



CITY OF WEST COVINA

PLANNING COMMISSION

MAY 28, 2019, 7:00 PM
REGULAR MEETING

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

Herb Redholtz, Chair
Sheena Heng, Vice Chair
Don Holtz, Commissioner
Gregory Jaquez, Commissioner
Glenn Kennedy, Commissioner

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AMERICANS WITH DISABILITIES ACT

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PUBLIC COMMENTS/ADDRESSING THE COMMISSION

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

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda item. Requests to speak on non-agenda items will be heard during "Oral Communications" before the Public Hearing section of the agenda. Oral Communications are limited to thirty (30) minutes. Generally, comments are limited to five minutes per speaker unless further time is granted by the Chairperson. *The Chairperson may also, at his or her discretion, further limit the time of each speaker in order to accommodate a large number of speakers and/or to ensure that the business of the Planning Commission is effectively conducted.*

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

Next Resolution No. 19-5987

MOMENT OF SILENT PRAYER/MEDITATION**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL OF MINUTES**

1. Regular meeting, May 14, 2019

ORAL COMMUNICATIONS

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

By policy of the Commission, Oral Communications at this time on the agenda is limited to a total of 15 minutes. Persons who are not afforded the opportunity to speak at this time may do so under "Continuation of Oral Communications" later on the agenda.

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. **Extension of Time for Tentative Parcel Map No. 72097 and Variance No. 13-05
Two-Lot Subdivision
3501 E Cameron Avenue**

PUBLIC HEARINGS

3. **ADMINISTRATIVE USE PERMIT NO. 19-02
CATEGORICAL EXEMPTION
APPLICANT:** Arthur Fong
LOCATION: 2412 West Cedarwood Street
REQUEST: The applicant is requesting an Administrative Use Permit for the construction of a second-story addition to the existing single-story single-family residence. The applicant is also requesting a Slight Modification to encroach into the required 25-foot front yard setback.
4. **CONDITIONAL USE PERMIT NO. 19-04
ADMINISTRATIVE REVIEW NO. 19-02
CATEGORICAL EXEMPTION
APPLICANT:** Kevin Gilbert
LOCATION: 2630 E Workman Avenue #315B
REQUEST: The applicant is requesting a conditional use permit for a 24-hour operation athletic club/gymnasium known as Planet Fitness, to be in a "Regional Commercial" (R-C) zone. The applicant is also requesting approval of an Administrative Review to allow for accessory massage within the gym.

5. **CONDITIONAL USE PERMIT NO. 19-05
ADMINISTRATIVE REVIEW NO. 19-01
CATEGORICAL EXEMPTION**

APPLICANT: Self Made Training Facility

LOCATION: 1705 W Garvey Avenue N

REQUEST: The applicant is requesting a conditional use permit and an administrative review to allow the use of an athletic club/gymnasium with accessory massage, Self Made Training Facility, located in a "Service Commercial" (S-C) Zone.

NON-HEARING ITEMS

6. **STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE GUIDELINES
TWO-STORY ADDITIONS**

10-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 agendaize the matter for a future meeting.

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

- a. Forthcoming - June 11, 2019
- b. Project Status Report - May, 2019

8. **CITY COUNCIL ACTION:**

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

ADJOURNMENT

A G E N D A

ITEM NO. 1.

DATE: 05/28/2019

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, May 14, 2019

Attachments

5.14.19 minutes

*City of West Covina**Memorandum***A G E N D A****ITEM NO. 2.****DATE: 05/28/2019**

TO: Planning Commission
FROM: Planning Division
SUBJECT: Extension of Time for Tentative Parcel Map No. 72097 and Variance No. 13-05
Two-Lot Subdivision
3501 E Cameron Avenue

BACKGROUND:

The applicant is requesting the first two-year extension of time for the above-referenced entitlement. The Municipal Code allows up to three, two-year extensions of time.

DISCUSSION:

At its meeting of February 28, 2017, the Planning Commission approved Tentative Parcel Map No. 72097 and Variance No. 13-05 to allow the subdivision of a 1.05 acre lot into two parcels: Parcel 1 (21,334 square feet) and Parcel 2 (23,170 square feet). The project required a Variance because the width of the resulting lots do not comply with the 110'-0" minimum lot width required for Area District IV in the West Covina Municipal Code.

On March 9, 2017, the City received an appeal in opposition to the Planning Commission approval. At its meeting of June 20, 2017, the City Council upheld the Planning Commission's decision and approved Tentative Parcel Map No. 72097 and Variance No. 13-05. The entitlements are valid for two-years from the approval date and is due to expire on June 20, 2019.

On May 9, 2019, Peter Young, the property owner, submitted a letter requesting an extension of time due to unforeseen circumstances involving a lawsuit filed against the City for the approval of the project and oversight on the recordation of a Lot Line Adjustment (would allow for the 20'-0" wide access road for Parcel 2).

FINDINGS:

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

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

Subdivision standards within Chapter 20 (Subdivision Regulations) of the West Covina Municipal Code and the General Plan land use designation for the site has not changed since the project was approved in June 2017. The tentative parcel map is consistent with the "Neighborhood Low" land use designation of the West Covina General Plan in that the project results in a density of 5.36 dwelling units per acre. The "Neighborhood Low" designation allows for up to 8.0 dwelling units per acre.

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

The General Plan land-use designation for the site and the properties surrounding the site has not changed since the project was approved in June 2017. The site and surrounding properties to the north, east, and west has remained residential, while the property to the south across Cameron Avenue remains a City park (Heritage Park) and continues to be occupied by the Taylor House.

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

The resulting lots will continue to have access to a public sanitary sewer system for the removal and disposal of wastewater, and to other utility services (power, water, gas, cable, and telephone). The site is served by the Covina Valley Unified School District.

RECOMMENDATION:

Staff recommends that the Planning Commission approve the first two-year extension of time for Tentative Parcel Map No. 72097 and Variance No. 13-05. Alternatively, the Planning Commission could deny the request, requiring the applicant to resubmit the Tentative Parcel Map and Variance if the applicant is not able to record the Final Map by June 20, 2019.

Submitted by: Eileen Santos, Planning Intern

Attachments

Attachment No. 1 - Letter of Request

Attachment No. 2 - Vicinity Map

AGENDA
ITEM NO. 3.
DATE: 05/28/2019

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

ADMINISTRATIVE USE PERMIT NO. 19-02

CATEGORICAL EXEMPTION

APPLICANT: Arthur Fong

LOCATION: 2412 West Cedarwood Street

REQUEST: The applicant is requesting an Administrative Use Permit for the construction of a second-story addition to the existing single-story single-family residence. The applicant is also requesting a Slight Modification to encroach into the required 25-foot front yard setback.

DESCRIPTION OF APPLICATION

This project requires a Conditional Use Permit therefore will be rescheduled to the June 11, 2019 Planning Commission meeting. Notices were mailed to properties within 300 feet of the subject property.

Submitted by: Rene Aguilar, Planning Assistant

AGENDA

ITEM NO. 4.
DATE: 05/28/2019

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 19-04

ADMINISTRATIVE REVIEW NO. 19-02

CATEGORICAL EXEMPTION

APPLICANT: Kevin Gilbert

LOCATION: 2630 E Workman Avenue #315B

REQUEST: The applicant is requesting a conditional use permit for a 24-hour operation athletic club/gymnasium known as Planet Fitness, to be in a "Regional Commercial" (R-C) zone. The applicant is also requesting approval of an Administrative Review to allow for accessory massage within the gym.

BACKGROUND

ITEM	Description
ZONING AND GENERAL PLAN	Zoning: "Regional Commercial" (R-C) General Plan: Commercial
SURROUNDING LAND USES AND ZONING	North: City of Covina East: "Regional Commercial" (R-C) South: "Regional Commercial" (R-C) West: "Regional Commercial" (R-C)
CURRENT DEVELOPMENT	Vacant facility, within an existing shopping center.
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune and was mailed to 146 owners and occupants of properties located within 300-feet of the subject site.

DISCUSSION

The applicant is requesting approval of a conditional use permit for the use of a 24-hour operation gym known as Planet Fitness. Planet Fitness is a gym that operates franchises throughout the United States with over 40 locations in Southern California. The gym will operate seven days a week, 24 hours a day. Planet Fitness will have approximately 20-25 employees, consisting of 2-6 employees per shift (including supervisor). Planet Fitness is a full-size health club with cardiovascular and strength training equipment as well as showers and locker rooms. The applicant has also submitted an Administrative Review application in conjunction with the Conditional Use Permit to allow for accessory massage use to the gym facility use. The gym will feature Hydromassage beds / lounge chairs, massage chairs, and beauty enhanced amenities. The gym will not offer group exercise classes.

The proposed gym will be 19,898-square feet, approximately half of the space previously occupied by Albertson's grocery store. The area will consist of a reception area, locker rooms and showers, tanning and massage designated area, cardiovascular machines, free weight area, 30-minute express training center, and a stretching area.

PARKING ANALYSIS

The Eastland Shopping Center has a total of 3,690 parking spaces. Eastland Shopping Center currently has a 432 parking space surplus. Based on the parking calculation for all the existing uses within the shopping center, 3,258 parking spaces are required by the Code. Albertons grocery store (previous use) required 80 parking spaces. The proposed gym would require 199 parking spaces (1 parking space for each 100-square feet of gross floor area). The change of use from retail to gymnasium would increase the parking requirement for the site to 3,377 parking spaces, which would decrease the surplus to 313 parking spaces. Given the availability of parking on site, the proposed gym use will not create circulation and/or parking concerns.

The subject property is in a “Regional Commercial” zone located north of the Interstate 10 freeway within the Eastland Shopping Center. The subject property abuts Workman Avenue. The facility is directly adjacent to retail and commercial uses to the west, east, and south side. There are single-family residences north of the subject property. Interior tenant improvements will be required and will be reviewed separately by the Building Division. Exterior signage will be reviewed and approved by Planning Division staff under separate review.

REQUIRED FINDINGS

Before an application for a conditional use permit can be approved, the following finding shall be made:

- 1. 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 “Regional Commercial” (R-C) Zoning designation. The “Regional Commercial” (R-C) zone allows the use of a gymnasium with approval of a conditional use permit. The proposed use is a gym with a floor area of 19,898-square feet. The gym will operate 24 hours, seven days a week. The proposed use is located within the Eastland Shopping Center. The fitness center will be located near residential areas, where it will be a convenience for the neighboring communities and families. While near single-family homes, the subject property is directly adjacent to Workman Street, which buffers the subject property from the single-family residences to the northeast. The proposed fitness center meets all the applicable requirements of the “Regional Commercial” (R-C) Zone.

- 2. 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 gym use will occupy an existing facility that was previously used for a grocery store. The fitness center will operate 24-hours, seven days a week. The site maintains walls and barriers to allow buffers between the public streets on E Workman Avenue and N Citrus Avenue. The access for pedestrian traffic is not directly adjacent to residential properties therefore, would not be detrimental to peace or general welfare of persons residing or working in the vicinity.

- 3. 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 for the proposed fitness center use is 19,898-square feet. The Eastland Shopping Center has adequate parking spaces to cater for this proposed fitness center. The facility is a one-story building and interior modifications will be made to accommodate such use. The site and the proposed use would be compatible with the existing and surrounding land uses.

4. *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 is north of the Interstate 10 freeway and abuts East Workman Avenue, a neighborhood street and N Citrus St, a major arterial. The subject property can be accessed via East Workman Avenue and North Citrus Street. The proposed fitness center use will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

5. *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 conditional use permit for the proposed use of a gym would allow the opportunity for the surrounding community to have access to a fitness center facility. The proposed gym use would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the goals and objectives of the General Plan. The General Plan states that the City shall arrange land uses with the regard to the health, safety, convenience, and welfare of the residents of the city.

GENERAL PLAN CONSISTENCY

The proposed project is consistent with the General Plan. The proposal is consistent with the following General Plan Policies and Actions:

1. Policy 2.1: Maintain and enhance the City's current tax base.
2. Policy 2.4: Build on and grow West Covina's regional appeal.
3. Policy 2.6: Encourage safe and healthy lifestyles and maximize the opportunities for physical activity.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be (Class 1 Section 15301: Existing Facilities and Class 3, New Construction or Conversion of small structures) as this proposal involves the remodel of an existing structure).

CONCLUSION

The applicant is requesting a Conditional Use Permit for the gym use. Through the conditional use permit application, findings are required to be made determining that the gym use is suitable for the existing site and neighborhood. The findings concluded that the proposed gym use is consistent with the "Regional Commercial" (R-C) land use designation in the General Plan, meets zoning code standards, and would not be detrimental to the health and safety of the adjacent land uses and residents. Conditions of approval have been included to reduce impacts to surrounding properties including prohibiting noise amplifiers for being used for instruction, restricting the tenant space to 19,898, and requiring at least two employees on duty during all operating hours. The proposed conditions allow a 24-hour a day operation.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 19-04.

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Library, West Covina Police Department, and West Covina Planning Department)

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Business Operation Plan

Attachment No. 3 - Vicinity Map

AGENDA
ITEM NO. 5.
DATE: 05/28/2019

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**CONDITIONAL USE PERMIT NO. 19-05****ADMINISTRATIVE REVIEW NO. 19-01****CATEGORICAL EXEMPTION****APPLICANT:** Self Made Training Facility**LOCATION:** 1705 W Garvey Avenue N

REQUEST: The applicant is requesting a conditional use permit and an administrative review to allow the use of an athletic club/gymnasium with accessory massage, Self Made Training Facility, located in a “Service Commercial” (S-C) Zone.

BACKGROUND

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	Zoning: “Service Commercial” (S-C) General Plan: Commercial
SURROUNDING LAND USES AND ZONING	North: Office Professional (O-P) and Neighborhood Commerical (N-C); offices South: 10 Freeway East: Neighborhood Commerical (N-C); vacant West: Office Professional (O-P) and Neighborhood Commerical (N-C); offices
CURRENT DEVELOPMENT	Retail Center
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 120 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting a Conditional Use Permit and an Administrative Review to allow the use of an indoor training facility with an accessory massage. The proposed Self Made Training Facility would be located within an existing 4,791-square foot unit on the corner of W Garvey Avenue N and N Orange Avenue. The site is adjacent to the San Bernardino Freeway on the south, adjacent to offices on the east and north, and adjacent to an office and apartments to the west.

According to the applicant, Self Made Training Facility was created to be a haven for both trainers and clients to allow trainers and coaches to fully embrace their respective styles while not being micromanaged and forced into a mold, which they were never intended to fit. Self Made Training Facility allows trainers to run their own business. The facility is filled with commercial grade exercise equipment that covers all areas of training so that each trainer can utilize their respective specialties.

Self Made Training Facility will be sharing the site with Leo's Auto Care, Crossfit West Covina, Sit n' Sleep, and Sherwin Williams Paint. Sit n' Sleep, Sherwin Williams Paint, and Leo's Auto Care are open during regular retail hours and Crossfit West Covina operates Monday - Friday from 5:00 a.m. to 10:00 p.m., and Saturday

and Sunday from 8:00 a.m. to 4:00 p.m.

The applicant has indicated that the training facility will be open Sunday - Saturday from 5:00 a.m. to 10:00 p.m. On their most occupied day, there will be a maximum of 30 people (trainers and clients). Due to Building Code constraints, the conditions of approval limits the maximum occupancy to 30 people allowed on the site at one time. If the facility wishes to expand in the future, it would necessitate a revision to the Conditional Use Permit to address Building Code standards.

The subject commercial center is substandard for parking as a retail center. The existing tenant spaces (4,791 square feet) requires one parking space per every 250 square feet of gross floor area for general retail use (WCMC 26-581). A retail store, which would be allowed by right, would, therefore, require 19 parking spaces. The applicant is proposing a gym use with a limit of 30 people at one time which requires a total of 15 parking spaces. The parking required is, therefore, less than retail parking would require.

Self Made Training Facility has also applied for an Administrative Review because they plan on having a massage area within their facility. According to the West Covina Municipal Code (WCMC), an accessory massage use (not to exceed 10% of total business floor area) can be permitted with the Community Development Director's approval. Other gyms/training facilities have an accessory massage area within their businesses. Since the administrative review is being reviewed concurrently with the conditional use permit, it has been forwarded to the Planning Commission.

The proposed 4,791 sq. ft. facility has a small second floor that contains equipment that is also available on the first floor. There will be two restrooms and a drinking fountain available for the occupants. Majority of the floor space will be used for exercising equipment and a small portion will be an open turf/mat area.

REQUIRED FINDINGS

Before an application for a conditional use permit can be approved, the following finding shall be made:

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

The proposed training facility is well suited to coincide with the surrounding commercial uses and residential neighborhood. With the location of the site on the edge of a residential area, it will provide a space to encourage a healthy lifestyle and maximize the opportunities for physical activity. The site is located in the "Service Commercial" (S-C) Zone. The proposed training facility complies with all the applicable requirements of the "Commercial" land designation.

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

The proposed use will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. The proposed business will not result in the expansion of the existing building and will utilize the existing unit space. The training facility will be open Sunday - Saturday from 5:00 a.m. to 10:00 p.m. Furthermore, the site will remain primarily unchanged from its present condition.

3. 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 with the land and uses in the neighborhood and make it compatible thereto.

The existing building and site are adequate in size and design to accommodate retail uses. Sufficient parking exists on the site to accommodate the other retail uses. In addition, the maximum capacity for the training facility is conditioned at 30 occupants and therefore, will limit the number of parking spaces used. The proposed use is compatible with the other surrounding land uses.

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

The proposed training facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns. The site is accessed via W. Garvey Avenue N and Lang Avenue. The subject site's abutting streets are adequate in width and improvements to accommodate the proposed use. Existing conditions also provide efficient and safe public access and circulation.

5. 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.

The granting of the conditional use permit and administrative review to allow the operation of a training facility will not adversely affect the West Covina General Plan, since the proposed use does not conflict with the site's land use designation of "Service Commercial". In the General Plan Part 2, Goal 2 "Our Prosperous Community" (Economic Development Element) it states "Our goal is to maintain and monitor West Covina's fiscal health, reinforce West Covina's image as a great place to Live, Work and Play in the San Gabriel Valley, and nurture local businesses and attract non-retail jobs." As such, the proposed use is consistent with the City's General Plan.

GENERAL PLAN CONSISTENCY

The proposed project is consistent with the General Plan. The proposal is consistent with the following General Plan Policies and Actions:

- a. Policy 2.1: Maintain and enhance the City's current tax base.
- b. Policy 2.4: Build on and grow West Covina's regional appeal.
- c. Policy 2.6: Encourage safe and healthy lifestyles and maximize the opportunities for physical activity.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities and Class 3, New Construction or Conversion of Small Structures) as the proposal involves the remodel of an existing structure.

CONCLUSION

The applicant is requesting a conditional use permit and an administrative review to allow the use of an indoor training facility with an accessory massage, Self Made Training Facility. Conditions of approval have been included to reduce impacts to surrounding properties including hours of operation, no noise amplifiers, and requirement of resubmittal if there is any modification to the approved floor area.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 19-05 and Administrative Review 19-01.

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Library, West Covina Police Department, and West Covina Planning Department)

Submitted by: Camillia Martinez, Planning Assistant

Attachments

- Attachment No. 1 - Resolution
- Attachment No. 2 - Business Operations Plan
- Attachment No. 3 - Vicinity Map

*City of West Covina**Memorandum***A G E N D A****ITEM NO. 6.****DATE: 05/28/2019**

TO: Planning Commission
FROM: Planning Division
**SUBJECT: STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE GUIDELINES
TWO-STORY ADDITIONS**

BACKGROUND:

On March 19, 2019, the Planning Commission held a study session to review the history and Municipal Code standards of the Subcommittee. At that time, there was also discussion about the One-Story and Two-Story Guidelines. At the conclusion of the study session, direction was provided to have the Subcommittee review the current Guidelines to determine if they are still valid and appropriate. Over that last couple months, it has been difficult for the Subcommittee to have time to discuss the Guidelines as their meetings are very short and are held right before the Planning Commission meeting. At the Subcommittee meeting of April 23, 2019, staff recommended that the Planning Commission review the Guidelines. This was suggested due to the short meeting times of the Subcommittee and that it would be appropriate to include all the Commissioners to be part of the discussion for the sake of knowledge and implementation. The Subcommittee agreed and requested that the Guidelines be scheduled for review by the Planning Commission.

DISCUSSION:

The purpose of this study session is to review the Two-Story Addition Design Review Guidelines. The Two-Story Guidelines were last reviewed in February 2010. The following are the current Guidelines for proposed two-story houses and two-story additions to existing houses.

1. 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)
2. In an area that is predominantly one story, consider reducing the size of the second story in relation to the ground floor. A smaller second floor will not appear as massive or boxy. (Plate height shall be consistent with the first story of the house)
3. New two-story additions can result in privacy impacts to neighboring properties. Consider designing the second story to reduce or eliminate the need for windows on the side elevations. High windows that allow light in but restrict views onto neighboring properties may also reduce privacy impacts.
4. 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.
5. When adding a second-story elevation in a one-story area, consider providing a significant second-story setback on the front elevation. By setting back the second story from the first story, the front of the house will fit better in the context of a one-story neighborhood.
6. 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.
7. When designing a second-story addition, consider that all sides of the second story are visible. Window treatment on second-story windows is encouraged.
8. 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.

9. Landscaping that is removed or destroyed during the construction process shall be replaced prior to final inspection.
10. 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.)
11. In an area that is predominantly developed with rear-entry garages, no garage doors should be installed on the front of the house.

At the study session, staff will present the Guidelines and invite comments on each and allow for discussion of potential additions.

Submitted by: Jeff Anderson, Community Development Director

A G E N D A

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - June 11, 2019

ITEM NO. 7.a.
DATE: 05/28/2019

Attachments

No. 7 a Forthcoming

A G E N D A

ITEM NO. 7.b.

DATE: 05/28/2019

TO: Planning Commission
FROM: Planning Division
SUBJECT: Project Status Report - May, 2019

Attachments

No 7 b Project Status Report
