b>	<b>Build on and grow West Covina's regional appeal.</b>			
A2.4	Improve connections between the three downtown neighborhoods.	Short-Term	PW/Planning	Not Initiated
<b>P2.5</b>	<b>Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Avenue, and Interstate 10.</b>			
A2.5a	Support revitalization of Glendora Avenue retail.	Immediate	CED	Not Initiated
A2.5b	Brand the area as "West Covina's Main Street."			Not Initiated
<b>P2.6</b>	<b>Create a diversity of housing options.</b>			
A2.6a	Support higher-intensity and high-quality multifamily development in the downtown.	Ongoing	Planning/CED	Ongoing
A2.6b	Explore opportunities for affordable senior housing.			Ongoing
	<b>Our Prosperous Community - C. Nurture Local Businesses and Attract Non-Retail Jobs</b>			
<b>P2.7</b>	<b>Target employment based uses to downtown.</b>			
A2.7a	Explore health/medical campus opportunities	Short-Term	CED/Hospital	In Progress
A2.7b	Attract educational institution.	Long-Term	CED	Not Initiated
A2.7c	Attract corporate headquarters.	Ongoing	CED	Not Initiated
<b>P2.8</b>	<b>Build economic development capacity.</b>			
A2.8a	Strengthen and continue to support in-house Economic Development Department.	Ongoing	CED	Ongoing
A2.8b	Consider establishing an Economic Development Corporation (EDC).	Short-Term	CED	Not Initiated
A2.8c	Establish a Business Improvement District (BID).	Mid-Term	Business Owners/CED	In Progress
<b>P2.9</b>	<b>Support local businesses.</b>			
A2.9a	Provide incentives to encourage business/land owners to renovate and strengthen their businesses	Ongoing	CED	Ongoing
A2.9b	Brand and market West Covina	Immediate	CED	Ongoing
<b>P2.10</b>	<b>Update Economic Development Strategy periodically.</b>			
A2.10a	Develop economic development strategy.	Ongoing	CED	Ongoing
A2.10b	Update economic development strategy every five years.	Immediate	CED	Not Initiated
	<b>Our Well-Planned Community</b>			
<b>P3.1</b>	<b>Preserve existing housing stock.</b>			
A 3.1	Incorporate standards in the development code to preserve the existing form and character of stable residential areas and prevent encroachment of incompatible land uses and intensity.	Short-Term	Planning	Ongoing
<b>P3.2</b>	<b>Support vibrant, economically strong neighborhoods through education and enforcement of property maintenance regulations.</b>			
A3.2	Establish incentives to upgrade the appearance of poorly maintained or otherwise unattractive sites, and enforce existing land maintenance regulations.	Short-Term	Planning/PW	Ongoing
<b>P3.3</b>	<b>New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.</b>			
A3.3	Adjust regulations for the neighborhoods, districts and corridors to reflect the nature of intended change.	Short-Term	Planning	Not Initiated

	Section	Time Frame	Implementer	Status
P3.4	Direct new growth to downtown area and the corridors. Adapt economically underused and blighted buildings, consistent with the character of surrounding districts and neighborhoods, to support new uses that can be more successful. Provide opportunities for healthy living, commerce, employment, recreation, education, culture, entertainment, civic engagement, and socializing.			
A3.4	· Adopt form-based codes for the Down-town area and Corridors that:	Short-Term	Planning	Completed
	· Utilize clear development requirements tailored to the community's vision;			Ongoing
	· Increase land use choices and encourage community vitality;			Completed
	· Foster a rich public realm, with engaging private frontages, complete streets, and access to a range of open spaces;			Ongoing
	· Insist on the highest standards of quality in architecture, landscaping, and urban design; and access to a range of open spaces			Ongoing
	· Offer predictable streamlined development review process and produce predictable outcomes.			Ongoing
P3.5	Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue.			
A3.5	Partner with Queen of the Valley hospital to develop a Corridor Plan and Development Code for Sunset Avenue that accommodates future hospital growth in a contextual manner with enhancements to Sunset Avenue Corridor.	Short-Term	Planning/QVH	In Process
P3.6	Reduce West Covina's production of green-house gas emissions and contribution to climate change, and adapt to the effects of climate change.			
A3.6	Key land use adaptation strategies to reduce greenhouse gas emissions are:	Ongoing	Planning/PW	
	· Promoting transit-oriented infill development, and			Ongoing
	· Providing incentives for high-performance building and infrastructure			Not Initiated
	<b>Our Accessible Community</b>			
P4.1	Coordinate and integrate land use, economic and transportation planning policies.			
A 4.1	Adopt a new land-use oriented system of street classifications as described in the City-wide Thoroughfare Plan.	Immediate	Planning/PW	Not Initiated
P4.2	Accommodate multimodal mobility, accessibility and safety needs when planning, designing, and implementing transportation improvements, improving access and circulation for all users of City streets.			
A4.2a	Adopt and apply transportation system performance metrics as described in the Thoroughfares Plan.	Immediate	Planning/PW	Not Initiated
A4.2b	Review capital improvement projects to ensure that needs of non-motorized travelers are considered in planning, programming, design, reconstruction, retrofit, maintenance, construction, operations, and project development.	Ongoing		Ongoing
A4.2c	Accommodate the needs of all travelers through a Complete Streets approach to designing new transportation improvements. Complete streets are roadways designed to facilitate safe, comfortable, and efficient travel for all roadway users.	Ongoing		Ongoing

	Section	Time Frame	Implementer	Status
<b>P4.3</b>	<b>Establish protection of human life and health as the highest transportation system priorities, and seek to improve safety through the design and maintenance of streets, sidewalks, intersections and crosswalks.</b>			
A4.3a	Develop and implement an enforcement program to encourage safe behavior and to reduce aggressive and/or negligent behavior among drivers, bicyclists and pedestrians.	Short-Term	PD	<b>Not Initiated</b>
A4.3b	Annually review collision data, including causes, to implement ongoing improvements at the highest-risk intersections and throughout the transportation network	Ongoing	PW/PD	<b>Ongoing</b>
<b>P4.4</b>	<b>Allocate street space equitably among all modes.</b>			
A4.4a	Ensure that pedestrians, bicyclists, transit vehicles and automobiles each have space in the right-of-way that is consistent with the street's designated mobility function and land use context per street typologies and modal-priority overlays as defined in the Thoroughfares Plan.	Short-Term	PW	<b>Not Initiated</b>
A 4.4b	Adopt the National Association of City Transportation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide as a supplement to the California Manual for Uniform Traffic Control Devices.			<b>Not Initiated</b>
<b>P4.5</b>	<b>Work to eliminate barriers to pedestrian and bicycle travel.</b>			
A4.5a	Identify gaps in the pedestrian and bicycle facilities networks and define priorities for eliminating these gaps by making needed improvements.	Short-Term	PW	<b>Ongoing</b>
A4.5b	Require the construction of pedestrian and bicycle facilities and amenities, where warranted, as a condition of approval of new development projects.	Ongoing	PW/Planning	<b>Ongoing</b>
A4.5c	Accompany installation of new bicycle facilities with educational programs for motorists, bicyclists, and pedestrians — particularly children.	Short-Term	PD	<b>Not Initiated</b>
A4.5d	Work with owners of vacant properties adjacent to public walkways to identify beautification opportunities and implement improvements such as landscaping, fencing and/or art installations.	Short-Term	Planning/CED	<b>Not Initiated</b>
A4.5e	Develop Pedestrian and Bicycle Master Plans identifying community priorities, designing improvements at a conceptual level, and identifying potential funding sources.	Short-Term	PW	<b>Completed</b>
A4.5f	Consider implementation of a bikeshare program.	Mid-Term	PW	<b>In Progress</b>
A 4.5g	Develop a pedestrian and bicycle path along Walnut Creek Wash between Glendora and Sunset. A pedestrian and bicycle path is recommended to take the place of the existing service vehicle access road on the north side of the Wash in the Downtown area, connecting to the existing segment to the east, between Glendora and Azusa. The existing segment might also be improved using new signs and other wayfinding strategies and enhanced lighting for greater security.	Immediate	PW	<b>Not Initiated</b>

	Section	Time Frame	Implementer	Status
A4.5h	Explore opportunities for a “shared street” on Toluca Avenue. In the near term, no changes are recommended to this street. However, over the longer term it might be reconfigured as part of redevelopment of adjacent parcels. One option, given the street’s relatively short length and role as a way access to adjacent parcels, rather than as an important element of the larger street network, would be a shared street or “woonerf” configuration in which curbs are eliminated and the roadway is shared by all users, including pedestrians. Such designs are appropriate for low-speed environments, are proven to be safe if properly located and designed, and can greatly contribute to the urban design character of a street by branding it as unique, providing additional opportunities for placemaking and greatly improving walkability.	Mid-Term	Planning/PW	Not Initiated
<b>P4.6</b>	<b>Work with transit providers to develop high-quality facilities for transit users, including access facilities.</b>			
A4.6a	Explore a free or discount fare zone for transit Downtown. Existing transit service within the Downtown segment of West Covina Parkway is relatively frequent, especially during peak periods. However, existing fare policy limits the use of this service for short trips, including trips within West Covina or within the Downtown area. Notably, Foothill Transit’s frequent Silver Streak service charges a \$2.45 cash fare. While the City of West Covina does not set fare policy for Foothill Transit, it could work with the operator to explore options for facilitating such trips in support of new planned development.	Short-Term	CS/Foothill Transit	Not Initiated
A 4.6b	Work with Foothill Transit to formalize parking for park-and-ride patrons. Similarly, the City could work with Foothill Transit and property owners to explore options for a transit com-muter parking lot or structure, either shared or dedicated. This could serve to improve access to the proposed West Covina Parkway Transit Mall, if it were built, while discouraging illegal “hide-and-ride” parking in restricted lots. Foothill staff have expressed interest in development of a parking structure for patrons in this area, potentially with a transit store and retail uses on the ground floor.	Short-Term	CED/Foothill Transit/Plaza WC	In Progress
A4.6c	Explore changes to Go West routes. Go West service could be improved by modifying routes and layover/recovery policy to allow for a regular, easy-to-remember “clockface” headway or frequency of every 60 minutes on the Red and Blue Lines. Currently, Red Line headway is 56 minutes, while Blue Line headway is 65 minutes. The Blue Line route may have to be shortened slightly, or other measures taken to reduce running time.	Short-Term	CS	In Progress

	Section	Time Frame	Implementer	Status
A4.6d	Implement bus-only lanes and high-quality bus stops on West Covina Parkway between Sunset and Vincent. The segment of West Covina consists of two general-purpose lanes in each direction, plus left-turn lanes alternating with landscaped medians. Average Daily Traffic is in the 15,000 to 17,000 range, well below the maximum that can be accommodated in a single general-purpose lane each way, plus left-turn lanes. Transit volumes are up to 20 vehicles per hour, per direction. This level of transit service and a single lane of traffic can accommodate roughly the same number of trips. To improve reliability for the thousands of daily passengers aboard these buses and to enhance the visibility of existing transit service, the curbside general-purpose lanes should be converted to transit-only lanes. Private vehicles could continue to legally use the lanes to turn right at intersections or curb cuts, maintaining throughput in the general-purpose lanes. As part of this change, the existing 13-foot general-purpose lanes should be narrowed slightly, to provide a traffic-calming effect (while still easily accommodating large trucks). The City and Foothill Transit should partner to improve the existing Silver Streak stops at California using expanded shelters, real-time arrival information displays, informational kiosks and other amenities for passengers.	Short-Term	Foothill Transit/PW/Planning	Not Initiated
<b>P4.7</b>	<b>Increase the efficiency, cost-effectiveness and utility of existing parking and road supply by managing demand.</b>			
A4.7a	Revise the municipal parking code as described in a following section of this document.	Short-Term	Planning	Completed
A4.7b	Improve intersections as needed to comply with performance metrics.	Short-Term	PW	Ongoing
A4.7c	Partner with Caltrans to address transportation issues near the interface between State facilities and City streets.	Short-Term	PW/CalTrans	Ongoing
<b>P4.8</b>	<b>Implement “green” streetscape elements for purposes of beautification, carbon reduction and stormwater runoff management.</b>			
A4.8	As part of the green infrastructure plan, develop a strategy to increase the tree canopy along existing arterial streets by 25 percent.	Short-Term	PW	Not Initiated
<b>P4.9</b>	<b>Take into account the special mobility needs of aging populations.</b>			
A4.9	To complement the City’s Safe Routes to School program, develop a Safe Routes for Seniors program. This program should address pedestrian conditions including pedestrian access to transit. It should be based on the senior community’s identified needs, priorities and barriers to safe nonmotorized travel. The program should include an educational component, capital improvement program, and mobility and safety training program. Senior centers and organizations should be partners in both development and implementation.	Short-Term	PW	Not Initiated
<b>P4.10</b>	<b>Improve mobility and accessibility for travelers of all incomes through a process of equitable public engagement, service delivery and capital investment.</b>			
A4.10a	Identify low-income and transit-dependent communities, and implement pedestrian, bicycle and transit-related improvements in these communities.	Short-Term	Planning/PW	In Progress
A4.10b	Improve multimodal access to schools, senior centers, social service agencies, civic institutions and other destinations used by low-income and other segments of the community.			In Progress
<b>P4.11</b>	<b>To ensure that the City is prepared for future changes in transportation technologies and preferred modes of travel, seek to incorporate emerging mobility options such as Transportation Network Companies (TNC) and autonomous vehicles into planning and other efforts.</b>			



	Section	Time Frame	Implementer	Status
A4.11a	Understanding that increased adoption of TNCs and future introduction of autonomous vehicles may reduce parking needs, seek to limit the scale of investments in expensive parking infrastructure (parking structures). Consider investing instead in surface parking lots and on-street spaces that can be more easily repurposed for other needs.	Ongoing	Planning/PW	Ongoing
A4.11b	Consider ways to facilitate use of TNCs and taxis by considering their infrastructure in new development, for example by requiring TNC/ taxi loading zones in large developments.			Not Initiated
A4.11c	Seek out opportunities to partner with private transportation providers, for example by distributing information on local travel options on digital platforms, by providing subsidized TNC/taxi trips in lieu of fixed-route transit service, or by sharing travel data.			Not Initiated
<b>P4.12</b>	<b>Work to develop a safer transportation system.</b>			
A4.12a	Encourage development and application of strategies and actions pertaining to response and prevention of security incidents on the local and regional transportation system through improved system monitoring, rapid recovery planning, and coordination with other security agencies.	Ongoing	PW/Foothill Transit	Not Initiated
A4.12b	Use SCAG GIS data to develop emergency planning and response strategies for the transportation system.	Ongoing	PW	Not Initiated
<b>P4.13</b>	<b>Synchronize traffic signals and develop operational enhancements at the I-10 Freeway interchanges to reduce traffic congestion.</b>			
A4.13	The City of West Covina shall seek congestion management and other available grant funding opportunities to synchronize traffic signals and develop operational enhancements at the I-10 Freeway interchanges.	Short-Term	PW	Not Initiated
	<b>Our Resilient Community - A. Circulation</b>			
<b>P5.1</b>	<b>Promote fine-grained network of complete streets in new and redevelopment projects.</b>			
A5.1	Adjust development regulations and review processes to require new development and redevelopment projects to provide a fine-grained, interconnected, multimodal transportation network with a balance of motor vehicle, pedestrian, bike, and transit amenities	Short-Term	Planning/PW	Ongoing
	<b>Our Resilient Community - B. Land Use</b>			
<b>P5.2</b>	<b>Allocate land uses based primarily on the control of physical form, intensity, and arrangement of buildings, landscapes, and public spaces that enable land and building functions to adapt to economic, environmental, energy, and social changes over time.</b>			
A5.2	Adopt form-based codes for downtown and corridors and require applicants to comply with the standards	Short-Term	Planning	Completed
	<b>Our Resilient Community - C. Public Realm</b>			
<b>P5.3</b>	<b>Parks and other public open spaces will be connected to, informed by, and responsive to the context. Natural and landscaped parcels should also be configured for place-making and food production. Streets shall be multifunctional, multimodal, and spatially enclosed by buildings and trees.</b>			
A5.3	Adjust development regulations and review processes to incorporate pedestrian scale place-making in the design of streets and open spaces.	Short-Term	Planning	Ongoing
	<b>Our Resilient Community - D. Building and Landscape Form</b>			



	Section	Time Frame	Implementer	Status
P5.4	<b>Buildings, lots, and blocks primarily scaled around the pedestrian and transit, creating a human-scaled spatial enclosure. Buildings should be informed by surrounding physical context, the adjacent landscapes, structures, local conditions, building traditions, and the microclimate.</b>			
A5.4	Adjust development regulations and review processes to require assessment and appropriate response to local context.	Short-Term	Planning	Completed
	<b>Our Resilient Community - E. Transportation</b>			
P5.5	<b>Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.</b>			
A5.5	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accommodate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	PW/Planning	Not Initiated
	<b>Our Resilient Community - F. Energy</b>			
P5.6	<b>Continue existing beneficial energy conservation programs, including adhering to the California Energy Code in new construction &amp; major renovations.</b>			
A5.6a	Adjust development regulations and review processes to incorporate to require assessment and appropriate response to local context.	Short-Term	PW	Completed
A5.6b	Apply for grant funds to purchase electric vehicles & install charging stations through one of the South Coast Air Quality Management District funding programs.	Ongoing		Ongoing
A5.6c	As the economy recovers and funding becomes available (through grants or bond proceeds), the City should explore energy efficiency projects such as installing solar panels for City facilities & retrofitting existing street lights.	Short-Term		In Progress
A5.6d	Consider providing an incentive program for new buildings that exceed California Energy Code requirements by 15%.	Short-Term		Not Initiated
A5.6e	Provide on-going education of homeowners & businesses as to the value of energy efficiency & the need to upgrade existing structures on the regular basis.	Ongoing		Not Initiated
	<b>Our Resilient Community - G. Water</b>			
P5.7	<b>Manage &amp; develop safe, reliable, economical water supply for existing &amp; planned new customers.</b>			
A5.7a	Reduce demand through water conservation techniques.	Ongoing	PW	Ongoing
A5.7b	Partner with the 8 water districts to forecast demand & determine appropriate facility needs.	Ongoing	PW/Water Agencies	Not Initiated
A5.7c	Set conditions of approval for each new development to ensure adequate water supply prior to occupancy.	Ongoing	PW/Planning	Ongoing
	<b>Our Resilient Community - H. Sewer</b>			
P5.8	<b>Ensure provision of adequate sewer system capacities to serve existing &amp; planned development.</b>			
A5.8a	Preventing rain water from getting into sewer system.	Ongoing	PW	Ongoing
A5.8b	Preserve the longevity & sound condition through evaluation & maintenance of the sewer infrastructure.			Ongoing
A5.8c	Pursue construction of new or replacement sewer lines consistent with the City's Sewer System Management Plan.			Ongoing

	Section	Time Frame	Implementer	Status
A5.8d	Pursue enlargement or extension of the sewage collection system where necessary to serve new development, with the capital costs & benefits allocated equitably & fairly between the existing users & new users.			Ongoing
	<b>Our Resilient Community - I. Solid Waste</b>			
<b>P5.9</b>	<b>Provide adequate facilities &amp; services for the collection, transfer, recycling, &amp; disposal of refuse.</b>			
A5.9	Continue to collaborate with users & service partners to identify & support programs & new techniques of solid waste disposal, such as: · recycling, · composting, · waste to energy technology, & · waste separation, to reduce the volume & toxicity of solid wastes that must be sent to landfill facilities.	Ongoing	PW	Ongoing
	<b>Our Resilient Community - I. Food Production</b>			
<b>P5.10</b>	<b>Consider incorporating community gardens as part of city parks and recreation planning, and work with local schools Hurst Ranch, and Queen of the Valley Hospital to facilitate the development, administration and operation of additional community gardens throughout the city.</b>			
A5.10a	Develop incentives to encourage community gardens.			Not Initiated
A5.10b	Identify eligible parcels and pursue partnerships with property owners to build community gardens.	Short-Term	Planning	Not Initiated
A5.10c	Amend Zoning Ordinances to allow Community Gardens throughout the City.			Not Initiated
	<b>Our Healthy and Safe Community - A. Active Living</b>			
<b>P6.1</b>	<b>Promote and support transportation decisions that reduce driving and increase rates of transit use, walking, and biking.</b>			
A 6.1a	Review and revise street standards to promote walking, transit use, and biking.	Short-Term	PW/Planning	In Progress
A6.1b	The development review bodies should consider active living as a development criteria and encourage: • Where practical, locating the building near transit and a diverse mix of uses; • Siting the building to encourage walking; and • Securing bicycle parking, and where feasible, other cycling friendly facilities such as showers/lockers	Short-Term	Planning	Ongoing
<b>P6.2</b>	<b>New and renovated buildings should be designed and constructed to improve the health of the residents, workers, and visitors</b>			
A6.2	Encourage the use of stairs between floors by designing internal staircases to be visually prominent and attractive.	Ongoing	Planning	Not Initiated
<b>P6.3</b>	<b>Support and partner with health providers to offer active living activities and events.</b>			
A6.3a	Partner with Lighten UP SGV to promote health classes and events.	Short-Term	LU-SGV/CS	Not Initiated
A6.3b	Support health fairs with information, health care screenings and services, and activities celebrating active living. The event should be sponsored by a range of health service partners. The health fair should have a strong focus on active living, healthy eating, and mental health.	Ongoing	Health Service Partners	Not Initiated

	Section	Time Frame	Implementer	Status
P6.4	<b>Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.</b>			
A6.4	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accommodate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	PW/Planning	Not Initiated
P6.5	<b>Seek to increase its amounts of parks and trails to support physical activity and reduce the incidence of chronic illness.</b>			
A 6.5	Continue to work with the local school districts to maintain and expand after school use of school facilities for playing fields, park spaces, and other activities.	Ongoing	CS/School Districts	Not Initiated
P6.6	<b>Improve bike and pedestrian safety for all ages.</b>			
A6.6a	Monitor and improve areas with a high incidence of pedestrian/vehicle and bicycle/vehicle collisions.	Ongoing	PD/PW	In Progress
A6.6b	Partner with the local school districts to prioritize safety and roadway improvements around schools that encourage walking and biking to school.	Short-Term	PW/School Districts	In Progress
	<b>Our Healthy and Safe Community - B. Mental Health and Social Capital</b>			
P6.7	<b>Preserve and strengthen social capital by supporting formal and informal social networks in the community.</b>			
A 6.7	Increase access to safe, comfortable, and interesting public spaces.	Short-Term	Planning/PW	Ongoing
P6.8	<b>Increase rates of participation at community events such as adult education, senior activities, family-oriented programs, and youth activities.</b>			
A6.8	Increase the marketing of existing programs and events and add new programs and events to reduce the risk of social isolation.	Short-Term	CS/School Districts	Ongoing
P6.9	<b>Increase awareness about how to prevent mental illness and promote mental health.</b>			
A6.9	Partner with health care providers, caregivers, schools, senior center to increase access to mental health information and resources.	Short-Term	CS/Health Care Providers/School District	In Progress
	<b>Our Healthy and Safe Community - C. Healthy and Nutritious Food</b>			
P6.10	<b>Increase access to health-promoting foods and beverages in West Covina.</b>			
A6.10a	Form partnerships with organizations such as health care facilities, schools, Hurst Ranch, Plaza West Covina, and food banks to encourage healthy foods and beverages.	Short-Term	Health Care Providers/School Districts/Plaza West Covina/Food Banks	Not Initiated
A6.10b	Discourage the sale of less healthy foods and beverages within local government facilities, recreational areas, and near public or private schools, or at sports events.			Not Initiated
A6.10c	Encourage property owners to make use of vacant properties as community gardens	Ongoing	Planning	Not Initiated
	<b>Our Healthy and Safe Community - D. Police</b>			
P6.11	<b>Provide community safety through enhanced police services.</b>			
A 6.11a	Increase public access to police services by:	Short-Term	PD	
	<ul style="list-style-type: none"> <li>increasing police staffing to coincide with increasing population, development, and call for services;</li> </ul>			Not Initiated
	<ul style="list-style-type: none"> <li>require the funding of new services from fees or assessments from new development.</li> </ul>			Not Initiated

	Section	Time Frame	Implementer	Status
A6.11b	Add bike patrol in Downtown area to prevent, intervene, and enforce activities while allowing personalized police contacts that enhance the relationship between the police department and the people it serves.	Ongoing	PD	Not Initiated
A6.11c	Continue to support and expand the Neighborhood Watch program.	Ongoing	PD	Ongoing
A6.11d	Co-habit with the Fire Department a future public service center to increase the presence and services in the Downtown area.	Long-Term	PD/FD	Not Initiated
A6.11e	Provide education about specific safety concerns such as property crimes and auto-theft.	Ongoing	PD	Ongoing
<b>P6.12</b>	<b>Address safety during development review process.</b>			
A 6.12a	Incorporate Crime Prevention Through Environmental Design (CPTED) principles and best practices into zoning ordinances and development review processes for new development and major rehabilitation.	Immediate	Planning/PD	Not Initiated
A6.12b	Develop an ordinance that restricts the location and concentration of liquor stores within 500 feet of schools and parks. Include an incentive program to facilitate the transition of liquor stores to food markets and local grocery stores.	Short-Term	Planning/PD	Completed
	<b>Our Healthy and Safe Community - E. Fire</b>			
<b>P6.13</b>	<b>Optimize firefighting and emergency response capabilities.</b>			
A 6.13a	Resolve extended response time problems by:	Immediate	FD	
	<ul style="list-style-type: none"> <li>increasing police staffing to coincide with increasing population, development, and call for services;</li> <li>require the funding of new services from fees or assessments from new development.</li> </ul>			Not Initiated
A6.13b	Co-habit with the Police Department a future public service center to improve the service times in the Downtown area.	Long-Term	FD/PD	Not Initiated
<b>P6.14</b>	<b>Address fire-prevention during development review process.</b>			
A6.14	Dedicated person for fire prevention review during design, construction, inspection, and operation of development projects to ensure adequacy of fire protection, access for firefighting, water supply, and vegetation clearance.	Ongoing	FD	In Progress
	<b>Our Healthy and Safe Community - F. Natural Hazards</b>			
<b>P6.15</b>	<b>Limit the exposure to potential natural hazards through adoption and enforcement of appropriate building standards, land use controls, and environmental review.</b>			
A 6.15a	Require all development to comply with the provisions of the latest California Building Code, including provisions related to design and engineering to mitigate potential impacts from seismic events, fires, and other hazards.	Ongoing	PW	Ongoing
A6.15b	Review Zoning Ordinance and subdivision requirements, make recommendations to the City Council and Planning Commission on the implications of the Safety Element, and make any necessary changes.	Short-Term	Planning/PW	Not Initiated
A6.15c	Require CEQA environmental reviews to analyze and as necessary mitigate potential natural hazards on a site-specific basis	Ongoing	Planning/PW	Ongoing
A6.15d	Require Specific Plans to recognize the findings of this Safety Element as critical land use guidelines are developed for specific areas.	Ongoing	Planning/PW	Ongoing
<b>P6.16</b>	<b>Take actions to reduce the potential for loss of life or property in areas of high seismic risk and areas subject to landslide and liquefaction hazards.</b>			

	Section	Time Frame	Implementer	Status
A6.16	Require geological and soils engineering investigations in areas of moderate or high landslide risk, potential liquefaction and subsidence areas, and critical seismic zones such as Alquist-Priolo fault zones	Ongoing	PW	Ongoing
<b>P6.17</b>	<b>Take actions to reduce the potential for loss of life or property in high fire hazard areas.</b>			
A 6.17a	Review and evaluate proposed land uses in extreme and high fire hazard areas for their vulnerability to fire and potential ignition sources.	Short-Term	Planning/PW/FD	Not Initiated
A6.17b	Prohibit the use of untreated shake roofs in areas of high and extreme fire hazard.	Ongoing	PW/FD	Ongoing
A6.17c	Adopt special inspection criteria in those areas of extreme, high, and medium fire risk during critical fire season when the sustained wind velocity exceeds 25 miles per hour.	Ongoing	PW/FD	Not Initiated
A6.17d	Study the adoption of rigid inspection standards for off-road vehicles (such as muffler and spark arrestor controls) and closely control the usage of off-road vehicles during periods of high fire risk (such as "Santa Ana" wind events with low humidity and strong winds).	Mid-Term	PW/FD	Not Initiated
A6.17e	Investigate water re-use programs in the hill-side areas to aid in fire prevention.	Mid-Term	PW/FD	Not Initiated
A6.17f	Work with homeowners and builders constructing homes in or adjacent to high and extreme fire risk areas to make all water in privately owned swimming pools in these areas accessible to fire trucks for use in onsite fire protection. This could be accomplished through the inclusion of suitable gates and driveways in both existing and proposed homes.	Mid-Term	FD	Not Initiated
A6.17g	Continue to support programs to reduce fire hazards from vegetation in areas of extreme to high fire risk. Such programs may take a variety of forms and would include current City weed and brush removal programs, as well as control and use of fire retardant plantings.	Ongoing	FD	Ongoing
<b>P6.18</b>	<b>Take actions to reduce the potential for loss of life or property in flood zones and potential dam inundation areas.</b>			
A 6.18a	Review and evaluate proposed land uses in flood zones for their vulnerability to potential flooding and potential exposure of life and property to damage or loss from flooding.	Short-Term	PW	Ongoing
A6.18b	Improve emergency service capabilities in areas subject to potential dam inundation in order to shorten times required for emergency evacuation and mobilization efforts. Identify manpower and equipment needs, as well as approach to notification of affected households.	Short-Term	PW/FD	Not Initiated
A6.18c	Actively support efforts to inspect dams and evaluate dam safety requirements.	Short-Term	PW	Ongoing
A6.18d	Investigate siting of future critical facilities in only those areas beyond the 60-minute line that signifies the time between dam failure and inundation.	Ongoing	PW	Not Initiated
A6.18e	Support or sponsor flood plain studies along Walnut Creek and other drainage areas to better equip the City to deal with flood problems.	Short-Term	PW	Not Initiated
A6.18f	Make information on flood potential available to developers, industries, and appropriate civic groups in areas affected by potential dam inundation.	Short-Term	PW	Not Initiated
A6.18g	Encourage State, federal, and other governmental agencies to intensify research on flood and inundation hazards	Mid-Term	PW	Not Initiated
<b>P6.19</b>	<b>Prevent serious structural damage and functional impairment to critical facilities and structures, especially where large numbers of people are apt to congregate at one time.</b>			

	Section	Time Frame	Implementer	Status
A6.19	Review all critical facilities (including, but not limited to, hospitals, evacuation centers, emergency services and communications facilities, high pressure natural gas lines and high capacity petroleum and electrical transmission lines) for their susceptibility to potential hazards. This review should be conducted by a structural engineer, and funding sources for this program should be sought from all available local, regional, state, and federal sources.	Short-Term	PW/FD	Not Initiated
<b>P6.20</b>	<b>Engage in and support inter-agency coordination regarding emergency services and response, and critical facilities</b>			
A 6.20a	Encourage and participate in mutual aid agreements between the fire departments of local cities and Los Angeles County	Short-Term	FD	Ongoing
A6.20b	Improve power and gas line inspections and new installations through a coordinated effort between providers of electricity and natural gas and the West Covina Fire Department.	Ongoing	FD	Not Initiated
<b>P6.21</b>	<b>Update West Covina's Natural Hazard Mitigation Plan (NHMP) on a regular basis in order to reflect changing conditions, best practices, regulatory environment, and advancements in knowledge; and to maintain eligibility for public assistance grants.</b>			
A6.21a	Update West Covina's NHMP every 5 years.	Short-Term	PW/FD	Not Initiated
A6.21b	Carry out the actions contained in NHMP.	Ongoing	PW/FD	Ongoing
<b>P6.22</b>	<b>Develop and disseminate educational programs, through a variety of media, to familiarize the citizens of West Covina with the Safety Element, the NHMP, and related issues.</b>			
A6.22a	Develop and disseminate educational programs regarding the Safety Element, the NHMP, and general safety information to organizations such as school districts, agencies serving the aged and handicapped, industries susceptible to seismic hazards, and civic groups, and encourage them to implement these programs and/or incorporate them into their own safety programs.	Short-Term	PD	Not Initiated
A6.22b	Coordinate with the school districts to initiate educational programs in lower grades using displays and demonstrations that would expose younger children to the nature and strength of fire, for the purpose of tempering their natural curiosity about fire with knowledge of, and a sense of respect for, its hazards.	Ongoing	PD/FD	Not Initiated
A6.22c	Coordinate with the school districts in the City to support or sponsor exhibits and presentations in secondary school demonstrating the more involved aspects of fire dynamics, i.e. major contributing factors of fire hazards and the relationship of fire to the natural ecology. Encourage parental cooperation and assistance in overall fire education programs.	Ongoing	PD	Not Initiated
A6.22d	Make the Safety Element and the NHMP available to builders and realtors, and encourage them to share relevant information from these documents with homebuyers and tenants.	Long-Term	PD/FD	Ongoing
	<b>Our Healthy and Safe Community - G. Noise</b>			
<b>P6.23</b>	<b>Ensure that new development is not exposed to excessive noise.</b>			
A 6.23a	Require new developments to reduce exterior noise levels for any usable outdoor area to the "normally acceptable" range in the City's land use/noise compatibility matrix, shown in Table 6.4 of this Noise Element.	Ongoing	Planning/PW	Ongoing
A6.23b	Require mixed-use structures and areas to be designed to prevent transfer or noise from commercial to residential uses, and to ensure a 45 CNEL level or lower for all interior living spaces.	Ongoing	Planning/PW	Ongoing

	Section	Time Frame	Implementer	Status
A6.23c	Require any residential component of all new buildings to comply with the requirements of the residential noise insulations standards of the most recent edition of California's building code.	Ongoing	Planning/PW	Ongoing
<b>P6.24</b>	<b>Ensure that new development does not expose surrounding land uses to excessive noise.</b>			
A 6.24	Through the environmental review process, require applicants for new development proposals to analyze potential noise impacts on nearby noise-sensitive receivers before project approval. As feasible, require appropriate noise mitigation to address any identified significant noise impacts.	Ongoing	Planning	Ongoing
<b>P6.25</b>	<b>Minimize noise conflicts between local noise gen-erators and sensitive receivers.</b>			
A6.25a	Continue to enforce the City's existing Noise Ordinance.	Ongoing	Planning/PW	Ongoing
A6.25b	Track noise complaints to determine areas of potential problems, and work proactively with the noise generators and the affected parties to reduce the impacts of such noise.	Ongoing	Planning/PW	Ongoing
<b>P6.26</b>	<b>Strive to reduce potential noise impacts in the City's own operations.</b>			
A6.26a	Comply with the City's Noise Ordinance and State and federal occupational health and safety noise standards in the City's own operations.	Ongoing	PW/CS/Planning	Ongoing
A6.26b	Purchase any equipment that produces high noise levels with all necessary and feasible noise abating equipment installed.	Ongoing	PW/CS/Planning	Ongoing
<b>P6.27</b>	<b>Minimize the noise impacts of transportation facilities and improvements.</b>			
A6.27a	Continue to encourage the enforcement of regulations such as the State Vehicle Code noise standards for automobiles, trucks, and motorcycles operating within the City.	Ongoing	PD	Ongoing
A6.27b	Maintain liaison with transportation agencies such as Caltrans regarding reduction of noise from existing transportation facilities.	Ongoing	PW	Ongoing
A6.27c	Consider, where appropriate, tools for mitigating noise impacts of transportation facilities on new and existing development. Such tools may include noise insulation for interior spaces, site design solutions, and noise barriers such as sound walls and berms. Site design solutions such as setbacks are frequently preferable to barriers, and berms are frequently preferable to sound walls, for reasons of aesthetics and potential noise reflection effects.	Ongoing	PW/Planning	Ongoing
A6.27d	Consider, where appropriate, the diversion of through traffic from purely residential areas.	Ongoing	PW/Planning	Ongoing
A6.27e	The City shall partner with adjacent cities and other jurisdictions and the private sector to seek and secure funding for railroad safety improvements, including securing rail right-of-way, and developing "Quiet Zones", grade separations, and/ or other safety projects for at-grade rail crossings at the intersection of Azusa Canyon Road and Los Angeles Street and on Fairway Drive at Valley Boulevard.	Short-Term	PW/Planning	Not Initiated
	<b>Our Creative Community - A. Build Capacity</b>			
<b>P7.1</b>	<b>Provide ongoing direction, administration and financial resources to address West Covina's cultural needs.</b>			
A7.1a	Bring dedicated human and financial resources through grants, internship, contract positions, etc. to support implementation.	Short-Term		In Progress
A7.1b	Determine the administrative structure in West Covina best suited to support cultural development.	Immediate		In Progress



	Section	Time Frame	Implementer	Status
A7.1c	Identify and establish an appropriate organizational structure like a Cultural Advisory Committee or task the existing Community Services Group or Commission to work collaboratively with partners and provide direction and support for ongoing cultural development.	Immediate	CS	In Progress
A7.1d	Define the financial implications and establish a budget for implementing specific initiatives.	Short-Term		Not Initiated
	<b>Our Creative Community - B. Leverage West Covina's Assets for Economic Growth</b>			
<b>P7.2</b>	<b>Leverage cultural resources to support downtown and corridor revitalization.</b>			
A7.2a	Reuse vacant or underutilized buildings in the downtown area and along the Corridors to provide shared space for artists or small creative cultural enterprise, or to display works of local cultural significance.	Ongoing	Planning/CS	Ongoing
A7.2b	Expand cultural and heritage tourism in West Covina.	Short-Term	Planning/CED	Not Initiated
A7.2c	Engage local retailers, hotels, and restaurants to increase awareness of local cultural resources.	Ongoing		In Progress
	<b>Our Creative Community - C. Build a Robust Cultural Sector</b>			
<b>P7.3</b>	<b>Increase public art and cultural expression throughout the community.</b>			
A7.3a	Continue to facilitate works of art in public spaces per the City's Arts in Public Places Program.	Short-Term	Planning/PW	Not Initiated
A7.3b	Develop a map (promotional brochure) that identifies the location of all public art.	Short-Term	CS (Planning)	Not Initiated
A7.3c	Sponsor and organize local art exhibits in public facilities, performances, festivals, cultural events, and forums.	Short-Term	CS/Health Care Providers/School District	Not Initiated
A7.3d	Establish an online community-driven calendar of festivals and events to promote cultural activities.	Short-Term	CED/CS	Ongoing
A7.3e	Strengthen wayfinding signs to help profile cultural resources.	Mid-Term	CED/CS	Not Initiated
A7.3f	Build on and extend current efforts in cross promotion and marketing among cultural organizations and activities.	Short-Term	CS	In Progress
A7.3g	Work with the schools to integrate arts education into core curriculum.	Mid-Term	CS/School Districts	Not Initiated
A7.3h	Identify and promote the cultural events hosted at different places of worship that are open to the public.	Mid-Term	CS	Not Initiated
<b>P7.4</b>	<b>Expand places and spaces where cultural activities can occur.</b>			
A7.4a	Undertake a systematic audit of places and spaces in West Covina where cultural activities currently or potentially could take place. Make this database publicly accessible to assist cultural groups in finding potential venues for their activities.	Short-Term	CS/Planning/CED	Not Initiated
A7.4b	Meet diverse needs for performance, exhibition, and workspace.	Mid-Term	CS	Not Initiated
A7.4c	Examine current zoning, licensing, and permitting requirements with the objective of supporting and facilitating community groups planning festivals and events.	Short-Term	Planning	Not Initiated
	<b>Our Creative Community - D. Celebrate and Promote West Covina's Cultural Assets</b>			
<b>P7.5</b>	<b>Provide access to cultural opportunities across the community for all residents.</b>			
A7.5a	Promote the cultural and artistic expressions of West Covina's underrepresented cultural groups.	Short-Term	CS	Not Initiated
A7.5b	Consider establishing new Pan-Asian and Hispanic festivals that create a unique cultural brand for West Covina.	Short-Term	CS/CED	Not Initiated



	Section	Time Frame	Implementer	Status
A7.5c	Continue efforts to provide free and/or afford-ble cultural programming in anchor cultural institutions and through the promotion of free community festivals and events.	Ongoing	CS	Not Initiated
A7.5d	Encourage establishment of one or more festivals or events geared to the interests of youth. Engage youth in the determination of such an event(s).	Short-Term	CS	Not Initiated
A7.5e	Encourage the establishment of one or more festivals or events geared to the interests of seniors. Engage seniors in the determination of such an event(s).	Short-Term	CS	Not Initiated
<b>P7.6</b>	<b>Brand and promote the four corners of Amar Road and Azusa Avenue as “Little Manila”.</b>			
A7.6a	Create an identification and way finding sign program for the four corners.	Short-Term	Planning	Not Initiated
A7.6b	Encourage and support a BID.	Mid-Term	Property Owners	Not Initiated
A7.6c	Develop a master plan for the four corners area.	Mid-Term	Planning	Not Initiated
<b>P7.7</b>	<b>Assess, avoid, and mitigate potential impacts to archeological, paleontological, and tribal resources through the CEQA review process for development projects carried out within the City. Comply with existing regulations relating to Native Amer-ican resources, including California Envi-ronmental Quality Act Section 15064.5(d) and (e) and Public Resources Code §5097.98 concerning burial grounds, and Assembly Bill 52 and Senate Bill 18 for consultation with Native American tribes for development projects carried out within the City.</b>			
A7.7	Require development to avoid archaeologi-al and paleontological resources, whenever possible. If complete avoidance is not possible, require development to minimize and fully mitigate the impacts to the resources. Notify California Native American tribes and organizations of proposed projects that have the potential to adversely impact cultural resources.	Ongoing	Planning	Ongoing
	<b>Our Active Community - A. Variety of Open Space Types</b>			
<b>P8.1</b>	<b>Encourage the distribution of a variety of park types and sizes throughout the City.</b>			
A8.1	Develop variety of new park types of different sizes and require them in new development.	Short-Term	Planning/CS	Not Initiated
<b>P8.2</b>	<b>Encourage the development of non-traditional park types, including green belts, linear parks, urban trails, and pocket parks.</b>			
A8.2a	Require dedication of land identified as linear park in conjunction with new development.	Ongoing	Planning/CS	Not Initiated
A8.2b	Work with the County to initiate efforts to create a linear park public trail system along the Walnut Creek.	Immediate	PW/Planning/CS	Not Initiated
A8.2c	Update and create new agreements for joint use of school and City recreational and park facilities.	Short-Term	CS/School Districts	In Progress
<b>P8.3</b>	<b>Reinforce existing joint use agreements with schools to fill in service gaps.</b>			
A8.3	Pursue joint use agreement with California Elementary School, Cortez Elementary School, Hollencrest Middle School, Orangewood Elementary School, Merced Elementary School, South Hills High School, and Traweck Middle School.	Short-Term	CS/School Districts	In Progress
	<b>Our Active Community - B. Walk or Bike to Parks</b>			
<b>P8.4</b>	<b>Small and frequent open spaces should be dispersed throughout the neighborhood.</b>			
A8.4	Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs and require them in new development.	Ongoing	CS/Planning	Ongoing
	<b>Our Active Community - C. Public Access to Open Space</b>			
<b>P8.5</b>	<b>Develop and improve access to parks.</b>			

	Section	Time Frame	Implementer	Status
A8.5	Identify and eliminate barriers, safety issues along walkways, and gaps in pedestrian and bike networks, and improve bike facilities that encourage access to parks.	Ongoing	PW/CS	Ongoing
	<b>Our Active Community - D. Connect Space</b>			
<b>P8.6</b>	<b>Develop a network of open spaces.</b>			
A8.6a	Connect the open spaces to neighborhoods through a series of landscaped streets that provide green links to the Walnut Creek as well as stormwater drainage.	Short-Term	PW	Not Initiated
A8.6b	Revise zoning ordinance to require new development to connect their open spaces to the open space network.	Short-Term	Planning	Not Initiated
A8.6c	Educate property owners, political leaders and the community about the economic, social, and environmental benefits of open space network.	Short-Term	Planning/CS	In Progress
	<b>Our Active Community - E. Safety</b>			
<b>P8.7</b>	<b>The location and design of open spaces should take advantage of surrounding land uses.</b>			
A8.7	Revise the zoning ordinances to require open spaces to designed in the line of sight of adjacent land uses and activities to ensure visibility. The frontages should have active edges such as front doors and windows, or storefronts for commercial uses.	Short-Term	Planning/PD	Not Initiated
<b>P8.8</b>	<b>Increase safety in public parks.</b>			
A8.8a	Provide adequate lighting; maintaining land-scaping to maximize visibility; remove grafitti as soon as possible; remove trash, debris, weeds, etc. from public areas with ongoing maintenance of those public areas; and conduct regular police patrols and provide public safety information.	Short-Term	CS/PD	Ongoing
A8.8b	Partner with the community through programs that activate spaces or provide more eyes on the public facility, such as neighborhood watch groups.	Ongoing	PD	Not Initiated
A8.8c	Design facilities to be universally accessible for seniors, children and those with disabilities.	Ongoing	Planning/PW	Ongoing
A8.8d	Encourage developers to incorporate building and site design techniques that reduce crime, such as utilizing Crime Prevention through Environmental Design(CPTED) strategies.	Ongoing	PD/Planning	Ongoing
A8.8e	Provide convenient and safe on-street parking. Avoid using park site for parking.	Ongoing	CS/Planning	Ongoing
	<b>Our Active Community - F. Maintenance</b>			
<b>P8.9</b>	<b>Investigate and evaluate opportunities and incentives for other agencies, non-profits, private businesses, and user groups to par-ticipate in the maintenance and replacement costs of parks, open space, and recreational facilities.</b>			
A8.9a	Develop a citywide initiative to encourage “Friends of Parks” service organizations like West Covina Beautiful or San Gabriel Mountains Regional Conservancy & Community Service Group for short term clean-up projects.	Ongoing	CS/Service Orgs/Community Service Groups	Not Initiated
A8.9b	Continue to use the Capital Improvements Program to plan for the identification of available resources for park facility repair, upgrades, and replacements through the budget process.	Ongoing	CS/PW/Planning	Ongoing
A8.9c	Institute an impact fee for capital improvements to mitigate the impact of new development on parks and open spaces.	Immediate	Planning	Completed
A8.9d	Continue to search for opportunities in grants and to encourage private donations. Identify other effective funding sources for park and recreational programs, such as trusts and other fund raising activities.	Ongoing	CS	Ongoing
A8.9e	Promote the use of City facilities for special events, such as festivals and tournaments.	Ongoing	CS	Ongoing
	<b>Our Active Community - G. Facilities and Programming</b>			
<b>P8.10</b>	<b>Continue to monitor and provide for the needs of a changing demographic.</b>			

**ATTACHMENT NO. 2**  
**December 31, 2018**

	<b>Section</b>	<b>Time Frame</b>	<b>Implementer</b>	<b>Status</b>
A8.10	If necessary, make operational and programming changes to reflect the changing preferences and needs of a diverse and aging population.	Ongoing	CS	Ongoing
<b>P8.11</b>	<b>Ensure equal access to facilities and programs.</b>			
A8.11a	Improve facilities at City Parks to respond to the requirements of special needs groups.	Ongoing	CS	Ongoing
A8.11b	Adjust and subsidize fees to ensure that all residents have the opportunity to participate in recreation programs.			Ongoing
<b>P8.12</b>	<b>Explore the feasibility of building a new community pool facility.</b>			
A8.12a	Identify location for a new pool based on user access and convenience, and land availability and cost.	Mid-Term	CS	In Progress
A8.12b	Update the impact fee schedule as necessary to ensure that development provides its fair share of the capital improvement needs for parks and recreation.	Immediate	Planning	Ongoing

# ATTACHMENT NO. 3 HOUSING ELEMENT PROGRESS REPORT

Please Start Here

General Information	
Jurisdiction Name	West Covina
Reporting Calendar Year	2018
Contact Information	
First Name	Jeff
Last Name	Anderson
Title	Community Development Director
Email	<a href="mailto:janderson@westcovina.org">janderson@westcovina.org</a>
Phone	(626) 939-8423
Mailing Address	
Street Address	1444 W Garvey Avenue
City	West Covina
Zipcode	91790

## Submittal Instructions

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System (Preferred)** - This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov).*
2. **Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.





(CCR Title 25  
§6202)

<b>Jurisdiction</b>	West Covina
<b>Reporting Year</b>	2018 (Jan. 1 - Dec. 31)

Table A2

[illegible]

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data.  
Please contact HCD if your data is different than the material supplied here

Jurisdiction	West Covina
Reporting Year	2018 (Jan. 1 - Dec. 31)

Table B															
Regional Housing Needs Allocation Progress															
Permitted Units Issued by Affordability															
		1		2								3		4	
Income Level		RHNA Allocation by Income Level		2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted		217	0		0	0	0	0	0	0	0	0	217	
	Non-Deed Restricted			0	0	0	0	0	0	0	0	0	0		
	Deed Restricted		129	0	0	0	0	0	0	0	0	0	0	129	
Low	Non-Deed Restricted			0	0	0	0	0	0	0	0	0	0		
	Deed Restricted		138	0	0	0	0	0	0	0	0	0	0	138	
	Non-Deed Restricted			0	0	0	0	0	0	0	0	0	0		
Moderate Above Moderate	Deed Restricted		347	0	481	140	37	2	9	0	0	0	669	0	
	Non-Deed Restricted			0	0	0	0	0	0	0	0	0	0		
	Total RHNA		831	0	481	140	37	2	9	0	0	0	669	484	
Total Units 44															

Note: units serving extremely low-income households are included in the very low-income permitted units totals  
Cells in grey contain auto-calculation formulas



Jurisdiction	West Covina	(Jan. 1 - Dec. 31)
Reporting Year	2018	

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need

[illegible]



**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202)

Jurisdiction	West Covina
Reporting Year	2018 (Jan. 1 - Dec. 31)

**Table D**  
**Program Implementation Status pursuant to GC Section 65583**

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Housing Preservation Program	Assist 10 households annually and advertise the program on the City's website and periodically in the City's newsletter.	Ongoing	Administering loans from previously implemented HPP program. Implemented revised HPP program in 2017. Funding came from CDBG and Low/Moderate Housing Funds. In 2018 staff provided loans to 8 West Covina homeowners.
Home Improvement Loan Program	Assist 50 households annually and advertise the program on the City's website and periodically in the City's newsletter.	Ongoing	Administering existing loans. No funding available for new loans.
Monitor and Preserve Affordable Housing	Maintain a list of affordable units throughout the City including affordability information to ensure landlords are compliant with deed restrictions and to preserve affordable units.	Ongoing	Monitoring compliance of six affordable housing projects in the City, including Heritage Park, Lark Ellen Village, Mauna Loa Apartments, The Promenade, Senior Villas I and Senior Villas II. The City continues to monitor the status of existing affordable units within the City. There are 687 affordable units within the City.
Energy Efficient Design	Educate and encourage the use of energy conservation measures in the development of residential units. Provide information on funding programs.	Ongoing	The City encourages energy conservation and compliance with State laws as it relates to energy conservation for residential developments.
Code Enforcement	Utilize CDBG funds to continue the Code Enforcement program. Address code enforcement violations as necessary.	Ongoing	The City provides a Code Enforcement program to bring substandard housing units into compliance with City building and property maintenance codes.
Acquisition and Rehabilitation	Provide technical and financial (when available) assistance for the development of 20 new affordable housing units and the rehabilitation of 50 units during the 2008-2014 planning period using a combination of federal, state, and local funds.	Ongoing	The City continues to inform multi-family housing developers of available sites and State and Federal programs. No developers have submitted projects. The Community Development Commission as the Housing Authority approved the loan refinancing of the Promenade Apartments that allows the property owner access to funds in order to rehabilitate all 124 affordable units.
Affordable Housing Financing	Maintain a list of mortgage lenders participating in the California Housing Finance Agency (CHFA) program.	Ongoing	A list is being maintained.
Alternative Housing Models	Facilitate the development of alternative housing models (i.e. senior housing) suited to the community housing needs through the provision of flexible zoning regulations.	Ongoing	No developers have expressed interest or submitted projects.
Los Angeles County Partnership	Increase resident awareness about housing programs offered by the County by advertising them at City Hall and online.	Ongoing	The City provides information on resources and programs offered by the County as well as other nonprofit organizations providing housing resources/programs. City staff provides information to residents seeking housing assistance as well as on the City website.
Remove Development Constraints	On an annual basis, review development standards, to ensure that the development of lower income housing can occur. Revise the development code to address all constraints identified in Section 6 of the Housing Element.	Ongoing	The City processed Code Amendment No. 14-05 to address processing standards (including single-family additions and new houses)(effective 5/17/18), Code Amendment No. 17-03 to address accessory dwelling units standards (effective 7/19/18), and Downtown Plan revision to address development and building-type standards (including for multi-family residential) (effective 9/20/18).
Flexible Development Standards	Continue to use flexible development standards to facilitate the development of affordable housing through promotion of maximum development densities in the multi-family zone and the new mixed-use overlay.	Ongoing	No developers have expressed interest or submitted projects.
Density Bonus Ordinance	Promote the City's density bonus ordinance that offers bonuses for the provision of affordable housing, depending on the amount and type provided, consistent with revised Government Code §65915.	Ongoing	The City has standards in the Municipal Code for density bonuses in compliance with state law. No applications submitted in 2018.
Fast-track/Priority Application Processing	The City will assign senior staff to handle the projects, and staff assistance may be provided to prepare the necessary documents in half the typical processing time.	Ongoing	No applications were submitted in 2018.
Second-Unit Ordinance	Amend the Zoning Code to require only ministerial consideration of second-unit applications to encourage the creation of second-units.	Ongoing	The City processed Code Amendment No. 17-03 to address accessory dwelling units standards (effective 7/19/18).
Manufactured Housing Mobile Home Rent Control	Encourage the provision of affordable housing by allowing manufactured housing (including mobile homes) in single family residential zones, subject to the conditions consistent with State law.	Ongoing	No permits issued for manufactured housing. No new mobile home parks proposed in 2018.

Water and Sewer Service Providers	Immediately following the adoption and certification of the Housing Element, Staff will deliver copies to all providers of sewer and water service within the City of West Covina.	Ongoing	Letters mailed following adoption of Housing Element.
Flood Management	Ensure that flood risks are considered when making land use decisions.	Ongoing	The City continues to comprehensively review projects, specially projects located within moderate and minimal risk areas as identified by FEMA.
Fair Housing Program	Continue to assist households through the Housing Rights Center, and continue to refer fair housing complaints to the Housing Rights Center.	Ongoing	The City continues to promote fair housing practices and refer fair housing complaints to the Housing Rights Center. The City provided \$10,000 in CDBG funding to the Housing Rights Center.
Reasonable Accommodation	Create a process to make reasonable accommodation requests for land use and zoning decisions and procedures regulating the location, funding, development and use of housing for people with disabilities.	Ongoing	The City has standards in the Municipal Code for reasonable accommodation. No reasonable accommodation requests were submitted in 2018.
Senior Center Shared Housing Program	Continue to operate the housing match program through the Senior Citizens' Center at Cortez Avenue with the goal of making 10 matches a year.	Ongoing	The City contributes to the funding of a social worker through the YWCA to assist seniors with housing placement.
Homeless Assistance Program	Provide \$200,000 in CDBG funding to care providers and associated facilities through 2014.	Ongoing	The City continues to provide funding to the East San Gabriel Valley Coalition for the Homeless, Cory's Kitchen, Project 29:11, and Action Food Pantry (\$21,225). The City has added programs to address homelessness; partnered with the Los Angeles Homeless Services Authority/Los Angeles department of Health Services to provide transitional housing for homeless individuals and families, and partnerships with food banks and shelters in West Covina.
Foreclosures	Direct residents in need of foreclosure counseling to foreclosure help lines provided by the County of Los Angeles Department of Consumer Affairs and HUD.	Ongoing	The City will continue to provide information to residents seeking counseling regarding foreclosures. Residents with questions are directed to the County and HUD.
Housing for Developmentally Disabled Persons Program	Offer specific regulatory incentives when funding is available, apply for funding at least twice during the planning period.	Ongoing	The City continues to monitor for potential developers and funding programs. No applications have been submitted.
Ensure Adequate Sites to Accommodate the RHNA	Ensure sufficient residential capacity to accommodate the identified regional need for lower-income households.	Ongoing	The City has adopted a Downtown Plan and Code that allows mixed use and mid to high density residential development. Two applications for residential development were approved in 2018. A 7-unit residential development and assisted living facility are currently under review.
Lot Consolidation Program	Encourage lot consolidation of smaller parcels within the Mixed Use Overlay or for Affordable/Senior Housing with density bonus to accommodate projects including a minimum of 16 units at a density of at least 30 dwelling units per acre or higher.	Ongoing	The City continues to inform multi-family housing developers of development opportunities in the Mixed Use Overlay. No developers have submitted projects.
Provide Emergency and Transitional Housing	Ensure that the housing need of all residents is met by providing opportunities for transitional housing, emergency shelters and SRO units to be accommodated within the City.	Ongoing	The Municipal Code allows for the development of emergency shelters and efficiency units. No applications have been received.

(CCR Title 25 §6202)

Note: + Optional field

Cells in grey contain auto-calculation formulas



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	West Covina
Reporting Period	2018 (Jan. 1 - Dec. 31)

Note: + Optional field  
Cells in grey contain auto-calculation formulas

Table F Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)									
This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).									
Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA* Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1*
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity				0					
Preservation of Units At-Risk				0					
Acquisition of Units				0					
Total Units by Income	0	0	0	0					

Jurisdiction	West Covina	(Jan. 1 - Dec. 31)
Reporting Year	2018	

Permitted Units Issued by Affordability Summary		
Income Level	Current Year	
Deed Restricted	0	
Non-Deed Restricted	0	
Deed Restricted	0	
Non-Deed Restricted	0	
Deed Restricted	0	
Non-Deed Restricted	0	
Above Moderate	3	
Total Units 44	3	

Note: units serving extremely low-income households are included in the very low-income permitted units totals

<b>Entitlement Summary</b>	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	63
Total Housing Units Approved:	63
Total Housing Units Disapproved:	0

<b>Use of SB 35 Streamlining Provisions</b>	
Number of Applications for Streamlining	#VALUE!
Number of Streamlining Applications Approved	#VALUE!
Total Developments Approved with Streamlining	#VALUE!
Total Units Constructed with Streamlining	#VALUE!

Units Constructed - SB 35 Streamlining Permits		
Income	Rental	Ownership
Very Low	#VALUE!	#VALUE!
Low	#VALUE!	#VALUE!
Moderate	#VALUE!	#VALUE!
Above Moderate	#VALUE!	#VALUE!
Total	#VALUE!	#VALUE!

Cells in grey contain auto-calculation formulas

*City of West Covina*  
**Memorandum**  
**A G E N D A**

**ITEM NO. 3.**

**DATE: March 12, 2019**

**TO:** Planning Commission  
**FROM:** Planning Division  
**SUBJECT:** STUDY SESSION - ZONE CHANGE NO. 19-01  
CHANGE OF ZONE FROM R-1 TO MF-20 FOR 1904 W. PACIFIC LANE

---

**BACKGROUND:**

On February 5, 2019, the City Council adopted Resolution No. 2019-08 initiating a Zone Change to change the zoning of 1904 W. Pacific Lane from "Single-Family Residential" (R-1) to "Multiple-Family Residential" (MF-20).

The zone change initiation was in response to a request by the property owner of the subject site (Peggy Hale) during the October 2, 2018 City Council public hearing for a 7-unit development at 1920 W. Pacific Lane. Ms. Hale pointed out that the zoning of the property at 1904 W. Pacific Lane was not consistent with the immediate adjacent properties. The Zone Change would make the zoning designation for 1904 W. Pacific Lane consistent with the MF-20 zoning designation of the adjacent properties located to the south, east and west of the subject site.

**ANALYSIS:**

1904 W. Pacific Lane is a 15,700 square-foot rectangular shaped lot with approximately 98 feet of street frontage located on Pacific Lane, mid-block between its intersection with Pacific Avenue and Orange Avenue (the vicinity map is included as Attachment No. 1). The site was developed in the late 1940s with a 2,200 square foot house and detached garage. The site is surrounded by single-family and multi-family residences.

The subject property is adjacent to lots zoned "Single-Family Residential" (R-1) to its north (across Pacific Lane), and lots zoned "Multiple-Family Residential" (MF-20) to its south, east, and west. Although the properties located west of the subject lot are improved with single-family residences similar to the project site, the site is the only lot on the south side of Pacific Lane zoned as R-1. The zoning inconsistency is due to individual zone changes (ZC Nos. 237, 300, 306, and 309) approved in the late 1950s through the early 1960s which changed the zoning designation of the parcels surrounding the subject lot from R-1 to R-3. The R-3 zoning designation was later changed to MF-20 in June 1972.

The purpose of this study session is to familiarize the Planning Commission with the Zone Change initiation and to provide information prior to the public hearing. Subsequent to the study session, a public hearing will be scheduled before the Planning Commission. The Planning Commission will then make a recommendation and the zone change will be presented to the City Council.

**RECOMMENDATION:**

Accept the report to support discussion regarding the initiated zone change.

**Submitted by:** Jo-Anne Burns

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**Attachments**

Attachment No. 1 - Vicinity

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**ITEM NO. 4.**

**DATE: March 12, 2019**

**TO:** Planning Commission  
**FROM:** Planning Division  
**SUBJECT:** STUDY SESSION - CODE AMENDMENT NO. 19-01  
REVIEW OF CODE FOR SMALL RECYCLING FACILITIES

---

## **BACKGROUND:**

On February 12, 2019 the Planning Commission adopted Resolution No. 19-5979 (Attachment No. 1) to initiate a Code Amendment to Section 26-685.93(1) of the West Covina Municipal Code (WCMC) pertaining to development standards for small recycling facilities. The Planning Commission directed staff to present information on the location of all small recycling facilities within the City and what other markets are doing to address the State's beverage container collection/recycling mandate when the item returns to the Commission as a study session.

This Code Amendment is being considered by the Planning Commission as a result of a written request (Attachment No. 2) that the Planning Division received from rePlanet representative Paige H. Gosney. RePlanet has been operating a small recycling facility at 1025 E. Amar Road (Stater Brothers parking lot) for a number of years but did not maintain their business license. RePlanet attempted to correct the business license issue by submitting an Administrative Use Permit application on September 22, 2018. Unfortunately, rePlanet's "legal nonconforming" status pertaining to the development standards for small recycling facilities was lost and a business license cannot be issued because the facility is located within 250 feet of residential zoned properties. Since the shopping center is surrounded by residential zoning and uses on all four sides, it is not possible to comply with the 250 feet minimum distance between the residences and small recycling facility. The facility is approximately 150 feet from the closest residential property.

## **ANALYSIS:**

Staff researched similar small recycling facilities (Attachment No. 3) within the City and found that there is only one (1) other small recycling facility located in West Covina, which is located at 1314 W. Francisquito Avenue on the Northgate Gonzales Market parking lot (Sunset Square Shopping Center). The Sunset Square recycling facility is greater than 260 feet to the closest residence. Although Sunset Square is also surrounded by residential uses on all four sides, Sunset Square is more than 100 feet deeper and greater than twice the size of the Stater Brothers Shopping Center on 1025 E. Amar Road.

Staff contacted the California Department of Resources Recycling and Recovery and was informed that the other grocery stores in the City have exempt convenience zones (none have unserved status, therefore do not have to collect California Redemption Value containers in-store or have to pay the \$100 per day fee) due to their close proximity to other recycling facilities located both within and outside of the City. In fact, three grocery stores (Seafood City, Island Pacific, and Tokyo Central) are exempt because they are being served by the rePlanet recycling

facility on 1025 E. Amar Road.

Staff reviewed the lot configuration of all the other grocery stores in the City to determine the potential of operating a small recycling facility on their parking lots. Unlike the Stater Brothers Shopping Center on 1025 E. Amar Road, and Sunset Square Shopping Center, other shopping centers with grocery stores within the City are in commercial corridors with at least 2 – 3 sides abutting commercial zoned properties and uses. If desired, most of these grocery stores may be able to place a small recycling facility on their parking lots under the current Code.

The intent of the 250 feet minimum distance from small recycling facilities to residential uses is to mitigate noise impacts that recycling facilities may have on neighboring residential properties. In staff's opinion, decreasing the minimum distance requirement from 250 feet to 150 feet is reasonable if there is an arterial street separating residential uses from the recycling facility, because noise from vehicles traveling on busy arterial streets would buffer any noise produced by the recycling facility.

In addition to not complying with the 250 feet minimum distance requirement from residential zoning and uses, staff discovered that the size of the Stater Brothers (25,567 square feet) on Amar Road and Valinda Avenue is less the 30,000 square-foot minimum size market required to qualify for a small recycling facility on its parking lot. Staff is recommending that the Code Amendment also include reducing the minimum market size threshold to 25,000 square feet because the intent of the 30,000 square-foot minimum market size threshold was not to prevent large grocery stores like Stater Brothers from having a recycling facility on the parking lot, but to prevent small markets, convenience stores, and/or pharmacies from having small recycling facilities. The 30,000 square feet minimum market size threshold also prohibits the Vons on 777 S. Glendora Avenue, Island Pacific, and Seafood City from potentially having a small recycling facility on their parking lots.

Generally, a study session is held between the initiation and the public hearing to allow for discussion on what standards should be included in the code amendment. Subsequent to the study sessions, a public hearing will be scheduled before the Planning Commission. The Planning Commission will then make a recommendation and the code amendment will be presented to the City Council.

### **RECOMMENDATION:**

Accept the report to support discussion regarding the initiated code amendment and provide further direction/input to staff regarding this code amendment.

**Submitted by:** Jo-Anne Burns, Planning Manager

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### **Attachments**

Attachment No. 1 - Resolution No. 19-5979

Attachment No. 2 - Letter of Request

Attachment No. 3 - Small Recycling Facility Map

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**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 . 19-5979**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY  
OF WEST COVINA, CALIFORNIA, INITIATING CODE AMENDMENT  
NO. 19-01 RELATED TO STANDARDS FOR SMALL RECYCLING  
FACILITIES**

WHEREAS, on February 12, 2019, the Planning Commission considered the initiation of a code amendment related to standards for small recycling facilities standards for separation from properties zoned or occupied by a residential use; and

WHEREAS, the studies and investigations made by the Planning Commission reveal the following facts:

1. The Municipal Code currently requires recycling facilities to have a minimum distance of two hundred and fifty (250) feet from a site zoned or occupied for residential use.
2. Due to the geographical setting, there are commercial centers that cannot currently comply with the separation standards, it is appropriate to consider the current separation standards for small recycling facilities.
3. The proposed action is considered to be exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, in that the proposed action consists of a code amendment, which does not have the potential for causing a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED, the Planning Commission of the City of West Covina, in conformance with Section 26-153(a)(3) of the West Covina Municipal Code, does hereby initiate an application for a Code Amendment related to the standards for small recycling facilities.

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 12<sup>th</sup> day of February 2019 by the following vote.

AYES: Redholtz, Holtz, Heng, Kennedy, Jaquez.

NOES:

ABSTAIN:

ABSENT:

DATE: February 12, 2019

  
\_\_\_\_\_  
Herb Redholtz, Vice-Chairman  
Planning Commission  
\_\_\_\_\_  
Jeff Anderson, Secretary  
Planning Commission

GRESHAM | SAVAGE  
ATTORNEYS AT LAW

Paige.Gosney@GreshamSavage.com • San Bernardino Office  
(909) 890-4499 • fax (909) 890-9877

January 8, 2019

VIA E-MAIL (jeff.anderson@westcovina.org) & U.S. MAIL

Planning Commission  
Attn: Mr. Jeff Anderson, Planning Director  
City of West Covina  
1444 West Garvey Avenue South  
West Covina, California 91790

**Re: Request for Initiation of Municipal Code Amendment**

Dear Mr. Anderson:

This firm represents rePlanet, LLC ("rePlanet"), the applicant for Administrative Use Permit No. 18-25 for a proposed small beverage container recycling facility (the "Center") located at 1025 E. Amar Road in the City of West Covina ("City"). Specifically, the Center is proposed to be located within the front parking lot of the State Brothers shopping center located at the corner of E. Amar Road and Valinda Avenue ("Site"). There are single-family and multi-family residences located behind the supermarket shopping center and across Amar Road and Valinda Avenue to the south and east of the proposed Center, respectively.

As you are aware, pursuant to Section 26-685-92(1)(i) of the City's Municipal Code, recycling facilities are required to have a minimum distance of two hundred and fifty (250) feet of a site zoned or occupied for residential use. The proposed location of the Center is presently inconsistent with this minimum distance requirement. Accordingly, at this time, rePlanet is requesting that the City initiate proceedings for a Code Amendment to allow for small recycling facilities, such as the Center, to be located less than 250 feet from properties zoned or occupied for residential use.

Under certain circumstances and due to the unique characteristics of the Site, it is not possible to comply with the minimum distance requirement for the proposed Center. The City's current recycling ordinance is drafted in a one-size-fits-all manner and does not take into consideration that the proposed Center fronts on E. Amar Road, a highly-trafficked, five-lane commercial and residential corridor. Further, the commercial uses

*Since 1910*

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Planning Commission  
Attn: Mr. Jeff Anderson, Planning Director  
City of West Covina, Planning Department  
January 8, 2019  
Page 2

consist primarily of neighborhood retail uses that serve the nearby high density residential area, rePlanet's principal customer/facility user.

Moreover, beverage container recycling facilities, such as the proposed Center, are commonly located in supermarket parking lots in accordance with the California Beverage Container Recycling and Litter Reduction Act (Pub. Resources Code, §§ 14500, et seq.) (the "Act"). As a matter of prudent planning, supermarkets are often located adjacent to residentially-zoned areas making the placement of rePlanet facilities in supermarket parking lots problematic, particularly with residential setback limitations such as the 250-foot requirement in the City's Municipal Code.

Under the Act, the California Legislature declared its intent to make recycling and redemption services convenient, efficient and economical for consumers, and expressly urged "cities and counties, when exercising their zoning authority, to act favorably on the siting of multimaterial recycling centers, reverse vending machines, mobile recycling units, or other types of recycling opportunities, as necessary for consumer convenience, and the overall success of litter abatement and beverage container recycling in the state." (Pub. Resources Code, § 14501, subd. (e).) In order to accomplish these goals, the State of California Department of Conservation requires that a "Convenience Zone" be designated within a one-half mile radius of a supermarket that meets certain designated criteria, and that the supermarket creating the "Convenience Zone" be responsible for providing recycling/redemption services within that particular area. In the event that a designated supermarket does not provide the required recycling/redemption services, then it must pay a mandatory \$100 daily fine to the State.

The requested Code Amendment would further California's policy of making CRV recycling convenient for consumers and local residents and satisfy the Act's mandate that local governments act favorably in the exercise of their zoning authority with respect to beverage container recycling facilities, by ensuring that the Center can be approved in the proposed location and achieve its mission of fulfilling the recycling needs of City residents and consumers.

Finally, rePlanet is the largest CRV recycling company in California and has extensive experience owning and operating similar recycling facilities in partnership with property owners throughout California to meet the local recycling requirements of the local agency and the community. rePlanet looks forward to working with the City to

Planning Commission  
Attn: Mr. Jeff Anderson, Planning Director  
City of West Covina, Planning Department  
January 8, 2019  
Page 3

develop a standard that is both acceptable to the City and that considers the unique locations and limitations of supermarket recycling facilities, such as the Site.

Please contact me directly at [paige.gosney@greshamsavage.com](mailto:paige.gosney@greshamsavage.com) or (909) 890-4499, if you have any questions or would like to discuss this matter further.

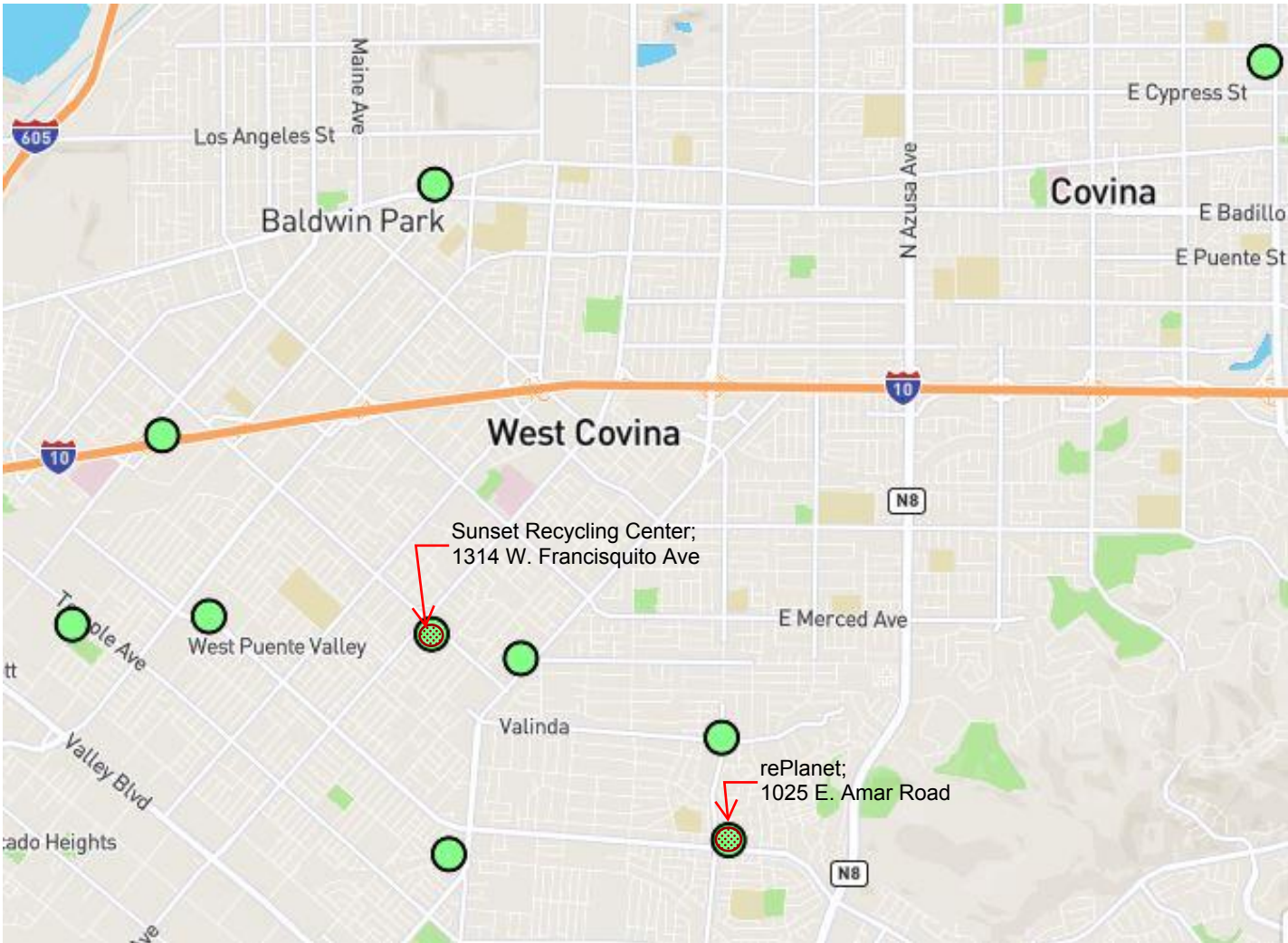
Very truly yours,

A handwritten signature in black ink, appearing to be 'Paige H. Gosney', written over a horizontal line.

Paige H. Gosney, Attorney for  
GRESHAM SAVAGE  
NOLAN & TILDEN,  
A Professional Corporation

PHG/JJD:jmk

cc: Client (via e-mail only)





**TO:** Planning Commission

**ITEM NO. 5**  
**DATE: March 12, 2019**

**FROM:** Planning Division

**SUBJECT:** STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE OF THE PLANNING COMMISSION

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## **BACKGROUND:**

The Planning Commission has two new Commissioners that have recently been appointed. Therefore, staff felt it was appropriate to provide information on the history and authority of the Design Review Subcommittee. The current Subcommittee members are Herb Redholtz and Sheena Heng.

## **ANALYSIS:**

The Planning Commission established a Design Review Subcommittee in late 2003 to review architectural changes to single-family houses. The purpose of the Subcommittee is to promote quality improvements, and ensure compatible improvements in a neighborhoods. The Subcommittee consists of two members of the Planning Commission appointed by the Planning Commission chairman. In 2008, the Planning Commission and City Council approved a code amendment that codified and granted authority to the Planning Commission Subcommittee for Design to review single-family construction. The following are the types of construction that require Subcommittee review.

1. New construction of single-family residences.
2. Structural additions or modifications on the front elevation of a residence.
3. New second-story additions to one-story residences.
4. New second-story additions to two-story houses.
5. New balconies.
6. Other modifications that are readily visible from a public right-of-way.

The stated purpose of the Subcommittee is to “. . . ensure quality development, promote orderly development of the City, conserve property values, preserve the architectural character of an area, and to promote harmonious design that is complimentary to adjacent properties. The code standards for the Subcommittee are included as Attachment 3.

Over the years, the Subcommittee has formulated certain guidelines (rules of thumb). Originally, the Subcommittee was primarily concerned with the conversion of the one-story houses into two-story houses. As a result of the issues that surrounded two-story additions, the Subcommittee adopted a list of guidelines to assist homeowners, architects and contractors in preparing plans that could be readily approved by the Subcommittee. The handout stating the guidelines for two-story additions was last amended in February of 2010. That handout is included as Attachment 1. The Subcommittee later created a second handout stating guidelines for one-story additions. That handout is provided as Attachment 2. These handouts are meant to convey to

homeowners, architects and contractors the Subcommittee rules of thumb in a manner to allow for consideration prior to the preparation of plans for review.

In 2017, the Planning Commission approved a policy on the review process. The policy allows for review and approval by staff for certain categories of improvements, as long as the improvements are consistent with the Guidelines. The following are the types of improvements that can utilize this policy:

- Exterior siding replacement
- Front porches
- Additions to the side of an existing single-family residence that are visible from the front yard or street side yard
- Conversion of Garages into living space
- Additions to the rear and/or side of an existing single-family residence that are visible from the public right-of way, but behind the front portion of the house, where the addition projects less than 10 feet from the existing wall (toward the side property line)
- Additions to the rear of an existing single-family residence where the roof or portion of the roof is visible from the public right-of way.

The abovementioned types of projects require the submittal of a Subcommittee for Design application. Upon submittal, staff reviews the proposal and inspects the site. If staff determines that the proposed improvement is consistent with the Guidelines, staff will approve the Subcommittee for Design application. If it is determined that the proposed improvement is not in compliance with the Guidelines, the proposal is scheduled for the next available Subcommittee meeting.

**Submitted by:** Jeff Anderson, Community Development Director

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#### **Attachments**

Attachment No. 1 - Second Story Design Guidelines

Attachment No. 2 - One Story Design Guidelines

Attachment No. 3 - Subcommittee Code Section

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## **Design Review Subcommittee Guidelines For New Two-Story Additions**

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- Design the two-story house or addition so that all setbacks, including second story, have been met. (Plans must indicate parkway width to verify compliance of second story setback)
  - In an area that is predominantly one story, consider reducing the size of the second story 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)
  - New two-story additions can result in privacy impacts to neighboring properties. Consider designing 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 predominantly 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.
  - When adding a second-story elevation in a one-story area, consider providing a significant second-story setback on the front elevation. By setting back the second story from the first story, the front of the house will fit better in the context of a one-story neighborhood.
  - In an area that is predominantly one story, the addition of second-story balcony, especially in a flatland neighborhood, can have an affect on privacy. In these areas, balconies in rear yards are discouraged.
  - When designing a second-story addition, consider that all sides of the second story are visible. Window treatment on second-story windows is encouraged.
  - 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.
  - Landscaping that is removed or destroyed during the construction process shall be replaced prior to final inspection.
  - 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.)
  - In an area that is predominantly developed with rear-entry garages, no garage doors should be installed on the front of the house.
-

## **Design Review Subcommittee Guidelines for One-Story Houses and Additions**

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- 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.
-

**Residential Agricultural Zone/Single-Family Zone**

**Sections 26-418. Planning Commission Subcommittee for Design**

- (a) *Purpose.* The purpose of design review of single-family residences is to ensure quality development, promote orderly development of the city, conserve property values, preserve the architectural character of an area, and to promote harmonious design that is complimentary to adjacent properties.
- (b) *Subcommittee created.* A subcommittee of the planning commission shall be established consisting of two (2) members of the planning commission to be appointed by the chair of the planning commission. An alternate subcommittee member shall be appointed by the chair to serve in the event that one (1) of the two (2) members is absent.
- (c) *Meetings.* The subcommittee shall meet regularly in open meeting at a time to be determined by the subcommittee.
- (d) *Review required.* No building permit shall be issued for the following types of improvements to single-family residences prior to subcommittee review:
  - (1) New construction of single-family residences.
  - (2) Structural additions or modifications on the front elevation of a residence.
  - (3) New second-story additions to one-story residences.
  - (4) New second-story additions to two-story houses.
  - (5) New balconies.
  - (6) Accessory habitable quarters.
  - (7) Any modifications that is readily visible from a public right-of-way.
- (e) *Exception for large homes.* Large homes as defined in section 26-685.2100 are subject to a conditional use permit and therefore will not be subject to separate subcommittee review. Planning staff will include an analysis of the subcommittee guidelines as part of the planning commission hearing on the conditional use permit.
- (f) *Review authority.* The subcommittee may approve, conditionally approve, forward the project to the planning commission, or disapprove applications.
- (g) *Basis for approval.* The subcommittee shall consider the following criteria:
  - (1) 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.
  - (2) 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.

- (3) 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.
  - (4) 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.
  - (5) 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.
- (h) *Notice of action.* The planning director shall notify the applicant of the decision of the subcommittee within ten (10) days of the decision. The notification shall be in writing and state the reasons for approval, conditional approval, denial or transfer to the planning commission.
  - (i) *Appeal.* Any decision by the subcommittee may be appealed by the applicant to the planning commission. A written appeal shall be filed with the planning director within ten (10) days after a written decision is mailed to the applicant.
  - (j) *Expiration.* Building permits to construct improvements approved by the subcommittee shall be issued within one (1) year of the date of approval or the approval will automatically expire.

(Ord. No. 2184, § 3(Exh. A), 12-16-08; Ord. No. 2260, § 3(Exh. A), 7-1-14; Ord. No. 2338, § 20, 4-17-18)

**ITEM NO. 6.a.**

**DATE: March 12, 2019**

**TO:** Planning Commission  
**FROM:** Planning Division  
**SUBJECT:** Forthcoming - March 12, 2019

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**Attachments**

Forthcoming - 3/12/19

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AGENDA NO. \_\_\_\_\_

DATE: March 12, 2019

**FORTHCOMING PLANNING COMMISSION HEARINGS**

**March 26, 2019**

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

**April 9, 2019**

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CONDITIONAL USE PERMIT NO. 19-02

INDOOR RECREATION FACILITY – AXE THROWING

APPLICANT: Marc Fresina DBA AXEM

LOCATION: 420 North Azusa Avenue

(2)

ZONE CHANGE NO. 19-01

ZONE CHANGE

APPLICANT: City of West Covina

LOCATION: 1904 West Pacific Avenue

C. NON-HEARING ITEMS

None