



CITY OF WEST COVINA

PLANNING COMMISSION

**DECEMBER 12, 2023, 7:00 PM
REGULAR MEETING**

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

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

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

AMERICANS WITH DISABILITIES ACT

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

PUBLIC COMMENTS/ADDRESSING THE COMMISSION

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

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

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

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, October 24, 2023
Special meeting, November 1, 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. **CONDITIONAL USE PERMIT NO. 23-08**
CATEGORICAL EXEMPTION
APPLICANT: Angelberto Medina Jr.
LOCATION: 331 N Azusa Avenue
REQUEST: The applicant is requesting a conditional use permit to allow the use of a game arcade, Jumpers Jungle, to be in a "Service Commercial" (S-C) zone.
3. **CONDITIONAL USE PERMIT NO. 23-07**
CATEGORICAL EXEMPTION
APPLICANT: Louis Velasquez
LOCATION: 410 N. Azusa Avenue
REQUEST: The applicant is requesting approval of a Conditional Use Permit to allow a Baseball and Softball performance training facility to be in a "Neighborhood Commercial" (N-C) zone.

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: December 12, 2023

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, October 24, 2023
Special meeting, November 1, 2023

Attachments

Minutes 10.24.23

Minutes 11.1.23

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, October 24, 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

The Commission observed a moment of silent prayer and meditation in honor of West Covina Police Officer Matthew Ortiz, who passed away unexpectedly while off-duty on October 19, 2023. Chairman Gutierrez also read a short obituary about Officer Ortiz and offered prayers to all members of West Covina Police Department for their safety as they perform their duties for the citizens of West Covina.

PLEDGE OF ALLEGIANCE

Assistant City Manager Paulina Morales led the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF MINUTES

1. Regular meeting, October 10, 2023.

The minutes were approved as submitted.

ORAL COMMUNICATIONS

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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.

Assistant City Manager Paulina Morales requested that the Development Code Update be continued to a special Planning Commission meeting, November 1, 2023 to allow staff sufficient time to prepare a presentation. There was a short discussion by the Commission regarding scheduling the special meeting.

Chairman Gutierrez opened the public hearing.

Motion by Gutierrez, seconded by Heng, to continue the public hearing to Wednesday, November 1, 2023 at 7:00 p.m. Motion carried 5-0.

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.

Associate Planner Miriam Munoz presented the staff report and recommended approval of the request.

Chairman Gutierrez opened the public hearing.

PROPONENTS:

Luzmaria Chavez, representing Alta Med, spoke to the Commission in favor of the application and spoke regarding how they provide assistance to their clients and their families. She also spoke about the type of care their clients receive.

OPPONENTS:

None

Chairman Gutierrez closed the public hearing.

Motion by Gutierrez, seconded by Becerra, to waive further reading and adopt Resolution No. 23-6138, approving Conditional Use Permit No. 23-06. There was a discussion regarding the correct case number. 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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4. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Saturday, October 28, 2023 - Festival of Frights 4 pm to 11 pm, costume contest for all ages starts at 5 pm.

Cameron Community Center open house, November 4, 2023 starting at 6 pm.

Veteran's Day Festivities and Barbeque on Saturday, November 11, 2023 at West Covina City Hall.

5. CITY COUNCIL ACTION

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

City Council approved an extension of time for the delivery station on Badillo Street, and the final tract map on Merced Avenue

Appeals to the City Council regarding Planning Commission decisions for Rebel Yell Bar and Restaurant and the Toyota Dealership. They will be placed on the next available City Council agenda.

ADJOURNMENT

Chairman Gutierrez adjourned the meeting in memory of West Covina Police Officer Ortiz at 7:27 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

DRAFT

**MINUTES
SPECIAL MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, November 1, 2023**

The special 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

The Commission observed a moment of silent prayer and meditation.

PLEDGE OF ALLEGIANCE

Assistant Planner Jerry Rivera led the Pledge of Allegiance

ROLL CALL

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

ORAL COMMUNICATIONS

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None

CONTINUED PUBLIC HEARING

- 1. 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 24, 2023 Planning Commission meeting.

Consultant Susan Nunez presented the staff report. During her presentation she spoke about public notification and the updates to the draft Code Amendment. John Moreland included comments regarding the history of various properties discussed.

There was discussion by the Commission regarding wireless telecommunications facilities, mixed use zoning and multiple-family zoning, the Housing Element requirements, the differences between single-family and multiple-family zones and how single-family zones are being changed due to Accessory Dwelling Units.

Chairman Gutierrez opened the public hearing.

Angie Gillingham asked about the General Plan and asked about "transformative development", protecting businesses in the area of Glendora Avenue, Vincent Avenue and Interstate 10 freeway, incompatible uses and pre-existing uses, and how the city would provide both uses equally. Planning Manager Jo-Anne Burns and consultant John Moreland responded to her comments.

Chairman Gutierrez closed the public hearing.

There was a discussion by the Commission regarding emergency shelters, massage parlor inspection and doors being allowed in some massage parlor uses, changing the public hearing notification radius from 500 feet to 800 feet from the property lines for wireless facilities, mailing of public hearing notices and posting public hearing notices on properties and on the City's website.

Motion by Lewis, to waive further reading and adopt Resolution No. 23-6134. Motion died for lack of a second.

Motion by Gutierrez, seconded by Heng, to waive further reading and adopt Resolution No. 23--6134, as amended to change notification radius from 300 feet to 800 feet. Motion carried 3-2 (Lewis, Williams opposed.)

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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2. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Open house at Cameron Community Center at 6 pm, Saturday, November 4, 2023

Veteran's Day Celebration, Saturday, November 11, 2023 at West Covina City Hall, followed by a barbeque for attendees.

Next regular Planning Commission meeting will be held on Tuesday, November 14, 2023 at 7:00 p.m.

Appeal for the Toyota Dealership will be heard by the City Council on Tuesday, November 7, 2023

Appeal for revocation of the Conditional Use Permit for Rebel Yell bar will be heard by the City Council on Tuesday, December 5, 2023.

ADJOURNMENT

Chairman Gutierrez adjourned the meeting at 8:02 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 23-08

CATEGORICAL EXEMPTION

APPLICANT: Angelberto Medina Jr.

LOCATION: 331 N Azusa Avenue

REQUEST: The applicant is requesting a conditional use permit to allow the use of a game arcade, Jumpers Jungle, to be in a "Service Commercial" (S-C) zone.

BACKGROUND

The project site is an existing tenant space in the West Covina Shopping Center, located on the west side of N. Azusa Avenue between Rowland Avenue and Workman Avenue. The site is adjacent to the Neighborhood Commercial (N-C) zones on the north and east, and Single Family Residential (R-1) zones on the south and west.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Service Commercial" (S-C) and "Commercial" (C)
SURROUNDING LAND USES AND ZONING	North: "Service Commercial" (S-C) East: "Neighborhood Commercial" (N-C), "Service Commercial" (S-C), "Office Professional" (O-P) South: "Neighborhood Commercial" (N-C), "Residential Single Family" (R-1) West: "Residential Single Family" (R-1)
CURRENT DEVELOPMENT	Game arcade / Indoor jumping / kids entertainment
LEGAL NOTICE	Legal notice was published in the San Gabriel Valley Tribune, and was mailed to 187 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow the use of a game arcade within an existing 5,600 square foot tenant space. Jumper's Jungle is an indoor jumping facility for children between the ages of five (5) and twelve (12) years old. A toddler area will be available, which will include learning blocks and age-appropriate toys. The facility provides various game machines and multiple jumpers for children to enjoy. The facility will also provide game tables, basketball baskets and multiple jumpers. The facility's target is to host private parties with groups of 15. The facility does not prepare any food. All snacks and drinks that are sold will be prepackaged in plastic containers.

The facility is family-owned and will have three (3) employees. The proposed hours of operation are: 12:00 p.m. to 8:30 p.m. Monday through Friday (except for Wednesdays when the business will be closed), and 10:00 a.m. to 9:00 p.m. Saturdays and Sundays.

Parking

On September 13, 1994, Variance 997 was approved to allow a 117 parking space deficit. The parking requirement at the time was 1,097 parking spaces based on the uses. The approved variance reduced the required parking to 980 spaces.

The West Covina Municipal Code states that the parking requirements are to be determined per the CUP depending on the type of main use, location or if it is a main use arcade. Therefore, the Planning Commission can establish the parking requirement for the proposed use. Planning staff have used the parking requirements for an indoor recreation facility as a guideline, since it is a similar use. As a result, the staff is recommending that the required parking for Jumper's Jungle be established as 51 parking spaces. The previous tenant operated as a game arcade, similar to the proposed use.

The shopping center has a variety of uses, including a trade school, restaurants, medical offices, and retail. The trade school (UEI) utilizes/occupies most of the parking on the south side of the shopping center. The parking requirement for the trade school is 299 spaces. The trade school operates Monday through Friday with day and evening classes. Planning staff confirmed with the trade school that no classes occur on weekends. Uses such as restaurants and retail have vehicular traffic circulating for short periods of time. In addition, retailers and medical offices are typically closed after 6:00 p.m. resulting in less vehicular traffic in the evenings and weekends. Because the proposed use has peak activity on nights and weekends, there is a reduced likelihood of conflict or consistent parking issues. Based on the surrounding uses, parking will be adequate during the proposed hours of operation, given that some of the neighboring uses are primarily daytime use.

Jumper's Jungle Floor Area	Square feet	Parking Requirement	Parking Needed
Game Area with New Commercial Grade Carpet Tiles	1,655	One (1) for every forty (40) square feet of assembly area not occupied by seats	$1,655/40 = 42$
Birthday Party Area with New Commercial Grade Laminate wood flooring	530	One (1) parking space for each two and one-half (2.5) seats	$18/2.5 = 8$
Office / Employee Area	235	One (1) parking space for each two hundred fifty (250) square feet of gross floor area.	$235/250 = 1$
Other area	3,180	Inflatable games and restrooms, etc.	N/A
Total	5,600	TOTAL PARKING REQUIRED	51

REQUIRED FINDINGS

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 indoor jumping/kids entertainment facility is desirable at the subject location in order to offer an expanded variety of entertainment and recreational alternatives to West Covina residents. The proposed tenant spaces face away from nearby residential areas in a shopping center with buildings that are set well back from the street. Neighboring uses are offices, medical offices, trade schools, and restaurants. The proposed use is not expected to pose any operational conflicts. Given the mix of existing uses within the shopping center, the availability of adequate parking and proposed hours of operation, the indoor jumping/kids entertainment facility will not create an adverse effect on the surrounding properties and is

consistent with the property's underlying zone.

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 project will not be detrimental to the health, safety, peace or general welfare of persons residing in the vicinity of the site because all construction is required to meet current city building and safety; Fire code requirements and conditions placed on the project will mitigate any potential adverse effects such as excessive noise or overflow parking. Noise impact is expected to be minimal as all activities will be located inside the building.

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 subject site is adequate in size and shape to accommodate the proposed use. The site provides 980 parking spaces, no major exterior modifications are undergoing, and the existing building meets all setback and height standards. Parking will be adequate during the proposed hours of operation given that the surrounding retailers and medical offices are typically closed after 6:00pm and on weekends. This will result in less vehicular traffic and parking demand that might conflict with the vehicles patronizing the proposed use. The project conforms to the development standards of the underlying zone.

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 shopping center fronts upon Azusa Avenue, a four-lane major arterial, which provides direct access to the San Bernardino (I-10) Freeway to the south and the Foothill (I-210) Freeway to the north of the site. The site is accessible from other directions by Workman Avenue (a collector street) to the south and Rowland Avenue (a minor arterial) to the north via Azusa Avenue. Due to the accessibility and capacity of these routes, traffic generated by the project is not expected to impact local residential streets.

e. That the granting of such a 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 will not adversely affect the West Covina General Plan, since the proposed use, that of an indoor jumping/ kids entertainment facility, is conditionally permitted within the site's designation of "Service Commercial". The proposed use 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.

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.

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

Staff recommends adopting Resolution No. 23-6139 approving Conditional Use Permit No. 23-08.

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: Jerry Rivera, Assistant Planner

Attachments

Attachment No. 1 - Resolution of Approval

Attachment No. 2 - Business Operation Plan

P L A N N I N G C O M M I S S I O N

R E S O L U T I O N N O . 23-6139

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 23-08

CONDITIONAL USE PERMIT NO. 23-08

CATEGORICAL EXEMPTION

APPLICANT: Angelberto Medina Jr. (Jumpers Jungle)

LOCATION: 331 N. Azusa 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 use of an indoor jumping/kids entertainment facility within an existing 5,600-square foot tenant space within a certain property described as follows:

Assessor Parcel No. 8455-001-023 & 024 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 12th day of December 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 an indoor jumping/kids entertainment facility within an existing 5,600 square foot tenant space located in the “Service Commercial” (S-C) Zone.
2. The proposed indoor jumping/kids entertainment facility anticipates accommodating three (3) employees. The jumping/kids entertainment facility will be open 12 pm to 8:30 pm for weekdays, Wednesday will be closed. Saturday and Sunday hours will be 10 am to 9 pm.
3. 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 a Conditional Use Permit will not adversely affect the general plan of the city, or any other adopted plan of the city.*
4. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities) in that it consists of minor modifications 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 proposed indoor jumping/kids entertainment facility is desirable at the subject location in order to offer an expanded variety of entertainment and recreational alternatives to West Covina residents. The proposed tenant spaces face away from nearby residential areas in a shopping center with buildings that are set well back from the street. Neighboring uses are offices, medical offices, trade schools, and restaurants. The proposed use is not expected to pose any operational conflicts. Given the mix of existing uses within the shopping center, the availability of adequate parking and proposed hours of operation, the indoor jumping/kids entertainment facility will not create an adverse effect on the surrounding properties and is consistent with the property's underlying zone.
 - b. The project will not be detrimental to the health, safety, peace or general welfare of persons residing in the vicinity of the site because all construction is required to meet current city building and safety; Fire code requirements and conditions

placed on the project will mitigate any potential adverse effects such as excessive noise or overflow parking. Noise impact is expected to be minimal as all activities will be located inside the building.

- c. The subject site is adequate in size and shape to accommodate the proposed use. The site provides 980 parking spaces, no major exterior modifications are undergoing, and the existing building meets all setback and height standards. Parking will be adequate during the proposed hours of operation given that the surrounding retailers and medical offices are typically closed after 6:00pm and on weekends. This will result in less vehicular traffic and parking demand that might conflict with the vehicles patronizing the proposed use. The project conforms to the development standards of the underlying zone.
- d. The shopping center fronts upon Azusa Avenue, a four-lane major arterial, which provides direct access to the San Bernardino (I-10) Freeway to the south and the Foothill (I-210) Freeway to the north of the site. The site is accessible from other directions by Workman Avenue (a collector street) to the south and Rowland Avenue (a minor arterial) to the north via Azusa Avenue. Due to the accessibility and capacity of these routes, traffic generated by the project is not expected to impact local residential streets.
- e. The granting of the conditional use permit will not adversely affect the West Covina General Plan, since the proposed use, that of an indoor jumping/ kids entertainment facility, is conditionally permitted within the site's designation of "Service Commercial". The proposed use 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.

- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 23-08 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 a duly authorized representative) has filed at the office of the Community Development Director his/her affidavit stating he/she 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 December 12, 2023.
 - b. Comply with all applicable sections of the West Covina Municipal Code.
 - c. Comply with all requirements of the "Service Commercial" (S-C) Zone.
 - d. Staff shall closely monitor any parking complaints or concerns filed regarding the athletic training facility use. The applicant and/or business operator shall work with the 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.
 - e. The indoor jumping/kids entertainment facility is approved for 5,600 square feet. Any addition or modification of the use shall require the submittal and approval of a new Conditional Use Permit.
 - f. The indoor jumping/kids entertainment facility (Jumpers Jungle) is approved to operate 12 pm to 8:30 pm for weekdays, Wednesday will be closed. Saturday and Sunday hours will be 10 am to 9 pm.
 - g. The indoor jumping/kids entertainment facility (Jumpers Jungle) shall have a minimum of 3 employees during operating hours at all times.
 - h. No access to the rear abutting Single- Family Residential zone for customers.
 - i. No alcohol shall be allowed in the tenant space.
 - j. The business operator shall ensure that customers are not inebriated and/ or under the influence of drugs or alcohol.
 - k. That any proposed change to the approved site plan, floor plan, or elevations shall be reviewed by the Planning Division, Building Division, Fire Department, and the Planning Commission, and that the written authorization of the Community Development Director shall be obtained prior to implementation.

- l. The operation of the facility shall comply with the West Covina Noise Ordinance.
- m. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
- n. No noise amplifier shall be used at any time for instruction by employees or customers.
- o. Any speakers inside the tenant space shall be directed towards the front of the tenant space (north).
- p. The applicant shall comply with maximum occupancy (total number of persons allowed to occupy the facility) requirements, pursuant to applicable Fire and Building Codes.
- q. 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 and Sign Criteria for the Valley Nogales Center.
- r. 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.
- s. **BUILDING DEPARTMENT**
 - 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. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.
 - 3. All State of California disability access regulations for accessibility shall be complied with
 - 4. Jumpers or similar play components, one of each type, on ground level shall be on an accessible route per Section 11B-240.2.1 of the California Building Code.
 - 5. Dining surfaces at the party area shall comply with Section 11B-226.1 of the California Building Code.

FIRE DEPARTMENT

1. Shall comply with all 2022 California Building Code, California Mechanical Code, California Fire Code, and requirements based on occupancy classification.
2. Proof of hood system bi-annual testing and certification required prior to Final Inspection, if system is present.
3. New signage will be required for the Fire Riser room/FACP room.
4. Existing red curbs must be repainted, and “NO PARKING” signage shall be installed or updated in Fire Lane Access areas.
5. Knox box is required, if one is present, it shall be updated with current business keys.
6. Monitored fire sprinkler system(s) may be required for the proposed building(s) and or any alterations. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
 - a. Proof of fire sprinkler 5-year test and certification prior to Final Inspection, if occupancy has existing sprinkler system installed.
 - b. All modifications/ additions to existing Sprinkler System shall be submitted for plan review and approval.
7. Monitored fire alarm system(s) may be required for proposed building(s) and or any alterations. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
 - a. Proof of Fire Alarm Annual test and certification shall be submitted prior to final inspection if occupancy has an existing Fire Alarm System installed.
 - b. Interconnection of Emergency Shutdown devices/ Heat Detection devices may be required.
 - c. Plans shall be submitted and approved prior to construction. Pre-Wire Inspection and function testing with AHJ shall be conducted.
 - d. Listing and all data sheets shall be provided to the Fire Official, and on-site for review when needed.

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 12th day of December 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: December 12, 2023

Brian Gutierrez, Chair
Planning Commission

Paulina Morales, Secretary
Planning Commission

Jumpers Jungle BUSINESS PLAN

Prepared by:

Angelberto Medina, Cesar Espinoza

331 N. Asuza Ave.
West Covina, California 91790
6269918401
alejnikivargas2000@yahoo.com

I. EXECUTIVE SUMMARY

Jumpers Jungle (referred to from hereon in as the "Company") is intended to be established as a S-corporation at 331 N. Asuza Ave., West Covina, California 91790 with the expectation of rapid expansion in the kids entertainment industry.

Business Description

The Company shall be formed as S-corporation under California state laws and headed by Angelberto Medina, Cesar Espinoza .

The Company will employ Family-run Business full-time employees and Family-run Business part-time employees.

Management Team

The Company has assembled an experienced management team:

Marketing manager and supervisor - Alejandra Vargas,

Business Mission

Jumpers Jungle is an indoor jumping facility for children between the ages of 5 and 12. A toddler area is also available with learning blocks and age appropriate toys. Game machines and multiple jumpers for children to enjoy we also have game tables as well as basketball baskets. Our target is for private parties with groups of 15. Our seating area is designed strategically for small groups giving every customer the opportunity to have a most memorable experience with all amenities included. Parents simply book a date and a fun filled experience would follow.

New Service

The Company is prepared to introduce the following service to the market:

kids entertainment: Kids indoor Jumping facility with private parties being the main focus of our business. Hours of operation are 12 to 8:30 pm for weekdays Wednesdays off and Fridays 12 to 8:30pm. Saturdays and Sundays 10 am to 9pm. Weekends being our most traffic for parties. Our business's success and bookings being primarily on weekends.

Private parties being the main focus of our facility with groups of 15 being our focus. Our main target group being school aged children with most of business taking place after school around 4pm and weekends. Hours of operation are designed to accommodate our target groups needs. Weekends being the main focus for private bookings.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the kids entertainment industry presently makes 8.15 dollars in sales.

Hosting private parties for 2 hours with fun and games included. Children invite about 10 friends and they play and eat. Parents rent out facility that includes games and a host that with a fun facility that helps set up clean up and is hassle free. Both parents and children have fun and go home.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

Jumpers are targeted for school aged children all being able to attend after school between hours of 4 to 8:30 pm and weekends. Our main business taking place on weekends. Our target groups would be booking mostly on weekends due to school and multiple weekday events.

Business Goals and Objectives

Short Term:

Party bookings scheduled with specific time and allocating enough time for clean up before the next booking. Marketing to different age groups.

Long Term:

Expand to offer more games and consoles for an older group of children and have private parties bookings.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Kids between the ages of 3 to 12 years of age. With appropriate age designated areas.

The estimated number of potential clients within the Company's geographic scope is .

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Pricing will be determined by the packages chosen. Our ultimate goal is for all bookings to choose or gold package with treat bags and balloon decorating. Colorful table settings with themed characters. Similar facilities begin packages between 700- 800 dollars. With groups of 10 being the average package.

Promotional Strategy

The Company will promote sales using the following methods:

Social media being the main focus for advertisement.

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$13,500.00
Revenue and sales for first year of business (projected):	\$300,000.00
Gross profit for first year of business (projected):	\$100,000.00

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 23-07

CATEGORICAL EXEMPTION

APPLICANT: Louis Velasquez

LOCATION: 410 N. Azusa Avenue

REQUEST: The applicant is requesting approval of a Conditional Use Permit to allow a Baseball and Softball performance training facility to be in a "Neighborhood Commercial" (N-C) zone.

BACKGROUND

The project site is an existing tenant space within the Varney Center located on the southeast corner of Rowland Avenue and Azusa Avenue. The site has both "neighborhood commercial" (N-C) and "residential single family" (R-1) to the north, "residential single family" (R-1) on the east, and "Service Commercial" on both the south and west.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Neighborhood Commercial" (S-C) and "Commercial" (C)
SURROUNDING LAND USES AND ZONING	North: "Neighborhood Commercial" (N-C), Residential Single Family (R-1) East: "Residential Single Family" (R-1) South: "Service Commercial" (S-C) West: "Service Commercial" (S-C)
CURRENT DEVELOPMENT	Baseball and Softball performance training facility
LEGAL NOTICE	Legal notice was published in the San Gabriel Valley Tribune, and was mailed to 186 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow the use of a baseball and softball performance training facility (At Bat Athletic Training Facility) within an existing shopping center building. The proposed use will be located within an existing 3,340 square-foot tenant space. The mission of this company is to deliver high-level baseball skills and knowledge that significantly increases and enhances players' skills in the community by delivering an excellent training environment with quality training tools and instruction.

The athletic facility will have three (3) employees. At Bat is structured as a limited liability company owned by two individuals: Louis Velasquez will run the daily training operation and Rosa Velasquez will run the marketing and trainer scheduling. The proposed hours of operation are: 10:00 a.m. to 9:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m., Saturday and Sunday.

Parking

The shopping center provides 140 parking spaces on site. Based on the parking calculation utilizing the standard parking ratios (calculation provided within the table below), the site will have sufficient on-site parking.

At Bat Floor Area	Square Feet	Parking Requirement	Parking Needed
Pitching Mechanics training Area Fundamental Hitting and Fielding training area + Fitness and Conditioning Area	2,233 sqft + 760 Sqft	2,933/ 250 = 12	12
Waiting Area	279 sqft	15 Permanent Seats	15/2.5 = 6
Restroom	68 sqft	N/A	
Total	3,340 sqft		18

Noise

Planning staff has met with neighboring residents regarding potential noise issues. It is important for the business owner to understand that there are residential dwellings in close proximity. Planning staff has included the following conditions of approval in the draft resolution to address noise generation:

1. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
2. No noise amplifier shall be used at any time.
3. Noise levels shall not exceed the ambient noise level by more than (5) five decibels as measured outside of the tenant space.
4. Doors of the building shall be kept closed at all times, except when doors are in use, in order to minimize noise impacts onto adjacent properties.
5. Any speakers inside the tenant space shall be directed toward the front of the tenant space (west).
6. 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.

REQUIRED FINDINGS

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 "Commercial" General Plan designation and the "Neighborhood Commercial" Zone. A "Neighborhood Commercial" Zone is intended to provide a wide range of shopping facilities and goods, professional and administrative offices, and entertainment establishments, and are generally within close proximity to residential zoning. The proposed use is a Baseball and Softball performance training facility with a floor area of 3,340 square feet. The proposed use is on the corner of N. Azusa Ave and E. Rowland Ave within the Varney Center. The proposed athletic facility complies with all applicable requirements of the "Neighborhood Commercial" Zone.

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 athletic facility use will occupy an existing vacant tenant space. The business hours are Monday through Friday, 10:00 a.m. to 9:00 p.m. and Saturday to Sunday, 9:00 a.m. to 6:00 p.m. With the conditions of approval, the proposed athletic 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 are adequate in size and designed to accommodate the proposed facility use. As conditioned, sufficient parking exists on the site to accommodate the facility use and the other tenants within the shopping center.

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 site abuts E. Rowland Avenue and N. Azusa Avenue. The site can be accessed via N. Azusa Ave and E. Rowland Avenue. The proposed athletic facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

e. That the granting of such a 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 athletic training facility would allow the opportunity for the surrounding community to have access to world-class baseball knowledge and develop their skills. The proposed athletic training facility use 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 following 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.

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.

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

Staff recommends adopting Resolution No. 23-6140 approving Conditional Use Permit No. 23-07

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: Jerry Rivera, Assistant Planner

Attachments

Attachment No. 1 - Resolution of Approval

Attachment No. 2 - Business Operation Plan

P L A N N I N G C O M M I S S I O N

R E S O L U T I O N N O . 2 3 - 6 1 4 0

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 23-07

CONDITIONAL USE PERMIT NO. 23-07

CATEGORICAL EXEMPTION

APPLICANT: Louis Velasquez (At Bat Athletic Training Facility)

LOCATION: 410 N. Azusa 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 use of a Baseball and Softball performance training facility within an existing 3,340-square foot tenant space within a certain property described as follows:

Assessor Parcel No. 8454-014-011 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 12th day of December 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 the use of a baseball and softball performance training facility within an existing 3,340 square foot tenant space located in the “Neighborhood Commercial” (N-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 a 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) in that it consists of minor modifications 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 proposed use is consistent with the "Commercial" General Plan designation and the "Neighborhood Commercial" Zone. A "Neighborhood Commercial" Zone is intended to provide a wide range of shopping facilities and goods, professional and administrative offices, and entertainment establishments, and are generally within close proximity to residential zoning. The proposed use is a Baseball and Softball performance training facility with a floor area of 3,340 square feet. The proposed use is on the corner of N. Azusa Ave and E. Rowland Ave within the Varney Center. The proposed athletic facility complies with all applicable requirements of the "Neighborhood Commercial" Zone.
 - b. The proposed athletic facility use will occupy an existing vacant tenant space. The business hours are Monday through Friday, 10:00 a.m. to 9:00 p.m. and Saturday to Sunday, 9:00 a.m. to 6:00 p.m. With the conditions of approval, the proposed athletic 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 are adequate in size and designed to accommodate the proposed facility use. As conditioned, sufficient parking exists on the site to accommodate the facility use and the other tenants within the shopping center.
- d. The site abuts E. Rowland Avenue and N. Azusa Avenue. The site can be accessed via N. Azusa Ave and E. Rowland Avenue. The proposed athletic facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.
- e. Granting the Conditional Use Permit for the proposed athletic training facility would allow the opportunity for the surrounding community to have access to world class baseball knowledge and develop their skills. The proposed athletic training facility use 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 following 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. 23-07 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 a duly authorized representative) has filed at the office of the Community Development Director his/her affidavit stating he/she 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 December 12, 2023.
- b. Comply with all applicable sections of the West Covina Municipal Code.
- c. Comply with all requirements of the “Neighborhood Commercial” (N-C) Zone.
- d. The athletic training facility is approved to operate from 10:00 am to 9:00 pm, Monday through Friday and 9:00 am to 6:00 pm, Saturday and Sunday.
- e. Staff shall closely monitor any parking complaints or concerns filed regarding the athletic training facility use. The applicant and/or business operator shall work with the 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.
- f. The athletic training facility is approved for 3,340 square feet. Any addition or modification of the use shall require the submittal and approval of a new Conditional Use Permit.
- g. 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.
- h. All construction equipment, stationery or mobile, shall be equipped with properly operating and maintained mufflers.
- i. That any proposed change to the approved site plan, floor plan, or elevations shall be reviewed by the Planning Division, Building Division, Fire Department, and the Planning Commission, and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- j. The operation of the facility shall comply with the West Covina Noise Ordinance.
- k. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
- l. No noise amplifier shall be used at any time.
- m. Noise levels shall not exceed the ambient noise level by more than (5) five decibels as measured outside of the tenant space.
- n. Doors of the building shall be kept closed at all times, except when doors are in use, in order to minimize noise impacts onto adjacent properties.

- o. Any speakers inside the tenant space shall be directed toward the front of the tenant space (west).
- p. 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.
- q. 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 and Sign Criteria for the Valley Nogales Center.
- r. 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.

BUILDING DEPARTMENT

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. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.
3. Buildings or tenant spaces that contain exercise rooms of use for gymnasium or fitness shall be classified as Assembly A-3 Group Occupancy. If the existing space was previously used for retail purposes under Mercantile M Group Occupancy, occupying the space as a fitness training facility would constitute as change of use or occupancy.
4. To maintain the current M or Business B Group occupancy, the total occupant load of the tenant space shall not exceed 49 as allowed per Section 303.1.1. An occupant load analysis based on Chapter 10 of the Building Code shall be submitted along the tenant improvement plans to provide justification and determine compliance.
5. Alterations and 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 the California Existing Building Code in effect.
6. When there is an increase in occupant load due to alteration to or change of use of the tenant space, an analysis to determine minimum quantity of 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.

7. Separate application and plan review is required for Plumbing plans
Electrical plan check is required.
8. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
9. If the existing space was previously used for retail purposes under Mercantile M Group Occupancy, the existing ventilation shall be upgraded to have capacity meeting the minimum ventilation air rate for a gym or sports area as specified in the current Mechanical Code. The design of the new mechanical system shall meet the Energy Code requirements as well.
10. Separate application and plan review is required for Mechanical plans.
11. When new lighting is proposed within the tenant space, it shall comply with the indoor lighting requirements of the current Energy Code. Compliance forms for indoor lighting shall be submitted along with tenant improvement plans.
12. Separate application and plan review is required for Electrical plans.
13. All State of California disability access regulations for accessibility shall be complied with.
14. The Summary of Accessibility Upgrades for Commercial Projects form shall be completed and copied on the plans. The applicant shall obtain the form from the Building Division.
15. Project shall comply with the CalGreen Non-Residential mandatory requirements.
16. 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.
17. Separate permit is required for Fire Sprinklers.

FIRE DEPARTMENT

1. Shall comply with all 2022 California Building Code, California Mechanical Code, California Fire Code, and requirements based on occupancy classification.
2. Proof of hood system bi-annual testing and certification required prior to Final Inspection, if system is present.
3. New signage will be required for the Fire Riser room/FACP room.
4. Existing red curbs must be repainted, and “NO PARKING” signage shall be installed or updated in Fire Lane Access areas.
5. Knox box is required, if one is present, it shall be updated with current business keys.
6. Monitored fire sprinkler system(s) may be required for the proposed building(s) and or any alterations. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
 - a. Proof of fire sprinkler 5-year test and certification prior to Final Inspection, if occupancy has existing sprinkler system installed.
 - b. All modifications/ additions to existing Sprinkler System shall be submitted for plan review and approval.
7. Monitored fire alarm system(s) may be required for proposed building(s) and or any alterations. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
 - a. Proof of Fire Alarm Annual test and certification shall be submitted prior to final inspection if occupancy has an existing Fire Alarm System installed.
 - b. Interconnection of Emergency Shutdown devices/ Heat Detection devices may be required.
 - c. Plans shall be submitted and approved prior to construction. Pre-Wire Inspection and function testing with AHJ shall be conducted.
 - d. Listing and all data sheets shall be provided to the Fire Official, and on-site for review when needed.

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 12th day of December 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: December 12, 2023

Brian Gutierrez, Chair
Planning Commission

Paulina Morales, Secretary
Planning Commission

At Bat

2023 Business Plan

410 N Azusa Ave, West Covina
CA. 91791

Contact Info

Louis Velasquez & Rosa Velasquez
(626) 391-2636

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Business Description

Summary

At Bat is a Baseball and Softball Performance Training Facility located at 410 North Azusa, West Covina, California, 91791, United States. Established in 2023, the business was founded by Louis Velasquez. As a professional(s) in the Baseball Training and Performance Training Facility industry with over 34 years of industry experience, the business was developed to implement a new strategy for reaching and serving clients.

Objectives

At Bat seeks to establish itself as a leader in the Baseball Training and Performance Training Facility industry. Specific objectives the company will seek to achieve over the next two years include:

- Develop a structured business plan and secure financing to start up the business.
- Develop and implement marketing campaign strategy to highlight and display the business through current media market.
- Work aggressively to maximize foot traffic training in facility to maximize sales and profit margin

Mission

Our mission is to deliver high-level baseball skill and knowledge that significantly increase and enhance players baseball performance skills in our community by delivering an excellent training environment with quality training tools and instruction.

Ownership

At Bat is structured as a limited liability company owned by two individual(s). Louis Velasquez will run the daily training operation 75% and Rosa Velasquez will run marketing trainer scheduling 25%.

Key Success Factors

To be successful in the Baseball Training and Performance Training Facility industry At Bat must focus on the following areas:

- Have a positive reputation in the Baseball community at all levels.
- Ability to provide World Class Baseball knowledge at an elevated level in all key functions of the game.
- Continue to provide a positive reputation at the High School level, developing baseball players reaching the next level of play in college and MLB level.
- Sustaining elevated baseball training level and development program in youth and high school.
- Building a positive training environment at all levels in our baseball community.

Product / Service

- Provide High level structure Pitching training
- Provide High Level sound mechanic hitting training
- Provide structure core physical training to support all level of play
- Provide structure fielding mechanic training
- Provide baseball hitting knowledge to improve physical mental health for the surrounding communities
- Provide training to our community special need environment

Market Analysis

Industry Trends

In recent years, there has been a significant shift towards data-driven decision making in baseball, which is a trend that has influenced both training and coaching practices. Coaches now have access to an unprecedented amount of data on player performance, including advanced metrics like exit velocity for hitters and spin rate for pitchers, which can help inform training programs and strategies. This statistical approach, known as sabermetrics, allows for more precise player development and game planning. Coaches are increasingly expected to understand and utilize this data, meaning skills in data analysis have become crucial in the sports industry. Another major trend is the increased emphasis on player health and longevity. Traditional training methods are being reconsidered and updated to minimize injury risk and promote sustained athletic performance. This has led to more holistic training regimens, incorporating elements of sports science, physical therapy, and nutrition alongside traditional skills training. Rest and recovery periods are now seen as equally important as the intensity of workouts. Coaches and trainers are required to keep pace with these advancements, continuously learning about the latest research and techniques in these areas. Finally, the increased recognition of mental health in sports has profoundly influenced coaching philosophies and methods. Instead of focusing solely on physical performance, coaches are now seen as mentors who play a vital role in an athletes psychological well-being. Mental resilience training, mindfulness, and psychological support have become integral parts of a comprehensive training regimen. This shift has increased the demand for coaches with skills in psychology or related fields. Furthermore, it reinforces the necessity of strong interpersonal skills, as building trust and maintaining open communication are vital to addressing mental health concerns within a team effectively. In essence, the modern sports industry is becoming a more holistic and data-driven field, requiring a multifaceted skill set from its coaches and trainers.

Target Market Segment

Segment	Description	Needs	Means of Serving
Students/ Individuals	Target surrounding cities travel ball, Pony League, Little League, High Schools, and College level within a one to twenty-mile radius, average income 140k. age group 4 years to 27 years old.	<ol style="list-style-type: none"> 1. Provide productive training environment 2. Provide quality service and scheduling 3. Baseball knowledge and Experience 	<ol style="list-style-type: none"> 1. Strive to continuously improve training with updated training tools and instruction. 2. Have updated software to expedite training scheduling and membership marketing 3. Reputation, 34 years of experience at all levels, coached and developed high level players who are currently playing in top baseball organizations, college and MLB.

Competition

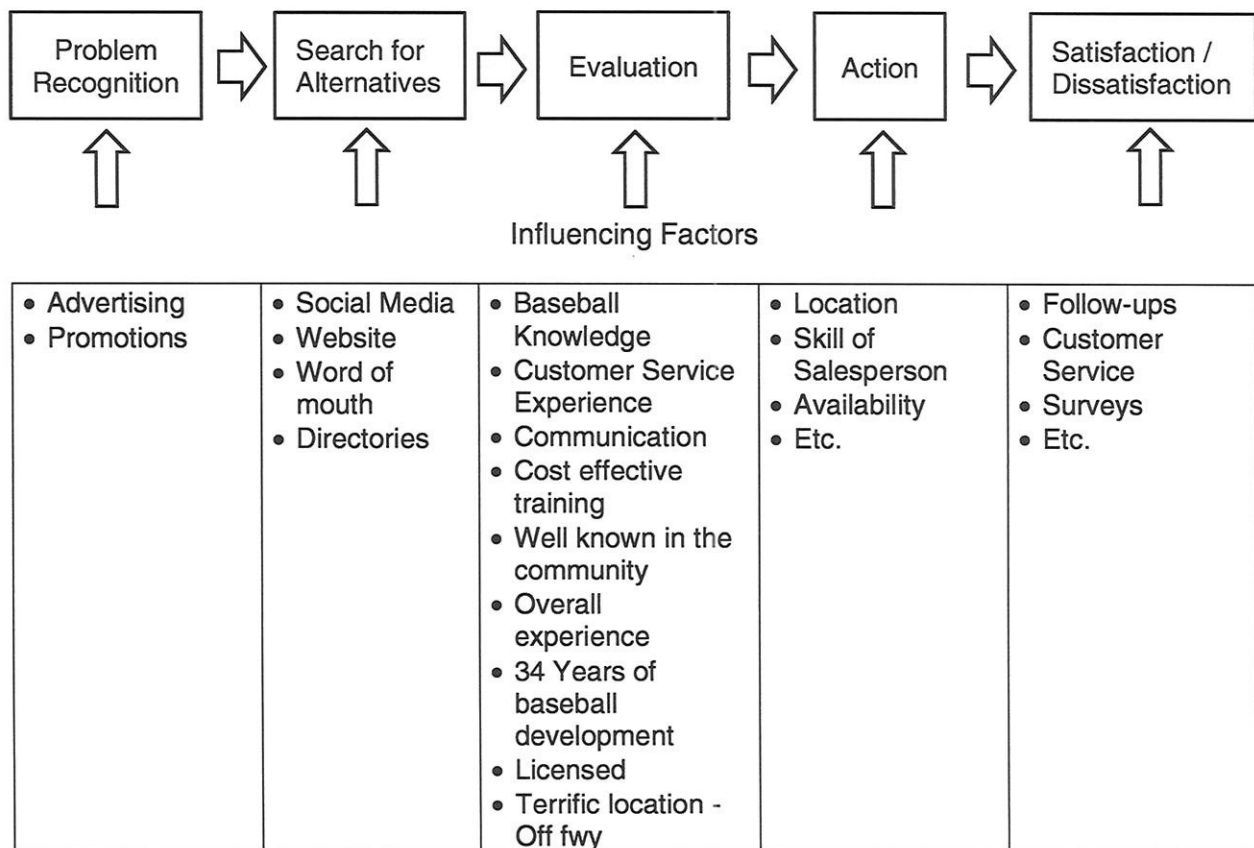
Criteria	At Bat	RBI Batting 12	Vault	
Baseball Knowledge	X		X	X
Customer Service Experience	X			X
Communication	X		X	X
Cost effective training	X			X
Well known in the community	X			X
Overall experience	X	X	X	X
34 Years of baseball development	X			X
Reliable	X		X	X
Licensed	X	X	X	X
Terrific location - Off fwy	X			X

Marketing Strategy

The marketing strategy of At Bat is centered on the following marketing outlets:

- Social Media** – This outlet is budgeted to cost \$0 per year. Social media is important for a Baseball and Softball Performance Training Facility as it offers a dynamic platform to engage with the sports community, share training tips, success stories, and facility updates, ultimately expanding the facility's reach and fostering a strong online presence.
- Website** – This outlet is budgeted to cost \$200 per year. A website is important for a Baseball and Softball Performance Training Facility as it serves as a virtual storefront to showcase the facility's services, expertise, and success stories, attracting potential athletes, coaches, and parents while providing essential information about the training programs offered.
- Word of mouth** – This outlet is budgeted to cost \$0 per year. Word of mouth is important for this business because positive recommendations and referrals from satisfied clients can build trust, credibility, and a strong reputation, attracting new clients and fostering long-term relationships.
- Directories** – This outlet is budgeted to cost \$0 per year. Directories are important for a Baseball and Softball Performance Training Facility as they help potential athletes and their parents easily find and access essential information about the facility's location, services, and contact details, increasing visibility and attracting a targeted audience.

Decision Making Model:



Team

2 employees

Louis Velasquez JR, Scheduler

Louis Velasquez JR has 4 years of experience and works for the company on a part-time basis. Oversee scheduling and daily activity

Bryan Sawyer Operation Manager

has 1 years of experience and works for the company on a part-time basis. Operation management, ensure the appropriate flow of training sessions

Financial Analysis

Financial Assumptions

The tables below outline the assumptions used to create the financial projections.

Accounts Receivable	
Paid within 30 days	100%
Paid between 30 and 60 days	0%
Paid in more than 60 days	0%
Allowance for bad debt	0%
Total	100.00%

Accounts Payable	
Paid within 30 days	100%
Paid between 30 and 60 days	0%
Paid in more than 60 days	0%
Total	100.00%

Line of Credit Assumption	
Desired Minimum Cash Balance	\$
Line of Credit Interest Rate	0

Income Tax Assumption	
Income Tax Rate	0.001%

Product Lines	Units	Sales Price Per Unit	COGS Per Unit	Margin Per Unit
High level structure Pitching training	per day	1,080	0	1,080.00
High Level sound mechanic hitting training	per day	\$360	\$0	\$360.00
Catching and base running mechanic	per day	\$360	\$0	\$360.00
Baseball hitting knowledge to improve physical mental health for the surrounding communities	per day	\$360	\$0	\$360.00
Structure fielding mechanic training	per day	\$360	\$0	\$360.00
Structure core physical training to support all level of play	per day	\$840	\$0	\$840.00

Employee	Average Hourly Rate	Estimated Hours/Week	Estimated Monthly Pay
Louis Velasquez JR	\$16.5	32	\$2,288.00
Bryan Sawyer	\$16.5	32	\$2,218.67

Federal and State payroll taxes (Soc. Security, Medicare, FUTA, SUTA) were calculated at their standard rates and applicable limits.

Sales Forecast Assumptions

Plan footprint of training stations: 1) Training Station \$45 (per hour) x 4 students x 6 hours = \$1080 2) 2-5 Training Station \$60 (per hour) x 6 students = \$360 3) Training Station \$60 (per hour) x 6 students = \$360 4) Training session for core physical training to support all levels of play: \$35 (per hour) x 4 (students) x 6 hours = \$840

Expense Forecast Assumptions

Expense Category	% of Revenue	Notes
Advertising	0.0%	Website fee
Car and Truck Expenses	0.2%	200 miles per month for business travels
Commission and Fees	2.0%	merchant service charge
Contract Labor	%	
Insurance	0.1%	General commercial liability
Legal and Professional	0.1%	Legal professional support
Licenses	0.0%	Business license process fee
Office Expense	0.2%	Cover debt machine service \$45 per month, Spectrum Internet service \$145.
Rent or Lease – Vehicles, Machinery, Equipment	%	
Rent or Lease – Other Business Property	7.3%	Lease and triple net
Repairs and Maintenance	%	
Supplies	0.1%	printing
Travel, Meals and Entertainment	%	
Utilities	0.7%	
Miscellaneous	%	

Startup Costs / Current Balance Sheet

Fixed Assets	Amount
Real Estate-Land	\$.00
Real Estate-Buildings	\$.00
Leasehold Improvements	\$ 14,600.00
Equipment	\$ 19,000.00
Furniture and Fixtures	\$.00
Vehicles	\$.00
Other	\$.00
Total Fixed Assets	\$ 33,600.00
Fixed Assets	Amount
Pre-Opening Salaries and Wages	\$.00
Prepaid Insurance Premiums	\$.00
Inventory	\$.00
Legal and Accounting Fees	\$.00
Rent Deposits	\$.00
Utility Deposits	\$ 1,500.00
Supplies	\$ 1,800.00
Advertising and Promotions	\$ 1,200.00
Licenses	\$ 3,000.00
Other Initial Start-Up Costs	\$ 3,000.00
Working Capital (Cash on Hand)	\$ 6,000.00
Total Operating Capital	\$ 16,500.00
Total Required Funds	\$ 50,100.00

Sources of Funding

Sources of Funding	%	Amount
Owner's Equity		\$ 10,000.00
Outside Investors		\$.00
Additional Loans or Debt		
Commercial Loan		\$ 40,100.00
Commercial Mortgage		\$.00
Credit Card Debt		\$.00
Vehicle Loans		\$.00
Other Bank Debt		\$.00
Total Sources of Funding		\$ 50,100.00

Break-even Analysis

Break-even Sales Volume

Break-even Sales in Dollars	Year 1	Year 2
Gross Margin % of Sales	100.00%	100.00%
Total Fixed Expenses	\$ 171,347.33	\$ 170,394.47
Yearly Breakeven Amount	\$ 171,347.33	\$ 170,394.47
Monthly Breakeven Amount	\$ 14,278.94	\$ 14,199.54

Break-Even Monthly Unit Sales

Product / Service Category	% Sales	Year 1	% Sales	Year 2
Provide High level structure Pitching training	32.14%	4	32.14%	4
Provide High Level sound mechanic hitting training	10.71%	4	10.71%	4
Provide catching and base running mechanic	10.71%	4	10.71%	4
Provide baseball hitting knowledge to improve physical mental health for the surrounding communities	10.71%	4	10.71%	4
Provide structure fielding mechanic training	10.71%	4	10.71%	4
Provide structure core physical training to support all level of play	25.00%	4	25.00%	4

EXHIBIT "A"

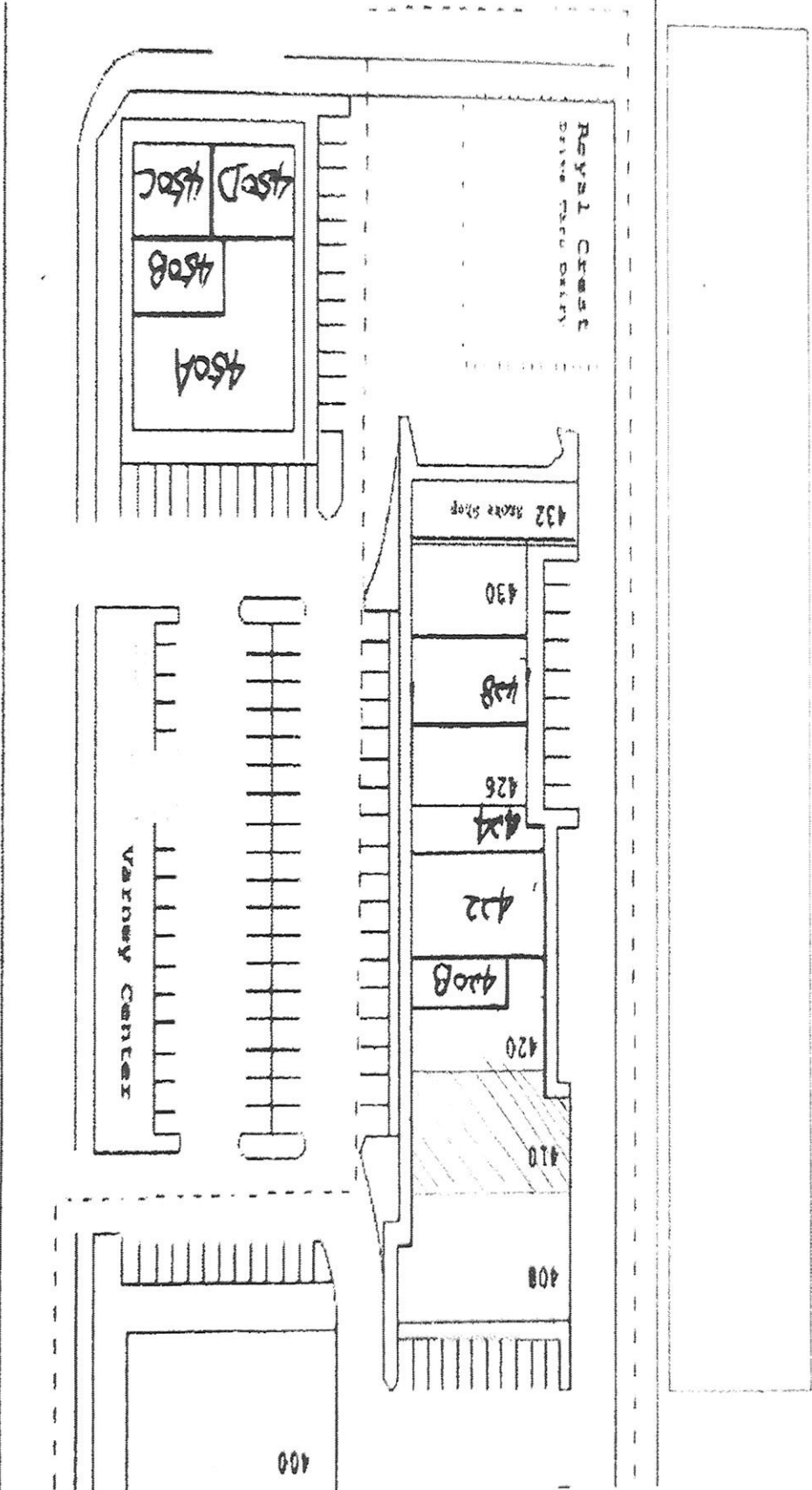
SITE PLAN

Varney Center

West Covina, CA

Site Plan

AZUSA AVENUE



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