



CITY OF WEST COVINA

PLANNING COMMISSION

OCTOBER 24, 2023, 7:00 PM
REGULAR MEETING

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

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

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

AMERICANS WITH DISABILITIES ACT

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

PUBLIC COMMENTS/ADDRESSING THE COMMISSION

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

Please identify on the speaker card whether you are speaking on an agenda item or a 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, October 10, 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. **GENERAL PLAN AMENDMENT NO. 23-02**
ZONE CHANGE NO. 23-02
CODE AMENDMENT (DEVELOPMENT CODE UPDATE) NO. 23-01
INITIAL STUDY - NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT
LOCATION: Citywide
REQUEST: The proposed comprehensive Development Code Update of the City's Municipal Code, including the combination of the Subdivision Code (Title 20) and the Zoning Code (Title 26) into one Development Code (Title 26). These chapters of the Municipal Code regulate how construction projects are processed and the requirements with which they must comply. These projects can range from small additions to single-family homes to new shopping centers. The goal of this effort is to create a new, streamlined Development Code that establishes clear and concise regulations for property owners, architects, and developers. Some sections of the existing Code have not been updated since the last comprehensive update in 1980. The new Code will eliminate outdated rules and regulations; provide regulations for new uses; and update the Code for consistency with the City's Housing Element and recent State legislation. It is intended that this Code will simplify the zoning process in the City. In addition, the Development Code Update includes language that prohibits drive-throughs within the Downtown Plan & Code area. This item was continued from the October 10, 2023 Planning Commission meeting.
3. **CONDITIONAL USE PERMIT NO. 23-06**
CATEGORICAL EXEMPTION
APPLICANT: Luzmaria Chavez (Alta Med)
LOCATION: 933 S. Glendora Avenue

REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP) to allow for an all-inclusive care facility for the elderly with outpatient medical care services located within an existing 18,017 square foot building.

NON-HEARING ITEMS

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.

4. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

5. CITY COUNCIL ACTION

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

ADJOURNMENT

ITEM NO. 1

DATE: October 24, 2023

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, October 10, 2023.

Attachments

minutes 10.10.23

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, October 10, 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

Chairman Gutierrez said he would be sending prayers to the people of Israel.

PLEDGE OF ALLEGIANCE

Planning Manager Jo-Anne Burns led the Pledge of Allegiance.

ROLL CALL

Present: Gutierrez, Williams, Heng, Becerra, Lewis

City Staff Present: Bettenhausen, Morales, Burns, Machado

APPROVAL OF MINUTES

1. Regular Meeting September 26, 2023

The minutes were adopted as presented.

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

CONSENT CALENDAR

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

2. **REVOCATION OF CONDITIONAL USE PERMIT NO. 15-05 AND ADMINISTRATIVE USE PERMIT NO. 15-09**
CATEGORICAL EXEMPTION
PERMITTEE: Eric Roque of Rebel Yell Bar and Steakhouse
ADDRESS: 2050 S. Valinda Avenue (REBEL YELL BAR AND STEAKHOUSE)

Commissioner Lewis requested Resolution No. 23-6132 be removed from the Consent Calendar for discussion. He spoke regarding his vote in opposition to the adoption of the resolution.

Motion by Lewis, seconded by Gutierrez, to approve the Consent Calendar as presented. Motion carried 4-1 (Lewis opposed.)

PUBLIC HEARINGS

3. **PRECISE PLAN NO. 20-02**
PROJECTS CONSISTENT WITH A COMMUNITY PLAN, GENERAL PLAN, OR ZONING
APPLICANT: Mark Gabay
LOCATION: APN 8474-009-009 parking lot on the south side of Walnut Creek Parkway, between S. Vincent Avenue and S. Glendora Avenue
REQUEST: The applicant is requesting approval of a precise plan to construct a 51-unit multifamily residential building on a 42,672 square foot lot. The proposed building will be three-stories with subterranean parking, totaling 92,372 square feet of floor area (including 35,630 square feet of subterranean parking). The project also involves the removal of onsite trees and two public right-of-way trees (Tree Permit No. 23-08). The project site is zoned "General Urban" zone and has a General Plan designation of "Neighborhood-High."

Planning Manager Jo-Anne Burns presented the staff report.

Questions and discussion by the Commission.

Chairman Gutierrez opened the public hearing.

PROPONENTS:

Sarah Magnana Withers, applicant, spoke in favor of the project and answered questions by the Commission.

OPPONENTS:

No one spoke in opposition.

Chairman Gutierrez closed the public hearing.

Motion by Lewis, seconded by Gutierrez, to waive further reading and adopt Resolution No. 23-6130, approving Precise Plan No. 20-02. Motion carried 5-0.

Chairman Gutierrez said this matter is final unless appealed to the City Council within ten days.

4. **PRECISE PLAN NO. 23-06**

CATEGORICAL EXEMPTION

APPLICANT: Andrew Baeza (Envision Motors)

LOCATION: 205 N. Citrus Street

REQUEST: The applicant is requesting the approval of a Precise Plan (PP) to allow for the expansion of an existing auto dealership building. The expansion will consist of a 13,130 square foot addition which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices. The project also includes the addition of a new covered entrance.

Associate Planner Miriam Machado presented the staff report and informed the Commission that a letter was received in opposition to the project. She added that the applicant had responded to the letter in writing. She recommended that the Commission waive further reading and adopt Resolution No. 23-6131, approving Precise Plan No. 23-06.

Planning Manager Jo-Anne Burns spoke regarding the city's approval of the Environmental Document prepared for this project.

Chairman Gutierrez opened the public hearing.

PROPONENTS:

Andrew Baeza, applicant, spoke regarding the letter in opposition regarding a flooding problem on the property, and answered questions from the Commission.

OPPONENTS:

No one spoke in opposition.

Chairman Gutierrez closed the public hearing.

Discussion by the Commission.

Motion by Lewis, seconded by Heng, to waive further reading and adopt Resolution No. 23-6133, approving Precise Plan No. 23-06. Motion carried 4-0 (Gutierrez abstained.)

5. **GENERAL PLAN AMENDMENT NO. 23-02**

ZONE CHANGE NO. 23-02

CODE AMENDMENT (DEVELOPMENT CODE UPDATE) NO. 23-01

INITIAL STUDY - NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT

LOCATION: Citywide

REQUEST: The proposed comprehensive Development Code Update of the City's Municipal Code, including the combination of the Subdivision Code (Title 20) and the Zoning Code (Title 26) into one Development Code (Title 26). These chapters of the Municipal Code regulate how construction projects are processed and the requirements with which they must comply. These projects can range from small additions to single-family homes to new shopping centers. The goal of this effort is to create a new, streamlined Development Code that establishes clear and concise regulations for property owners, architects, and developers. Some sections of the existing Code have not been updated since the last comprehensive update in 1980. The new Code will eliminate outdated rules and regulations; provide regulations for new uses; and update the Code for consistency with the City's Housing Element and recent State legislation. It is intended that this Code will simplify the zoning process in the City.

John Moreland and Susan Hernandez, consultants from Rincon Consultants, presented the staff report.

Discussion by the Commission regarding the recommendations by the consultants.

Ms. Hernandez spoke about CEQA, the Initial Study and the Negative Declaration and the 20-day review period and comments by the public. She also made a recommendation to the Commission to waive further reading and adopt Resolution No. 23-6134, Initial Study and Negative Declaration, Resolution No. 23-6135, General Plan Amendment No. 23-20, Resolution No. 6136, Zone Change No. 23-02, Resolution No. 23-6136, Zone Change No. 23-02 and Resolution No. 23-6137, Code Amendment (Development Code Update) No. 23-01.

Discussion by the Commission.

Chairman Gutierrez opened the public hearing.

No one spoke in favor of, or in opposition to, the proposal.

Chairman Gutierrez closed the public hearing.

Discussion by the Commission regarding recommendations in the proposed Code Amendment.

Chairman Gutierrez called a recess at 9:01 p.m.

Chairman Gutierrez reconvened the meeting at 9:05 p.m.

Discussion by the Commission resumed regarding the proposed Code Amendment, other possible amendments to the Code and continuing this hearing to another meeting.

Recommendations were made by the Commission regarding clarification of some sections of the proposed code update.

Chairman Gutierrez directed staff to incorporate new state legislation into the Development Code update.

Motion by Heng, seconded by Gutierrez, to continue General Plan Amendment No. 23-02, Zone Change No. 23-02, Code Amendment (Development Code Update) 23-01 to October 24, 2023 and direct staff advertise the hearing on social media and invite citizens to come and express their opinions on the proposed updates and include newly adopted State provisions. Motion carried 5-0.

NON-HEARING ITEMS - None

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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None

6. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

District 1 Community meeting at Del Norte Park from 10 a.m. to 12 p.m.

Regular City Council meeting, October 17, 2023 at 7:00 p.m. in the Council Chambers, West Covina City Hall

Kartober Fest at Eastland Center, 11 a.m. to 3 p.m.

Fesitval of Frights, Glendora Avenue, October 28, 2023 including a costume contest, a haunted maze and food and vendors.

7. CITY COUNCIL ACTION

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

A proclamation made by the City Council regarding National Planning Month to acknowledge the contributions the Planning Division and Planning Commission make to the City.

ADJOURNMENT

Chairman Gutierrez adjourned the meeting at 9:48 p.m.in memory of the store clerk shot during a robbery in the City of West Covina and in honor of Israel which was attacked this week.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

GENERAL PLAN AMENDMENT NO. 23-02

ZONE CHANGE NO. 23-02

CODE AMENDMENT (DEVELOPMENT CODE UPDATE) NO. 23-01

INITIAL STUDY - NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT

LOCATION: Citywide

REQUEST: The proposed comprehensive Development Code Update of the City's Municipal Code, including the combination of the Subdivision Code (Title 20) and the Zoning Code (Title 26) into one Development Code (Title 26). These chapters of the Municipal Code regulate how construction projects are processed and the requirements with which they must comply. These projects can range from small additions to single-family homes to new shopping centers. The goal of this effort is to create a new, streamlined Development Code that establishes clear and concise regulations for property owners, architects, and developers. Some sections of the existing Code have not been updated since the last comprehensive update in 1980. The new Code will eliminate outdated rules and regulations; provide regulations for new uses; and update the Code for consistency with the City's Housing Element and recent State legislation. It is intended that this Code will simplify the zoning process in the City. In addition, the Development Code Update includes language that prohibits drive-throughs within the Downtown Plan & Code area. This item was continued from the October 10, 2023 Planning Commission meeting.

BACKGROUND

The Development Code Update was initially reviewed by the Planning Commission on October 10, 2023. The Planning Commission continued the item to October 24, 2023, directing staff to advertise the meeting on social media and to make the following revisions:

- Incorporate State laws that were recently adopted and signed by the Governor.
- **Article 3, Division 3 (Fences, Walls, and Hedges)** - Increase the maximum height side and/or rear property line fences/walls from 6 feet to 7 feet, and ensure that the maximum height is not measured from lower grade (if there are any grade differences).
- **Article 4, Division 1, Section 26-118 (Emergency Shelters)** - Remove time restrictions due to concerns with potential loitering.
- **Article 4, Division 1, Section 26-120 (Home Occupations)** - Update communication tools to include computers and the internet (previous version limited the tools to a telephone).
- **Article 4, Division 1, Section 26-121 (Massage Parlors and Health and Beauty Spas)** - Allow for doors in massage parlors and health and beauty spas.
- **Article 4, Division 1, Section 26-123 (Mobile Services)** - Include standards or guidelines that would define what negative impacts are and types of services that would constitute a negative impact.
- **Article 4, Division 1, Section 26-125 (Outdoor Dining)** - Remove the 25-percent limitation.
- **Article 6, Division 10, Section 26-260 (Permit Required)** - Increase the 10-percent tree canopy trimming thresholds for permits.
- **Article 6, Division 10, Section 26-261 (Exceptions to Permit Requirements)** - Include private trees in the permit exceptions for emergency tree trimming.

The Planning Commission also asked staff to investigate wireless telecommunication standards for the Cities of Diamond Bar and Walnut to determine if the City is able to increase the minimum distance from any proposed wireless facility from residential areas, parks, and schools to 1,000 feet.

STAFF RECOMMENDATIONS

Staff is requesting that the Planning Commission continue this item to a Special Planning Commission Meeting scheduled for either Wednesday, November 1, 2023, or Thursday, November 2, 2023, in order to provide staff more time to prepare the documents.

Submitted by: Jo-Anne Burns, Planning Manager

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 23-06

CATEGORICAL EXEMPTION

APPLICANT: Luzmaria Chavez (Alta Med)

LOCATION: 933 S. Glendora Avenue

REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP) to allow for an all-inclusive care facility for the elderly with outpatient medical care services located within an existing 18,017 square foot building.

BACKGROUND

The applicant is requesting approval of a CUP to allow for an all-inclusive care facility for the elderly with outpatient medical care services within an existing 18,017 square foot building, to be known as Alta Med. The subject property is located in the Office Professional Zone (O-P) at the north corner of the South Glendora Avenue and West Robindale Street intersection.

ITEM	DESCRIPTION
Zoning and General Plan	Zoning: Office Professional (O-P) General Plan: Neighborhood - Medium Density Residential (NM)
Surrounding Land Uses and Zoning	North: Multi-Family Residential (MF-15), Residential Single-Family (R-1), Office Professional (O-P) East: Office Professional (O-P), Residential Single Family (R-1), Service Commercial (S-C) South: Neighborhood Commercial (N-C), Service Commercial (S-C) West: Multi-Family Residential (MF-15), Neighborhood Commercial (N-C)
Current Development	Office Building
Legal Notice	Notices of Public Hearing have been mailed to 153 owners and occupants of properties within 300 feet of the subject site. In addition, the Public Hearing notice was published in the San Gabriel Valley Tribune at least 10 days prior to tonight's meeting.

DISCUSSION

The applicant is requesting the approval of a CUP to allow for the operation of an out-patient medical facility that will offer programs for elderly individuals, to be known as Alta Med. The West Covina Municipal Code (WCMC) requires a CUP for elderly/adult care centers within the Office Professional zone. The existing 18,017 square foot building is the only building on the lot and was previously used as a general office space for "Americas Job Center."

BUSINESS OPERATION

The proposed business is an Alta Med Program of All-Inclusive Care for the Elderly (PACE). Alta Med programs make it possible for those who are elderly and who meet nursing home eligibility criteria to live in their homes, while receiving services that they may need at PACE centers. This location would serve members of the program, and would not be open to the general public. The average age of an enrolled participant is seventy-nine (79) years old. The expected number of participants is ninety (90). In order to be a participant, individuals must meet enrollment criteria as defined by the State of California's Department of Aging. Departments within the facility

would provide therapy for social, nutritional and rehabilitative services. The building will consist of therapy rooms, a small kitchen, a large gathering room, restrooms, and various offices.

Participants of the program will be transported to and from their homes to the site on a daily basis from Monday through Friday, by Alta Med shuttles. Participants are generally individuals who live within a 5-mile radius of the facility. There will be between eight (8) to ten (10) Alta Med shuttles that will service this site for drop off and pick up. None of the Alta Med shuttles will remain on site overnight. Participants arrive between 7:30 a.m. and 9:00 a.m. and stay approximately four (4) hours. By 2:00 p.m., all participants leave the facility and only the staff remains until 5:30 p.m.

At the site, they will be provided with all-inclusive medical services including physical therapy, occupational therapy, social activities, meeting with their primary care provider, weekly medications and nursing care (as needed), and a meal. Recreational activities will be provided in order to assist in engaging participants' motor and mental skills regularly. All activities are based on the participants' evaluation for care to enhance their specific day-to-day functionality, mentality and mobility. Medical doctors will oversee the care of the participants at the site. Medically trained personnel such as Registered Nurses, certified Licensed Vocational Nurses (LVN), and medical assistants will be on site on a daily basis. Additionally, there will be licensed physical and occupational therapists, certified occupational and physical therapy assistants, licensed social workers and behavioral health therapists. There will be approximately fifteen (15) licensed or certified employees for medical care services. Approximately thirty-five (35) employees will not have a medical license or certification, and will hold the following duties: personal care attendants, assistant center managers, dietitian, transportation coordinators, administrative assistant, social service coordinator, food prep coordinator, senior care advocate, marketing, custodial, security and transportation drivers.

PARKING

The WCMC requires one (1) parking space for every one hundred fifty (150) square feet of gross floor area for medical offices. As such, the Alta Med facility would require a minimum of one hundred and twenty (120) parking spaces. The facility will provide four (4) ADA-compliant parking spaces, forty-four (44) regular parking spaces, and thirty-eight (38) compact parking spaces for a total of eighty-six (86) parking spaces on site. For these types of facilities, the vast majority of participants are picked up and dropped off; the parking demand is primarily due to employees, which will be no more than fifty (50) at any given time. All participants will be dropped off near the north entrance within the parking lot at the dedicated "drop off" area. Based on the proposed use, and the limited hours of operation, it is anticipated that the parking demand will not exceed the amount of parking available on site. To address this concern, staff has added the following condition to the draft resolution: Staff shall closely monitor any parking complaints or concerns filed regarding the medical facility use. The applicant and/or business operator shall work with staff to address any parking issues. In the event where issues remain unresolved, the Planning Commission shall review the CUP for the use and may, at its discretion, modify or impose new conditions.

REQUIRED FINDINGS

Findings necessary for the 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.

The proposed use is consistent with the Office Professional zone. The Office Professional zone is comprised primarily of business, office, administrative or professional land uses which by their nature are of relative low intensity and therefore, when properly located and designed, are compatible with adjacent residential zoning and the development therein. The proposed use is an all-inclusive medical care facility for the elderly with a floor area of 18,017 square feet. The facility would provide recreational services for elderly participants. The facility would be located near single-family and multi-family residences, where it would be a convenience for the neighboring communities and families.

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.

The proposed all-inclusive medical facility will occupy an existing vacant tenant space. The business hours are Monday through Friday, from 7:00 a.m. to 5:30 p.m. Participants will be on site from 7:30 a.m. to 2:00 p.m. With the conditions of approval, the proposed all-inclusive medical care facility will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

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 existing building and site is adequate in size and designed to accommodate the proposed all-inclusive medical care facility. As conditioned, sufficient parking exists on the site to accommodate the employees of the all-inclusive medical care facility.

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 subject property abuts South Glendora Avenue. The site can be accessed via South Glendora Avenue and West Robindale Street. The proposed all-inclusive medical care facility use will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

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.

Granting the CUP for the proposed use of an all-inclusive medical care facility would allow the opportunity for the surrounding community to have access to social activities and care. The proposed all-inclusive medical care facility would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land use. Allowing the proposed use is consistent with the policies and actions of the General Plan.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) in that it consists of minor alterations of the existing structure in order to operate the requested use.

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt Resolution No. 23-6138 approving Conditional Use Permit No. 23-06.

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:

Miriam Machado, Associate Planner

Attachments

Attachment No. 1 - Resolution of Approval

Attachment No. 2 - Staff Presentation

PLANNING COMMISSION

RESOLUTION NO. 23-6138

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 22-01

CONDITIONAL USE PERMIT NO. 23-06

CATEGORICAL EXEMPTION

APPLICANT: Luzmaria Chavez (Alta Med)

LOCATION: 933 S. Glendora Avenue

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:

Allow the operation of an all-inclusive medical care facility for the elderly within an existing 18,017 square foot building on certain property described as follows:

Assessor Parcel No. 8469-019-001 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 24th day of October 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 allow for the use of an all-inclusive medical care facility for the elderly within an existing 18,017 square-foot building in the “Office Professional” (O-P) 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. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities).

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 proposed use is consistent with the Office Professional Zone. The Office Professional Zone is comprised primarily of business, office, administrative or professional land uses which by their nature are of relative low intensity and therefore, when properly located and designed, are compatible with adjacent residential zoning and the development therein. The proposed use is an all-inclusive medical care facility for the elderly with a floor area of 18,017 square feet. The facility would provide recreational services for elderly participants. The facility would be located near single-family and multi-family residences, where it would be a convenience for the neighboring communities and families.
 - b. The proposed all-inclusive medical facility will occupy an existing vacant tenant space. The business hours are Monday through Friday, from 7:00 a.m. to 5:30 p.m. Participants will be on site from 7:30 a.m. to 2:00 p.m. With the conditions of approval, the proposed all-inclusive medical care facility will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

- c. The existing building and site is adequate in size and designed to accommodate the all-inclusive medical care facility. As conditioned, sufficient parking exists on the site to accommodate the employees of the all-inclusive medical care facility.
- d. The subject property abuts South Glendora Avenue. The site can be accessed via South Glendora Avenue and West Robindale Street. The proposed all-inclusive medical care facility use will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.
- e. Granting the Conditional Use Permit for the proposed use of an all-inclusive medical care facility would allow the opportunity for the surrounding community to have access to social activities and care. The proposed all-inclusive medical care facility would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land use. Allowing the proposed use is consistent with the policies and actions of the General Plan.

Policy 2.1 Maintain and enhance the City's current tax base.

Policy 2.4 Building 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. 23-06 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 Conditional Use Permit No. 23-06 is subject to the following conditions:

- a. Comply with the plans reviewed by the Planning Commission on October 24, 2023.
- b. Comply with all applicable sections of the West Covina Municipal Code.
- c. Comply with all requirements of the “Office Professional” Zone.
- d. The approved medical care facility allows for the Alta Med Program of All-Inclusive Care for the Elderly (PACE).
- e. The all-inclusive medical facility is approved to operate Monday through Friday from 7:00 a.m. to 5:30 p.m.
- f. All gates shall remain open during operating business hours.
- g. Staff shall closely monitor any parking complaints or concerns filed regarding the medical facility use. The applicant and/or business operator shall work with staff to address any parking issues. In the event where issues remain unresolved, the Planning Commission shall review the Conditional Use Permit for the use and may, at its discretion, modify or impose new conditions.
- h. The all-inclusive medical facility is approved for 18,017 square feet. Any addition or modification of the use shall require the submittal of a new Conditional Use Permit.
- i. 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.
- j. All construction equipment, stationery or mobile, shall be equipped with properly operating and maintained mufflers.
- k. 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 Community Development Director shall be obtained prior to implementation.
- l. The operation of the facility complies with the West Covina Noise Ordinance.
- m. 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.
- n. 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.

- o. 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.

p. **BUILDING DIVISION**

1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission 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. Site plan shall show the unit numbers of the adjacent spaces along with the proposed tenant space.
4. 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.
5. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.
6. Should the proposed alteration to the existing storefront involving modification of existing structural elements, structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
7. All State of California disability access regulations for accessibility shall be complied with.
8. Approval is required from the Los Angeles County Health Department for food handling and/or storage.
9. Building or tenant space occupied by more than 6 clients who receive custodial care shall be classified as I-4 Group Occupancy in accordance with California Building Code (CBC).
10. Changes of use or occupancy in all buildings and structures shall comply with the provisions for new buildings and structures except as otherwise provided in California Existing Building Code in effect.

11. The construction document shall demonstrate how the existing building can qualify as Type VA construction as well as how the allowable building area requirement is satisfied for the existing building per Section 506 of the CBC considering the change of use to I-4 Group Occupancy.
12. The construction document shall demonstrate how occupancy separation is provided between I-4 Group Occupancy and adjacent tenant spaces, including the one above, of different occupancies per Table 508.4 of the CBC.
13. An automatic fire alarm system shall be provided per Section 907.2.3.10 of CBC.
14. Smoke alarm and Carbon Monoxide detection shall be provided per Chapter 9 of the CBC.
15. Electrical plan check is required.
16. The project HVAC system shall comply with minimum ventilation rate according to the occupancy category per Table 402.1 of the California Mechanical Code.
17. Mechanical plan check is required.
18. Plumbing plan check is required.
19. 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.
20. Project shall comply with the CalGreen Nonresidential requirements.
21. 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.
22. A separate permit is required for Fire Sprinklers.

q. **FIRE DEPARTMENT**

1. Proof of fire sprinkler 5-year test and certification prior to final.
2. Proof of fire alarm annual test and certification prior to final.
3. Proof of hood system bi-annual test and certification prior to final.

4. New signage will be required for fire riser room/FACP room.
5. Existing red curbs must be repainted and striped prior to final.
6. Knox Box required for each unit.
7. A labeled key for each unit, along with a labeled master for exterior doors must be provided prior to final.
8. Any alteration to the existing fire protection systems will require a separate deferred submittal. Any non-permitted work may cause delay of final approval and issuance of Certificate of Occupancy.
9. Illuminated exit signage with emergency lighting.
10. Panic hardware where required.

NOTE: *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 24th day of October 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: October 24, 2023

Brian Gutierrez, Chair
Planning Commission

Paulina Morales, Secretary
Planning Commission

PLANNING COMMISSION OCTOBER 27, 2023

CONDITIONAL USE PERMIT NO. 23-06

933 S. GLENDORA AVENUE (ALTA MED)

Planning Division

OVERVIEW

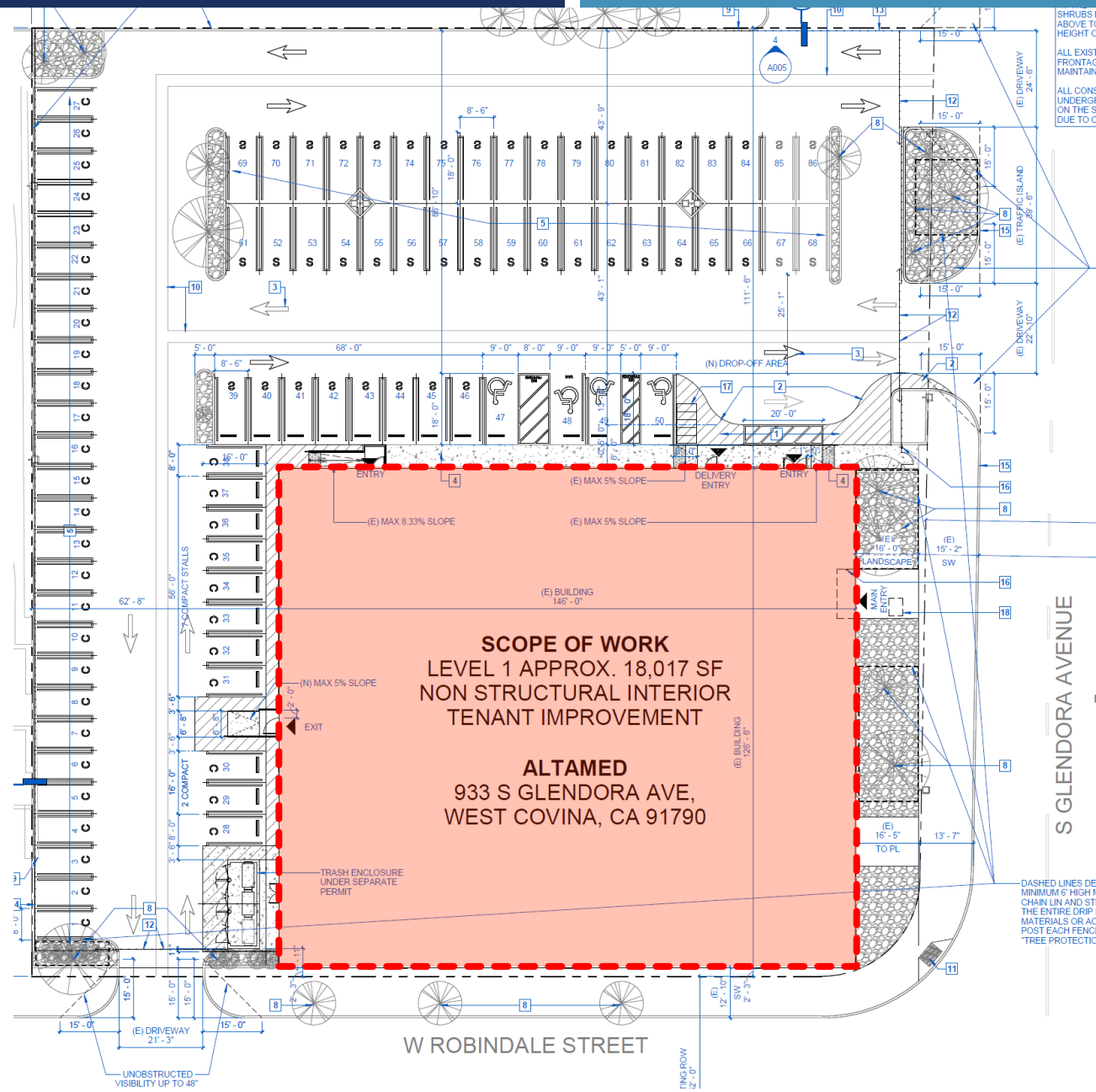


- **Conditional Use Permit No. 23-06**
 - To allow for the operation of an all-inclusive medical facility for the elderly.
- **Lot Size:** 1.2 Acres
- **Building Size:** 18,017 Square Feet
- **Zone:** Office Professional
- **Location:** North corner of South Glendora Avenue and West Robindale Street
- **Surrounding Uses:** Residential and Commercial



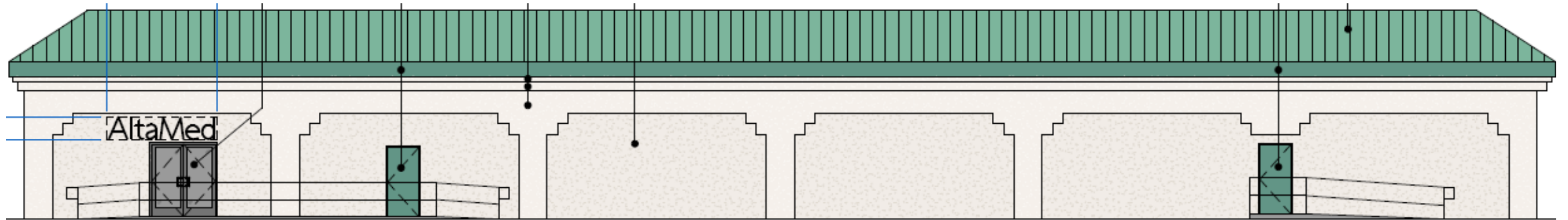
EXISTING SITE:

933 S GLENDORA AVE.

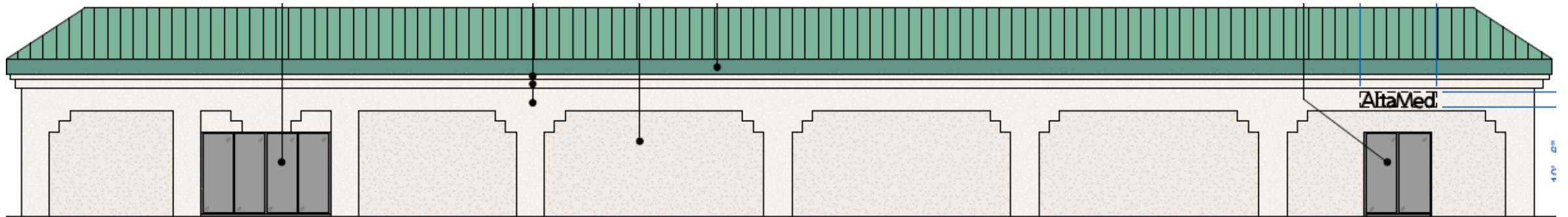


SITE PLAN

ELEVATIONS

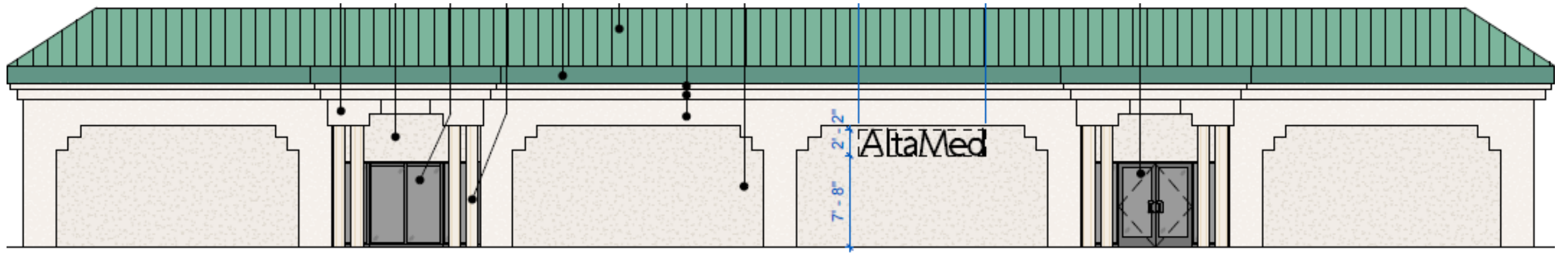


North

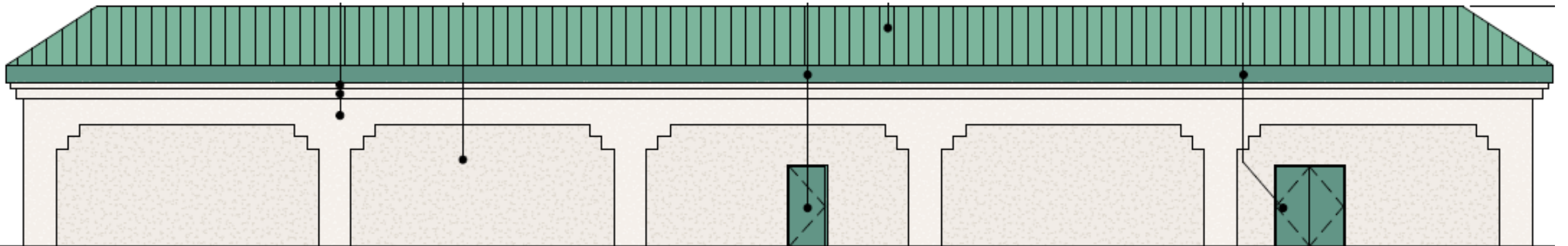


South

ELEVATIONS



East



West

BUSINESS OPERATION PLAN

Operation

- All-inclusive medical care facility that will include the following:
 - Physical Therapy
 - Occupational Therapy
 - Speech Therapy
 - Clinical Care
 - Social Activities

Staff

- 50 Employees
 - Medical Doctors
 - Registered Nurses
 - Licensed Vocational Nurses
 - Medical Assistants
 - Therapists
 - Dieticians
 - Coordinators, Administrative Assistants, etc.

Clients

- Expected number of participants per day is 90
 - Participants arrive between 7:30AM – 9:00AM and leave by 2:00PM

Business Hours

- **Monday – Friday**
7:00AM – 5:30PM
 - Closed on Saturday and Sunday

STAFF RECOMMENDATION

-
- Planning Staff recommends adopting Resolution No. 23-6138 approving Conditional Use Permit No. 23-06.