



CITY OF WEST COVINA

PLANNING COMMISSION

**AUGUST 8, 2023, 7:00 PM
REGULAR MEETING**

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

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

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

AMERICANS WITH DISABILITIES ACT

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

PUBLIC COMMENTS/ADDRESSING THE COMMISSION

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

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

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

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, July 11, 2023

ORAL COMMUNICATIONS

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

By policy of the Commission, Oral Communications at this time on the agenda is limited to a total of 15 minutes.

PUBLIC HEARINGS

2. **PRECISE PLAN NO. 23-04**
CONDITIONAL USE PERMIT NO. 23-03
CATEGORICAL EXEMPTION
APPLICANT: Jeremy Yeh
LOCATION: 3223 E. Garvey Avenue North
REQUEST: The applicant is requesting approval of a Precise Plan (PP) and Conditional Use Permit (CUP) to expand the existing 1,180 square-foot hotel banquet room by 1,657 square feet which would result in a 2,837 square-foot ballroom. Alcohol will be served within the ballroom. The project also involves the remodel of the porte-cochere/front canopy of the hotel.

NON-HEARING ITEMS

3. **INITIATION OF CODE AMENDMENT NO. 23-03**
GENERAL EXEMPTION
REQUESTER: Dee Meas and Channy Chor
LOCATION: Downtown Plan (Glendora Avenue)
REQUEST: To initiate a Code Amendment that consists of reducing and/or eliminating off-street parking requirements for certain commercial properties in the Downtown Plan and Code area.
4. **Study Session - Design Review Subcommittee Guidelines**

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

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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

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

6. **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: August 8, 2023

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, July 11, 2023

Attachments

Minutes 7.11.23

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, July 11, 2023

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina City Council Chambers, 1444 West Garvey Avenue, West Covina, California.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

Commissioner Williams led the Pledge of Allegiance.

ROLL CALL

Present: Becerra, Gutierrez, Williams
Absent: Heng, Lewis
City Staff Present: Bettanhausen, Morales, Burns, Machado,

APPROVAL OF MINUTES

1. Regular meeting, June 27, 2023 - Chairman Gutierrez stated he had requested an amendment to the minutes. The minutes were approved as amended.

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.

None

PUBLIC HEARINGS - None

NON-HEARING ITEMS

2. Study Session - Design Review Subcommittee Guidelines

Planning Manager Jo-Anne Burns presented the staff report.

Discussion by the Commission regarding the Guidelines and possible amendments to the Guidelines.

Mario Cobalvarro spoke regarding changes to the guidelines.

Chairman Gutierrez called a recess 8:35 p.m.

Chairman Gutierrez reconvened the meeting at 8:41 p.m.

Continuation of Commission discussion.

Motion by Chairman Gutierrez, seconded by Commissioner Becerra, to direct staff to draft changes to the Guidelines as recommended by the Commission, and present the changes to the Planning Commission for adoption. Motion carried, 3 - 0 (Lewis, Heng absent).

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

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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Chairman Gutierrez thanked West Covina City Council and staff for the 4th of July Celebration and fireworks.

3. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- Fourth of July Celebration
- Cool Kids of Summer Event
- Summer Concert Series
- Regular City Council Meeting, July 18, 2023
- August 1, 2023 regular City Council meeting canceled for National Night Out
- July 25, 2023 Planning Commission meeting - cancelled due to lack of business. The next meeting will be held August 8, 2023.

4. CITY COUNCIL ACTION:

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

ADJOURNMENT.

Chairman Gurierrez adjourned the meeting at 8:47 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

PRECISE PLAN NO. 23-04

CONDITIONAL USE PERMIT NO. 23-03

CATEGORICAL EXEMPTION

APPLICANT: Jeremy Yeh

LOCATION: 3223 E. Garvey Avenue North

REQUEST: The applicant is requesting approval of a Precise Plan (PP) and Conditional Use Permit (CUP) to expand the existing 1,180 square-foot hotel banquet room by 1,657 square feet which would result in a 2,837 square-foot ballroom. Alcohol will be served within the ballroom. The project also involves the remodel of the porte-cochere/front canopy of the hotel.

BACKGROUND

The project site is a 2.58-acre lot (128,250 sq. ft.) in the Regional-Commercial (R-C) zone, located on the north side of E. Garvey Avenue North, approximately 600 feet west of the E. Garvey Avenue North transition in to Fairway Lane. The site is developed with a 135-room five-story hotel (Holiday Inn) with an outdoor swimming pool and restaurant constructed in 1965. The precise plan for the physical development of the hotel and height variance was approved by the Planning Commission on August 19, 1964.

Access to the site is provided by two separate driveways along E. Garvey Avenue North.

ITEM	DESCRIPTION
Zoning & General Plan	Zoning: Regional-Commercial (R-C) General Plan: Commercial
Surrounding Land Uses & Zoning	North: Walnut Wash (City of Covina) East: Los Angeles County storm drain and Hotel on Regional Commercial (R-C) zone West: Hotel in Regional Commercial (R-C) zone South: Interstate 10 Freeway, Office Building on Neighborhood Commercial (N-C) zone
Legal Notice	Notice of Public Hearing have been mailed to 172 owners and occupants of properties with 300 feet of the subject site. In addition, the Public Hearing notice was published in the San Gabriel Valley Tribune at least ten (10) days prior to the meeting.

DISCUSSION

The applicant is requesting approval of a precise plan and conditional use permit to expand the existing 1,180 square-foot hotel banquet room by 1,657 square feet in order to accommodate a 2,837 square-foot ballroom located within the ground-floor central courtyard area of the existing hotel. The project also involves the redesign of the porte-cochere/canopy along the front facade of the building. The ballroom expansion and porte-cochere remodel is necessary for the future rebranding of the Holiday Inn to a Doubletree Hotel.

Precise Plan

The proposed project requires the approval of a precise plan to allow the proposed building expansion and site layout. The existing hotel banquet room would be expanded approximately 17 feet to the west, towards the interior courtyard of the hotel. The expansion would not be visible from off-site.

According to the applicant, the ballroom will accommodate a maximum of 63 seats. However, based on a comparison of other similar sized ballrooms of other Double Tree Hotels and the number of parking spaces available on site, the proposed ballroom would be able to accommodate space for 175 seats. The ballroom could also be used for instructional/educational purposes and arranged similar to a classroom setting with rows of seats. With a maximum of 175 seats, as conditioned, sufficient parking would be available onsite based on the following parking ratio/calculation:

Use	Ratio	Required Spaces
Hotel	1 parking space per room	135
Restaurant	1 parking space for every 3.5 seats	14.5
Ballroom	1 parking space for every 2.5 seats	70

Total Required Parking	219.5
Number of Existing Parking Spaces	220

Conditional Use Permit

A conditional use permit is required to allow for the hotel addition and expansion of alcoholic beverage service for the larger ballroom area. The hotel currently maintains a Type-47 alcohol license with the California Department of Alcoholic Beverage Control (ABC). A Type-47 license allows for the sales of beer, wine, and distilled spirits in conjunction with the operations of a bona fide eating place (restaurant that maintains suitable kitchen facilities and substantial sales of meals). The hotel will be required to report the ballroom expansion to ABC and obtain the necessary alcohol license update.

REQUIRED FINDINGS

Findings are required to allow the Planning Commission to approve the precise plan and conditional use permit. Findings are required to be made for each of these individual entitlements. The findings for entitlements are included in each individual resolution (Attachment Nos. 1 and 2) and are also presented below.

Precise Plan

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

The project is a request for a Precise Plan to allow for the expansion of the ballroom and remodel of the porte-cochere. The project site is designated as "Commercial" in the City's General Plan and is zoned "Regional-Commercial" (R-C). The proposed project is consistent with the following General Plan policies: Our Prosperous Community P2.1. Maintain and enhance the City's current tax base. Our Prosperous Community P2.4 Build on and grow West Covina's regional appeal. Our Prosperous Community P2.9 Support local businesses.

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

The project consists of the expansion of the hotel ballroom and remodel of the porte-cochere. The proposal complies with the requirements and development standards of the "Regional-Commercial" (R-C) Zone. Applicable development standards in the Zoning Code include but are not limited to screening requirements; building colors, materials, finishes and exterior design; landscape criteria; building coverage; setbacks and off-street parking requirements.

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

The hotel is existing and has been operating on the site for over 50 years. The ballroom expansion and porte-cochere remodel are negligible. The project is designed to be compatible with the existing structure and other uses within the vicinity and would not be detrimental to the public interest, health, safety, and general welfare and would not unreasonably interfere with the use and enjoyment of property.

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

The "Regional-Commercial" (R-C) zoning designation sets standards for a regional business center which provides for a complete line of shop and store types, eating and entertainment facilities, and financial and business services. The existing hotel structure and use are longstanding. The site is accessible from two driveways along Garvey Avenue North. As conditioned, the site is physically suitable for the proposed project and adequate to accommodate the size and shape of the building, parking and all required development standards set forth in the West Covina Municipal Code.

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

The improvements onsite are longstanding. As conditioned, all aspects of the project will be compatible with the existing and future land uses and do not interfere with orderly development in the vicinity. The proposed construction, building materials and colors will match the existing building.

Conditional Use Permit

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

The ballroom expansion is necessary in order to allow for the rebranding of the existing hotel. The ballroom is accommodation that contributes to the general well-being of the community in that it offers an option for another location/place to celebrate milestones and important events.

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

There is no evidence that any detrimental effects such as: noise, litter, or other nuisances would occur. The alcohol service will be in conjunction with the operation of a restaurant/ballroom. The hotel and alcohol license are existing. With appropriate conditions of approval, the proposed on-sale of alcohol use will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. The conditions of approval regulate the use to have minimal impacts.

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

The site is able to sufficiently accommodate the proposed use. Furthermore, the change in square footage is minimal. The proposed use will integrate well with the surrounding uses. The hotel complies with onsite parking requirements.

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

The proposed on-sale of alcohol in conjunction with the restaurant/ballroom is not anticipated to generate a substantial amount of vehicular traffic nor alter present circulation pattern. No effect on required infrastructure will result from the proposed use. The adequate public and private facilities such

as utilities, landscaping, parking spaces and traffic circulation measures are provided for the existing use and will not adversely affect traffic in residential areas.

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

The granting of the Conditional Use Permits to allow alcohol sales/service with the operation of a restaurant/ballroom will not adversely affect the West Covina General Plan, since the proposed use does not conflict with the site's "Commercial" land use designation which allows for a mix of functions including commercial, entertainment, office and housing. The project is consistent with the following General Plan policies: Policy 2.1 Maintain and enhance the City's current tax base and Policy 2.4 Build on and grow West Covina's regional appeal.

GENERAL PLAN CONSISTENCY

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

- Policy 2.1: Maintain and enhance the City's current tax base
- Policy 2.4: Building on and grow West Covina's regional appeal.
- Policy 2.9: Support local businesses

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15303 (Class 3, New Construction) in that it consists of the construction of a minor structure/addition in order to operate the requested use.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt Resolution Nos. 23-6126 and 23-6127, approving Precise Plan No. 23-04 and Conditional Use Permit No. 23-03.

LARGE ATTACHMENTS

Plans may be viewed at the West Covina City Hall Planning Division Counter at 1444 W. Garvey Avenue South, 2nd Floor - Room 208, West Covina CA 91790.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Precise Plan Resolution No. 23-6126

Attachment No. 2 - Conditional Use Permit Resolution No. 23-6127

Attachment No. 3 - Presentation

PLANNING COMMISSION

RESOLUTION NO. 23-6126

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 23-04

PRECISE PLAN NO. 23-04

CATEGORICAL EXEMPTION

APPLICANT: Jeremy Yeh

LOCATION: 3223 E. Garvey Avenue North

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

Expand the existing ballroom by 1,657 square feet and remodel of the 1,024-square foot porte-cochere. On that certain property described as:

Assessor's Parcel No. 8451-016-035, in the records of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission upon giving the required notice did on the 8th day of August 2023, conduct a duly advertised public hearing as prescribed by law to consider said application.

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

1. The project consists of a proposal to expand the existing ballroom by 1,657 square feet and remodel of the 1,024-square foot porte-cochere.
2. Appropriate findings for approval of a precise plan of design are as follows:
 - a. *The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.*
 - b. *The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provision of the Municipal Code.*

- c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.*
 - d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.*
 - e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.*
3. The proposal is considered to be categorically exempt, pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15303 (Class 3, New Construction) in that it consists of the construction of a minor structure/addition in order to operate the requested use.

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

1. On the basis of the evidence presented, both oral and documentary, the Planning Commission makes the following findings:
 - a. The project is a request for a Precise Plan to allow for the expansion of the ballroom and remodel of the porte-cochere. The project site is designated as "Commercial" in the City's General Plan and is zoned "Regional-Commercial" (R-C). The proposed project is consistent with the following General Plan policies: Our Prosperous Community P2.1. Maintain and enhance the City's current tax base. Our Prosperous Community P2.4 Build on and grow West Covina's regional appeal. Our Prosperous Community P2.9 Support local businesses.
 - b. The project consists of the expansion of the hotel ballroom and remodel of the porte-cochere. The proposal complies with the requirements and development standards of the "Regional-Commercial" (R-C) Zone. Applicable development standards in the Zoning Code include but are not limited to screening requirements; building colors, materials, finishes and exterior design; landscape criteria; building coverage; setbacks and off-street parking requirements.
 - c. The hotel is existing and has been operating on the site for over 50 years. The ballroom expansion and porte-cochere remodel are negligible. The project is designed to be compatible with the existing structure and other uses within the vicinity and would not be detrimental to the public interest, health, safety, and

general welfare and would not unreasonably interfere with the use and enjoyment of property.

- d. The "Regional-Commercial" (R-C) zoning designation sets standards for a regional business center which provides for a complete line of shop and store types, eating and entertainment facilities, and financial and business services. The existing hotel structure and use are longstanding. The site is accessible from two driveways along Garvey Avenue North. As conditioned, the site is physically suitable for the proposed project and adequate to accommodate the size and shape of the building, parking and all required development standards set forth in the West Covina Municipal Code.
 - e. The improvements onsite are longstanding. As conditioned, all aspects of the project will be compatible with the existing and future land uses and do not interfere with orderly development in the vicinity. The proposed construction, building materials and colors will match the existing building.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 23-04 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.
 3. That the precise plan shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this precise plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
 5. That the approval of the precise plan is subject to the following conditions:

PLANNING DIVISION

- a) Comply with plans reviewed by the Planning Commission on August 8, 2023.
- b) These conditions of approval shall be printed on or attached to the working drawings submitted to the Building Division for approval.

- c) That the project complies with all requirements of the “Regional-Commercial” Zone and all other applicable standards of the West Covina Municipal Code.
- d) The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- e) The approved use shall be in compliance with the Noise Ordinance (Chapter 15).
- f) This precise plan approval shall become null and void if building permit is not obtained within two (2) years of the date of this approval.
- g) The applicant shall sign an affidavit accepting all conditions of this approval.
- h) That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning Division, Building Division, and Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- i) All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.
- j) Prior to the issuance of building permits the applicant shall demonstrate, to the satisfaction of the Community Development Director, that all roof mounted mechanical equipment is placed behind a permanent parapet wall and is completely restricted from all ground level views, pursuant to Section 26-568 of the Municipal Code.
- k) The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Community Development Director prior to the issuance of building permit. Provide construction details prior to issuance of a building permit.
- l) All new ground-mounted, wall-mounted and/or roof-mounted equipment shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.
- m) The parking lot shall be resurfaced/repared and restriped so that there are no visible cracks and/or holes on the surface prior to Building permit final.
- n) All landscape areas shall be maintained at all times. Damaged vegetation shall be replaced and the site shall be kept free of diseased or dead plant materials and litter at all times. All missing and/or dead plantings onsite shall be replaced prior to Building permit final.

- o) Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
- p) This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code and the sign criteria of the shopping center.
- q) Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.
- r) Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.
- s) The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.
- t) All new utilities shall be placed underground prior to issuance of Certificate of Occupancy. All relocated on-site utility service lines shall be underground when the cost or square footage of an addition or alteration exceeds 50% of the existing value or area. WCMC 23-273.
- u) The applicant shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees to attack, set aside, void, or annul the approval by the City of this case file. Further, the applicant shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees arising out of the action, inaction or negligence of the applicant, its employees, officers, agents, contractors, subcontractors, successors or assigns in planning, engineering, constructing or in any manner carrying out the file or any improvements required for the case file. The indemnity shall be contained in a written document approved by the City Attorney.
- v) Comply with all requirements of the “Art in Public Places” ordinance (WCMC Chapter 17), prior to the issuance of building permits if total project valuation has a total cost of \$250,000 or more. Artwork shall be installed or required fee paid prior to issuance of Certificate of Occupancy.
- w) **BUILDING CONDITIONS**

1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
2. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
3. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
4. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
5. South Coast Air Quality Management District must be contacted prior to any demolition or renovation. Call (909) 396-2000 for further information. Failure to comply with the provisions of Rule 1403 may result in a penalty of up to \$25,000 per day.
6. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
 - a. Observation of cleared areas and benches prepared to receive fill;
 - b. Observation of the removal of all unsuitable soils and other materials;
 - c. The approval of soils to be used as fill material;
 - d. Inspection of compaction and placement of fill;
 - e. The testing of compacted fills; and
 - f. The inspection of review of drainage devices.
7. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.
8. Prior to permit issuance the PDF copy of the soils report shall be provided by the applicant.

9. A drainage plan shall be approved by Engineering Division prior to issuance of the building permit. The drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
10. Projects shall comply with the requirements of the NPDES (NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM) prior to issuance of a Demolition, Grading & Building permit. These include requirements for sediment control, erosion control, and construction activities control to be implemented on the project site.
11. All State of California disability access regulations for accessibility shall be complied with.
12. Approval is required from the Los Angeles County Health Department for food handling and/or storage.
13. Electrical plan check is required.
14. Mechanical plan check is required.
15. Plumbing plan check is required.
16. Plumbing fixtures shall be provided as required by the Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.
17. Project shall comply with the CalGreen Nonresidential requirements.
18. Separate plan review application and permit is required for each detached structure, including the porte cochere that is not structurally connected to the hotel structure.
19. Rooms or spaces of uses intended for food and/or drink consumption such as a ballroom or banquet hall shall be classified as A-2 Group Occupancy.
20. A 5-story hotel of R-1 Group Occupancy and of Type VA Construction is not permitted per Table 504.4 of the Building Code. An allowable building height and area analysis per Chapter 5 of the Building Code shall be provided to justify the existing building qualifies as Type IV Building Construction or better.
21. An allowable building area analysis per Chapter 5 of the Building Code considering the floor area of the addition shall be provided to justify the existing building need not to upgrade to Type IIIA construction or better.

22. All fire sprinkler hangers must be designed and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250 pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

23. Separate permit is required for Fire Sprinklers.

x) ENGINEERING CONDITIONS

1. Install new curb ramp at the both sides of driveway approach in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.
2. Reconstruct the driveway approach located at the east side of the property in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.
3. Remove and replace broken and off grade sidewalk in accordance with SPPWC standard plan 113-2, and as directed by the City Engineer or his/her designee.
4. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.
5. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as indicated below, and as directed the City Engineer or his/her designee.
 - a. Remove and reconstruct existing pavement. New street section to match existing adjacent street section, but shall not be less than 4" AC, 4" CAB on 95% compacted base.
6. Prior to the building permit(s), inspection required by Public Works inspector.
7. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
 - a. Observation of the removal of all unsuitable soils and other materials;
 - b. The approval of soils to be used as fill material;
 - c. Inspection of compaction and placement of fill;
 - d. The testing of compacted fills; and
 - e. The inspection of review of drainage devices.

8. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.
9. A drainage plan shall be approved by Engineering Division prior to issuance of the building permit. The drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.
10. Projects shall comply with the requirements of the NPDES (NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM) prior to issuance of a Demolition, Grading & Building permit. These include requirements for sediment control, erosion control, and construction activities control to be implemented on the project site.
11. Stormwater Planning Program LID Plan Checklist (Form PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link <https://www.westcovina.org/home/showdocument?id=18427>

y) FIRE DEPARTMENT CONDITIONS

1. NFPA 13D/13R/13 Fire Sprinkler System
2. NFPA 14 – Standpipe System / Yard Standpipes
3. NFPA 72 – Fire Alarm / Fire Sprinkler Monitoring System
4. NFPA 10 – Portable Fire Extinguishers
5. New Fire Flow Test Required
6. A Knox box with a labeled master key must be maintained and provided for emergency responder access.
7. Security gates require Knox key switch for fire and police access.
8. Any modifications to an existing fire sprinkler/fire alarm system/standpipe system must be first approved and permitted by the fire department.
9. Illuminated exit signage with emergency lighting.

10. Fire access road the minimum road width shall be 26 feet.
11. All fire access roads shall have red curbing and be stenciled “No Parking Fire Lane” and have fire lane signs reading “No Parking Fire Lane” every 75 feet.
12. Panic hardware shall be installed where required.
13. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.

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 8th day of August 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: August 8, 2023

Brian Gutierrez, Chairperson
Planning Commission

Paulina Morales, Secretary
Planning Commission

PLANNING COMMISSION

RESOLUTION NO. 23-6127

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 23-02

CONDITIONAL USE PERMIT NO. 23-03

CATEGORICAL EXEMPTION

APPLICANT: Jeremy Yeh

LOCATION: 3223 E. Garvey Avenue North

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

Expand the existing hotel ballroom and alcohol service in conjunction with a bona fide eating place (restaurant) located within a certain property described as follows:

Assessor's Parcel No. 8451-016-035, in the records of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 11th day of April 2023, conduct a duly advertised public hearing as prescribed by law to consider said application; and

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

1. The applicant is requesting approval of a Conditional Use Permit to expand the existing hotel ballroom and alcohol service in conjunction with a bona fide eating place (restaurant) located within an existing hotel in the "Regional Commercial" (R-C) zone.
2. Findings necessary for approval of a Conditional Use Permit are as follows:
 - a. *That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community.*

- b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.*
 - c. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.*
 - d. That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets.*
 - e. That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.*
3. The proposal is considered to be categorically exempt, pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15303 (Class 3, New Construction) in that it consists of the construction of a minor structure/addition in order to operate the requested use.

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

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a Conditional Use Permit:
 - a. The ballroom expansion is necessary in order to allow for the rebranding of the existing hotel. The ballroom is an accommodation that contributes to the general well-being of the community in that it offers an option for another location/place to celebrate milestones and important events.
 - b. There is no evidence that any detrimental effects such as: noise, litter, or other nuisances would occur. The alcohol service will be in conjunction with the operation of a restaurant/ballroom. The hotel and alcohol license are existing. With appropriate conditions of approval, the proposed on-sale of alcohol use will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. The conditions of approval regulate the use to have minimal impacts.
 - c. The site is able to sufficiently accommodate the proposed use. Furthermore, the change in square footage is minimal. The proposed use will integrate well with the surrounding uses. The hotel complies with onsite parking requirements.

- d. The proposed on-sale of alcohol in conjunction with the restaurant/ballroom is not anticipated to generate a substantial amount of vehicular traffic nor alter present circulation pattern. No effect on required infrastructure will result from the proposed use. The adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are provided for the existing use and will not adversely affect traffic in residential areas.
 - e. The granting of the Conditional Use Permits to allow alcohol sales/service with the operation of a restaurant/ballroom will not adversely affect the West Covina General Plan, since the proposed use does not conflict with the site's "Commercial" land use designation which allows for a mix of functions including commercial, entertainment, office and housing. The project is consistent with the following General Plan policies: Policy 2.1 Maintain and enhance the City's current tax base and Policy 2.4 Build on and grow West Covina's regional appeal.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 23-03 is approved subject to the provisions of the West Covina Municipal Code provided that the physical development of the herein described property shall conform to said Conditional Use Permit and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director before the use or occupancy of the property is commenced and before a certificate of occupancy is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.
3. The Conditional Use Permit shall not be effective for any purpose until the owner of the property involved (or his duly authorized representative) has filed at the office of the Community Development Director his affidavit stating he is aware of, and accepts, all conditions of this conditional use permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
4. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
5. That the approval of the Conditional Use Permit is subject to the following conditions:
 - a. Comply with the plans reviewed by the Planning Commission on August 8, 2023.
 - b. Comply with all applicable sections of the West Covina Municipal Code.

- c. Comply with all requirements of the “Regional Commercial” Zone.
- d. This approval allows for the expansion of the ballroom and alcohol service (Type 47 ABC License) in conjunction with a bona fide eating place (restaurant).
- e. Approval of this Conditional Use Permit is contingent upon, and shall not become effective unless and until, approval of Precise Plan No. 23-04.
- f. The ballroom, at any time, shall not be occupied by greater than 175 seats and/or greater than 175 people (excluding hotel employees), and/or the maximum capacity determined by the Fire Department, whichever is less.
- g. Comply with all the California Department of Alcoholic Beverage Control rules and regulations and obtain/update the necessary licenses.
- h. Comply with all Health Department regulations and obtain required permits.
- i. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
- j. Amplified sound shall not be used within the exterior of the building.
- k. The Community Development Director shall monitor whether the business generates excessive complaints. If the business operation results in excessive issues or complaints at any time, the Director shall initiate a review of the CUP by the Planning Commission. The Commission shall determine if additional restrictions, conditions, or physical changes are needed in order to address the issues or concerns.
- l. During construction, the delivery of materials and equipment, outdoor operations of equipment and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.
- m. All construction equipment, stationery or mobile, shall be equipped with properly operating and maintained mufflers.
- n. The operation of the facility shall comply with the West Covina Noise Ordinance.
- o. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.
- p. That any proposed change to the approved site plan, floor plan, or elevations be reviewed by the Planning, Building, Fire, and Police Departments and the

Community Development Commission, and that the written authorization of the Planning Director shall be obtained prior to implementation.

- q. The Conditional Use Permit may be revoked, amended and suspended by the Planning Commission under the provisions of Section 26-253 of the West Covina Municipal code.

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 8th day of August 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: August 8, 2023

Brian Gutierrez, Chairperson
Planning Commission

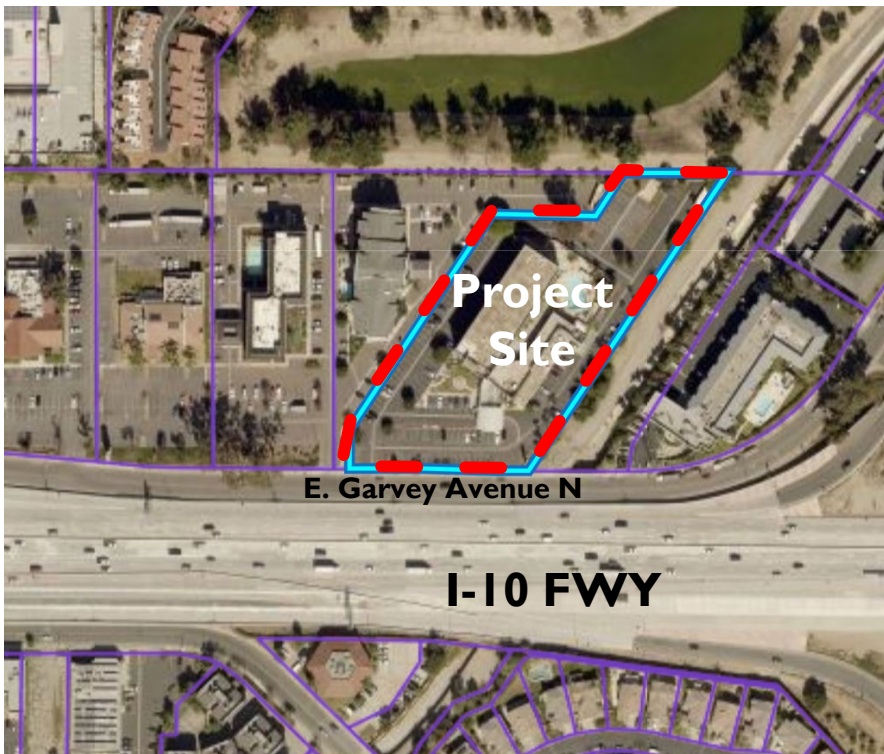
Paulina Morales, Secretary
Planning Commission

PLANNING COMMISSION MEETING AUGUST 8, 2023

ITEM #2 – PRECISE PLAN NO. 23-04 AND CONDITIONAL USE PERMIT NO. 23-03
3223 E. GARVEY AVENUE NORTH (HOLIDAY INN)

Planning Division

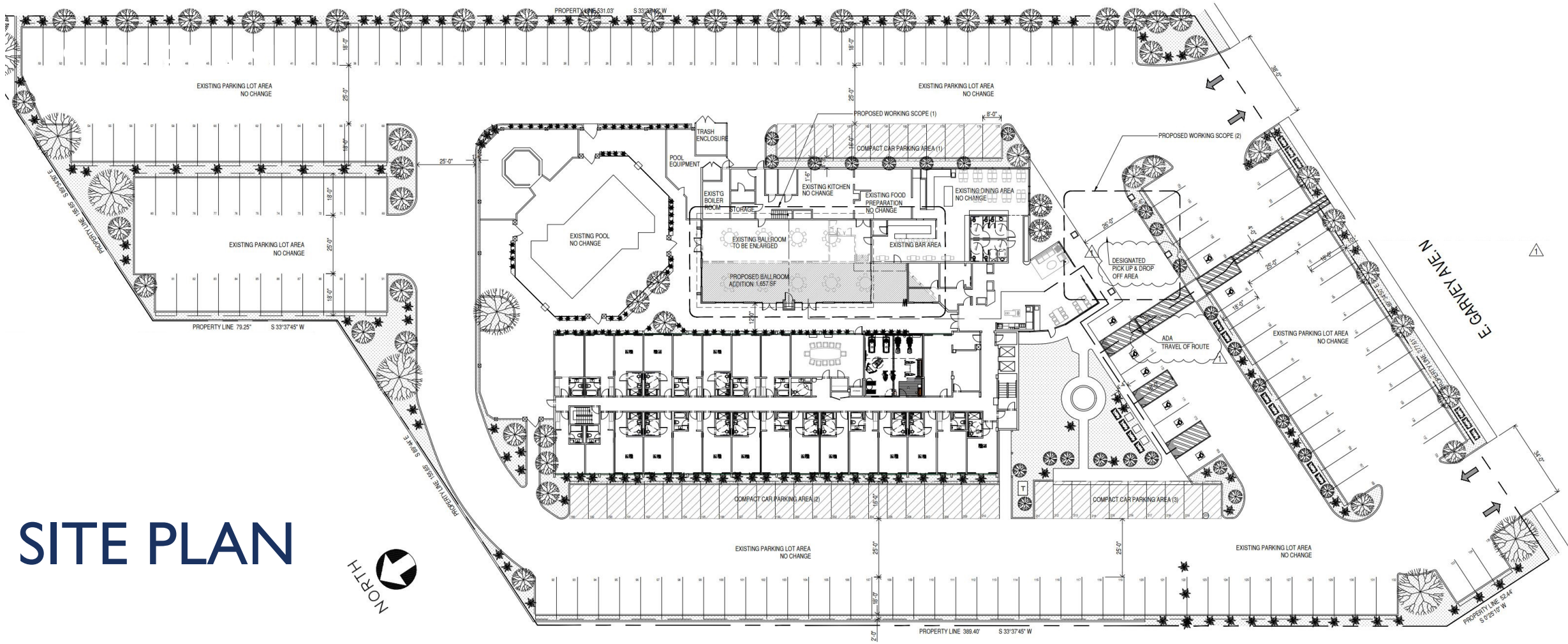
OVERVIEW

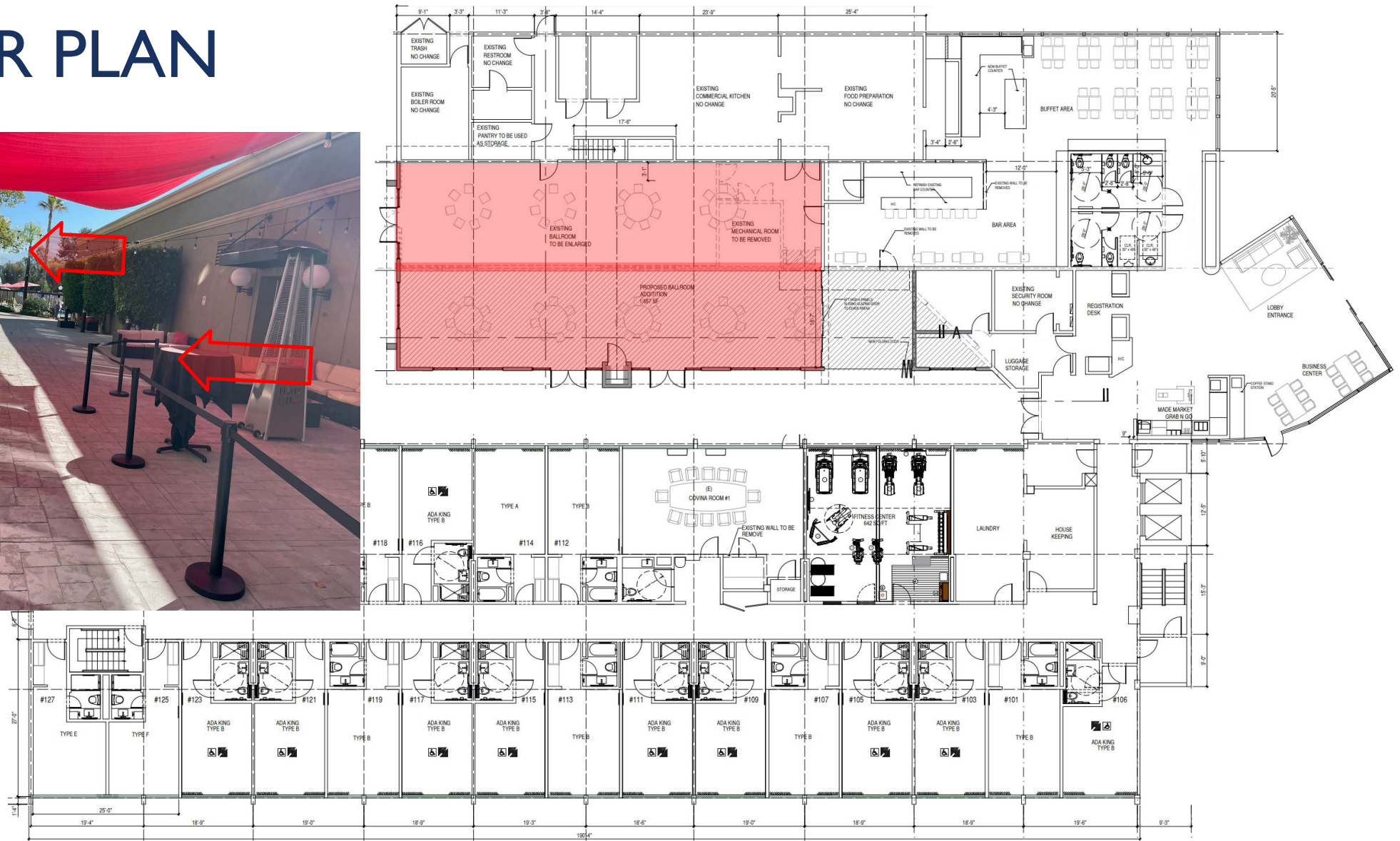


Precise Plan No. 23-04 and Conditional Use Permit No. 23-03

- To allow the expansion of hotel ballroom, remodel of porte-cochere, and alcohol service in conjunction with a restaurant (Type 47 ABC License)
- **Lot Size:** 31,600 SF
- **Zone:** Regional Commercial (R-C)
- **Surrounding Uses:** Walnut Wash (North), Storm drain (East), Hotel (West), I-10 FWY (South)

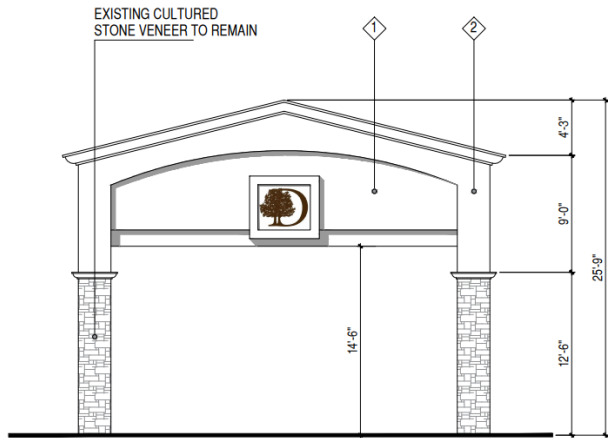
SITE PLAN



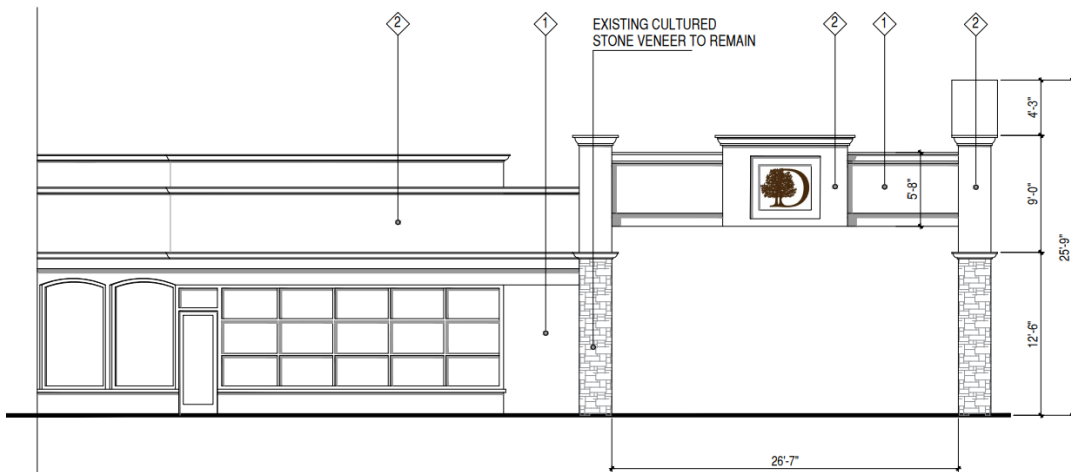




EXISTING SITE - FRONT



CANOPY FRONT ELEVATION SCALE: 1/8"=1'-0"



CANOPY SIDE ELEVATION SCALE: 1/8"=1'-0"



1

OMEGA STUCCO
434 VANILLA CREAM-BASE 2
SMOOTH FINISH



2

OMEGA STUCCO
244 WOLF -BASE 2
SMOOTH FINISH

MATERIAL AND COLOR

CANOPY ELEVATIONS



① (BALLROOM) WEST ELEVATION SCALE: 1/4"=1'-0"



② (BALLROOM) NORTH ELEVATION SCALE: 1/4"=1'-0"

MATERIAL AND COLOR



ALL WEATHER SYSTEM
COMPOSIT SIDING
2-TONES MIXED

3



OMEGA STUCCO
434 VANILLA CREAM-BASE 2
SMOOTH FINISH

1



OMEGA STUCCO
244 WOLF -BASE 2
SMOOTH FINISH

2



COMMERCIAL STOREFRONT WINDOW & DOOR
COLOR : BRONZE

4

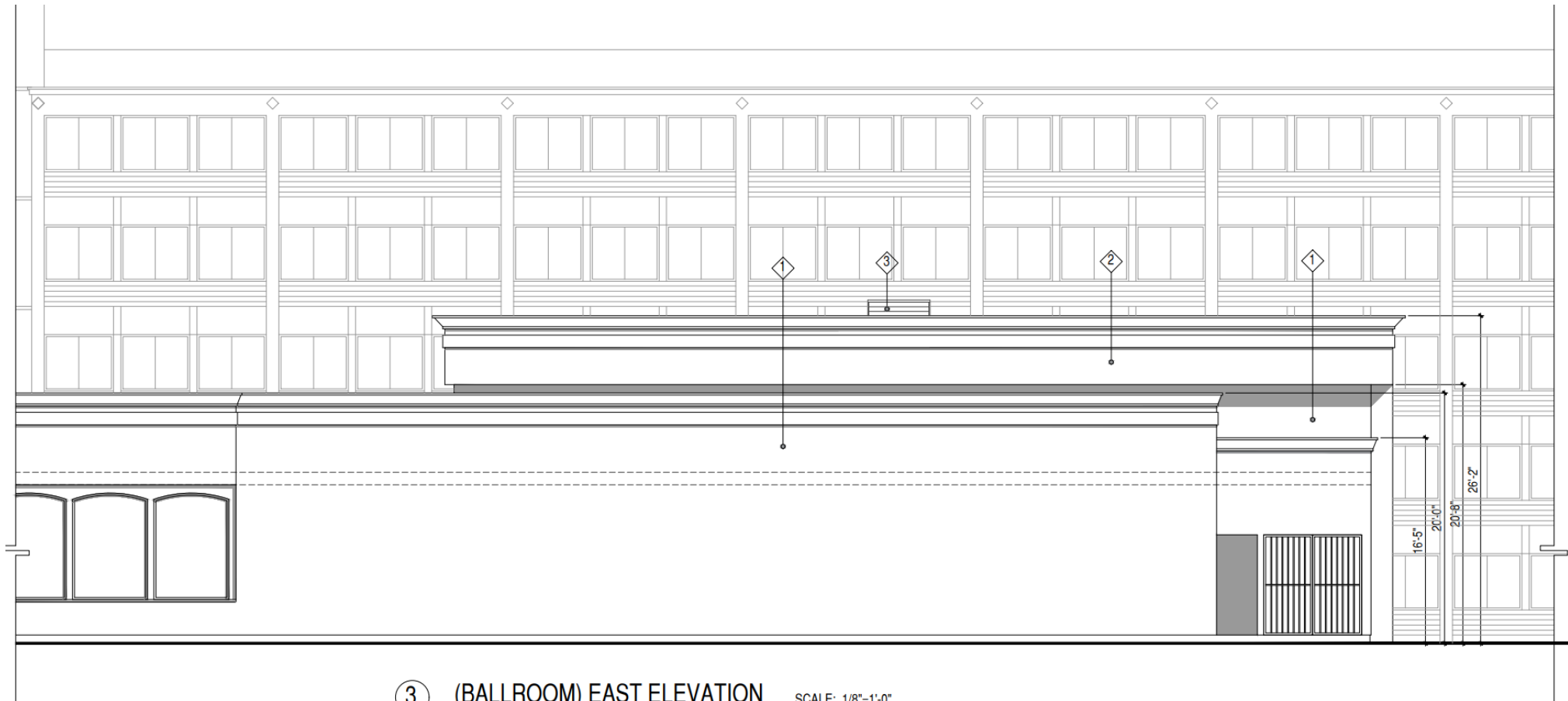


UP AND DOWN LIGHT
LED WATERPROOF
MODERN WALL
WASHER LIGHTS
WALL LAMP

5

BALLROOM EXPANSION NORTH AND WEST ELEVATIONS

BALLROOM EXPANSION EAST ELEVATION



③ (BALLROOM) EAST ELEVATION SCALE: 1/8"=1'-0"

STAFF RECOMMENDATION

Planning Staff recommends adopting Resolution Nos. 23-6126 and 23-6127, approving Precise Plan No. 23-04 and Conditional Use Permit No. 23-03.

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

INITIATION OF CODE AMENDMENT NO. 23-03

GENERAL EXEMPTION

REQUESTER: Dee Meas and Channy Chor

LOCATION: Downtown Plan (Glendora Avenue)

REQUEST: To initiate a Code Amendment that consists of reducing and/or eliminating off-street parking requirements for certain commercial properties in the Downtown Plan and Code area.

BACKGROUND

On December 20, 2016, the City Council adopted the Downtown Plan in conjunction with the General Plan. The Downtown Plan is a form-based code which regulates development in the Downtown Plan Overlay Zone, and was adopted as Article XV in Chapter 26 (Zoning) of the West Covina Municipal Code.

Since the initial adoption of the Downtown Plan, three (3) separate amendments have been adopted. On August 21, 2018, Code Amendment No. 17-02 (Ordinance No. 2443) was adopted, which revised a number of items in the Code including entitlement expiration dates, list of permitted uses, building heights, allowed building types, sign standards, minor modification/minor site plan review process, wall/fence standards, and parking standards. On December 18, 2018, Code Amendment No. 18-03 (Ordinance No. 2450) was adopted, which revised the commercial parking requirement calculations for the T-5 Urban Center, T-4 General Urban and T-4 Urban Neighborhood Zones to 0.65 of cumulative parking standards from the Municipal Code for non-residential uses. On May 4, 2021, Code Amendment No. 20-08 (Ordinance No. 2483) was adopted, which revised minimum floor heights, building size and massing, open space requirements, and frontage standards for residential buildings and uses.

DISCUSSION

On July 12, 2023, the Planning Division received correspondence from Dee Meas and Channy Chor (Attachment No. 1), requesting that a Code Amendment be initiated to consider amending the West Covina Downtown Plan to reduce the number of required off-street parking spaces for commercial buildings and uses along the eastern portion of Glendora Avenue, in between E. Walnut Creek Parkway and E. Dalewood Street. Mr. Meas and Ms. Chor are restaurant owners currently in the plan-check process to open Burd Chicken Rice restaurant at 148 S. Glendora Avenue. They have indicated a desire to pursue another restaurant concept on Glendora Avenue that is currently vacant. As the property has remained vacant for approximately a decade, the current zoning would not allow for a new use on the property unless sufficient parking is provided. Most of the properties on the eastern side of Glendora Avenue (between E. Walnut Creek Parkway and E. Dalewood Street) are not able to provide sufficient parking for their uses. The City allows existing buildings to be occupied with retail, offices, and restaurant uses due to its legal non-conforming status.

The current commercial parking requirement is 0.65 of cumulative parking standards from the West Covina Municipal Code (Sec. 26-582) for non-residential uses. The requested code amendment consideration is to eliminate this requirement entirely for the commercial buildings and uses along the eastern portion of Glendora Avenue, in between E. Walnut Creek Parkway and E. Dalewood Street. The requestor is asking that the City process the requested Code Amendment without requiring the submittal of an application and payment of fees.

Staff views this request as reasonable, given that the Glendora businesses currently do not provide the required onsite parking. The businesses utilize the City-owned parking lot along the Glendora Avenue frontage. In addition,

parking is also available in the parking structures in the Lakes Entertainment center owned by Regal Edwards West Covina and the City of West Covina. This code amendment would allow for future redevelopment and revitalization of the area.

STAFF RECOMMENDATIONS

Planning Staff is recommending that the Planning Commission adopt Resolution No. 23-6128, initiating a Code Amendment to the West Covina Downtown Plan and Code.

Submitted by: Miriam Machado, Associate Planner

Attachments

Attachment No. 1 - Initiation Request

Attachment No. 2 - Resolution of Approval

ATTACHMENT NO. 1

From: [Burd Chicken Rice](#)
To: [Jo-Anne Burns](#)
Cc: [Karen Ko](#); [Channy Chor](#); [Dee Meas](#)
Subject: Request for Code Amendment to Address Downtown West Covina (Glendora Avenue) Parking and Property Acquisition
Date: Wednesday, July 12, 2023 1:13:50 PM

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

Dee Meas & Channy Chor
2739 E Hillside Dr
West Covina, CA 91791
deemrealtor@gmail.com
channyrealtor@gmail.com
714.600.7634 or 213.608.6408
July 12, 2023

City of West Covina Planning Commission
1444 West Garvey Avenue South
West Covina, CA 91790

Subject: Request for Code Amendment to Address Downtown West Covina (Glendora Avenue) Parking and Property Acquisition

Dear Members of the Planning Commission,

I hope this letter finds you in good health and high spirits. As a dedicated resident and business owner of West Covina, I am writing to bring to your attention an important matter regarding the development of Downtown West Covina, specifically the Glendora Avenue area. Furthermore, I would like to express my interest in purchasing a lot within the Downtown area to develop an innovative food hall concept.

Firstly, I would like to commend the City of West Covina for its ongoing efforts in revitalizing our downtown district. The progress made thus far has been remarkable, and I am excited to witness the positive transformation taking place in our community. However, it has come to my attention that the current parking situation in the Glendora Avenue Downtown Area requires urgent attention.

The availability of ample parking is crucial for the success and growth of businesses, particularly in the restaurant industry. As a business owner myself, I understand the challenges and opportunities associated with creating a thriving dining experience. However, the lack of sufficient parking spaces in the area poses a significant obstacle for both existing establishments and potential investors like myself.

In light of this issue, I respectfully request the City of West Covina Planning Commission to consider a code amendment specifically addressing parking requirements in the Glendora Avenue Downtown Area. By reassessing and modifying the existing regulations, we can ensure that businesses, such as the food hall concept I aim to develop, have access to the necessary parking facilities to thrive.

Additionally, I would like to express my keen interest in acquiring a specific lot within the Downtown area to establish this food hall concept. The food hall model has gained immense popularity, providing a diverse culinary experience for the community while fostering local entrepreneurship. As a resident and business owner deeply invested in the growth of our city, I believe this project would greatly contribute to the vibrancy and economic vitality of West Covina.

To achieve this vision, I kindly request the support and assistance of the City of West Covina and the Planning Commission in acquiring the property of interest. Your guidance and cooperation will be invaluable in navigating the necessary processes and procedures for securing the desired lot. Together, we can ensure that the development

aligns with the city's long-term goals and benefits all stakeholders involved.

In closing, I would like to emphasize that addressing the parking concerns in the Glendora Avenue Downtown Area and facilitating the acquisition of the property in question are of utmost importance. With your assistance, we can create a vibrant and prosperous Downtown West Covina that caters to the needs and aspirations of residents and entrepreneurs alike.

Thank you for your attention to this matter. I look forward to hearing from you soon and discussing the potential opportunities further.

Sincerely,

Dee & Channy

BURD CHICKEN RICE™
A “Happy Burd, Inc.” brand!

ATTACHMENT NO. 2

PLANNING COMMISSION

RESOLUTION NO. 23-6128

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, INITIATING A CODE AMENDMENT RELATED TO COMMERCIAL PARKING DEVELOPMENT STANDARDS FOR THE WEST COVINA DOWNTOWN PLAN AND CODE

WHEREAS, on August 8, 2023, the Planning Commission considered the initiation of Code Amendment No. 23-03 related to the commercial parking development standards for the West Covina Downtown Plan and Code; and

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

1. The Downtown Plan and Code currently requires 0.65 of cumulative parking standards from the West Covina Municipal Code (Sec. 26-582) for non-residential uses.
2. 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 parking development standards within the Downtown Plan and Code.

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 8th day of August 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: August 8, 2023

Brian Gutierrez, Chair
Planning Commission

Paulina Morales, Secretary
Planning Commission

City of West Covina
Memorandum
A G E N D A

ITEM NO. 4

DATE: August 8, 2023

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

DISCUSSION:

During the July 11, 2023 meeting, the Planning Commission held a study session to go over the Design Review Guidelines for both one-story additions/new house and two-story additions/new house. The Planning Commission directed staff to make the following revisions:

1. Revise the Design Guidelines so that it is more transparent that change in paint color to neutral earth tone colors, retrofit window replacements, door replacements, and minor door/window relocations do not need Design Review approval.
 - *Staff has included language in the draft Design Guidelines that addresses this requested change.*
2. Remove items that are required by the West Covina Municipal Code and basic plan review.
 - *Staff deleted the items pertaining to setback compliance and requirement for including the parkway width in the plans.*
3. Discuss deleting roof material review and the requirement for alternative materials with the full Planning Commission.
 - *Staff has revised the Guidelines to indicate that including alternative materials are encouraged, but not required.*
 - *Staff would like to obtain clarification from the Planning Commission if it is desired to continue requiring Design Review when existing alternative materials are proposed to be removed and/or replaced, and for changes to roof materials (e.g. from roof tiles to roof shingles).*
4. Discuss including language prohibiting certain colors for houses
 - *The Planning Commission previously discussed aesthetic impacts of houses that are painted with bold non-traditional colors (neon, purple, orange, etc.). Staff would like to obtain clarification from the Planning Commission if it is desired to prohibit and/or require review for certain colors.*

Staff has revised the Design Guidelines in accordance to the Planning Commission's direction.

RECOMMENDATION:

It is recommended that the Planning Commission discuss the Single-Family Residential Design Guidelines and vote to approve the changes/revision.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Redlined One-Story Design Guidelines

Attachment No. 2 - Redlined Two-Story Design Guidelines

Design Review Subcommittee Guidelines for One-Story Houses and Additions

- The following items do not require Design Review approval: change in paint color to neutral earthtone colors, retrofit window change-out, door replacements, and minor door/window relocations.
- The front elevation of houses should be designed to engage the street through the placement of a door, and windows ~~and the front porch~~ as well as other architectural features that define the elevation as the front of the house.
- ~~Design the house so that all setbacks have been met.~~
- ~~Design the~~ It is encouraged that the front and any other visible elevations, especially corner houses, are designed 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. Including alternative materials in the design is not a requirement. (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.~~

Design Review Subcommittee Guidelines For Two-Story Houses and Additions

- The following items do not require Design Review approval: change in paint color to neutral earth tone colors, retrofit window change-out, door replacements, and minor door/window relocations.
- Incorporate the One-Story Guidelines in the architectural design for Two-Story Houses and Additions.
- ~~➤ 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, it is encouraged that the size of the second story be reduced in relation to the ground floor. A smaller second floor will not appear as massive or boxy. (Plate height shall be consistent with the first story of the house)
- New two-story additions can result in privacy impacts to neighboring properties. Design the second story to reduce or eliminate the need for windows on the side elevations. High windows that allow light in but restrict views onto neighboring properties may also reduce privacy impacts.
- In an area that is 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, it is encouraged to provide 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.