



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**JANUARY 16, 2024, 7:00 PM
REGULAR MEETING**

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

**Mayor Brian Calderón Tabatabai
Mayor Pro Tem Tony Wu
Councilwoman Letty Lopez-Viado
Councilman Ollie Cantos
Councilwoman Rosario Diaz**

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 will need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

NOTICE

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL (Per WCMC 2-48, Ordinance No. 2150)

Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

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

RULES OF DECORUM

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY JANUARY 16, 2024, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Mason Okubo from Immanuel First Church

PLEDGE OF ALLEGIANCE

Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Recognition of Retirement of Police Officer Sam Ling

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

CITY MANAGER'S REPORT

City Manager's report on current City projects.

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 City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE DECEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE DECEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

That the Council approve the December 19, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the December 19, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

2) CONSIDERATION OF CHANGING ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS

It is recommended that the City Council adopt the following resolution:

- **RESOLUTION NO. 2024-6 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CHANGING THE ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS**

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF REJECTION OF BIDS AND DIRECTOR TO READVERTISE FOR BIDS FOR FIRE STATIONS 2 AND 4 FLOORING REPLACEMENT PROJECT - PROJECT NO. 22010

It is recommended that the City Council take the following actions:

1. Reject all bids received for the Fire Stations 2 and 4 Flooring Replacement Project as authorized by Section 2-354(6) of Division 3 of Article VII of Chapter 2 of the West Covina Municipal Code; and
2. Direct staff to re-advertise the project.

FIRE DEPARTMENT

4) CONSIDERATION OF AGREEMENT WITH LOCALITY MEDIA, INC. DBA FIRST DUE TO FURNISH AND DELIVER A CLOUD/INTERNET BASED RECORDS MANAGEMENT SOFTWARE (RMS)

It is recommended that the City Council take the following actions:

1. In accordance with Section 2-335(10) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code, find that compliance with the City's bidding requirements and procedures is not in the best interest of the City in connection with the procurement of cloud-based Records Management Software (RMS) because there is need for a customized all-in-one software solution that meets all the needs of the Fire Department; integrates with other City applications; and is utilized by mutual aid partners to ensure public safety, which the Fire Department indicates can only be provided by First Due.
2. Authorize the Acting City Manager to execute an Agreement for Services with Locality Media, Inc., DBA First Due (First Due).

HUMAN RESOURCES/RISK MANAGEMENT

5) CONSIDERATION OF A SIDE LETTER OF AGREEMENT BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226 (WCFFA)

It is recommended that the City Council adopt the following Resolution:

RESOLUTION NO. 2024-3 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING THE SIDE LETTER OF AGREEMENT BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226 (WCFFA)

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

- 6) PUBLIC HEARING REGARDING DEVELOPMENT CODE UPDATE (CODE AMENDMENT NO. 23-01), INCLUDING ASSOCIATED INITIAL STUDY AND NEGATIVE DECLARATION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, GENERAL PLAN AMENDMENT NO. 23-02, AND ORDINANCE NO. 2919 APPROVING THE DEVELOPMENT CODE UPDATE, AMENDING CHAPTERS 7, 15, 17, AND 24 OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE DOWNTOWN PLAN AND CODE**

It is recommended that the City Council:

1. Conduct a public hearing;
2. Adopt the following resolutions:

RESOLUTION NO. 2024-4 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE NEGATIVE DECLARATION FOR THE DEVELOPMENT CODE UPDATE (CODE AMENDMENT NO. 23-01) PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

RESOLUTION NO. 2024-5 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING GENERAL PLAN AMENDMENT NO. 23-02 TO AMEND THE LAND USE ELEMENT TO CHANGE THE LAND USE DESIGNATIONS OF CERTAIN PROPERTIES AND MAKING A DETERMINATION THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION); and

3. Introduce the following ordinance:

ORDINANCE NO. 2519 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 23-01, THE DEVELOPMENT CODE UPDATE, AMENDING CHAPTER 7 (BUILDINGS AND BUILDING REGULATIONS), CHAPTER 15 (MISCELLANEOUS PROVISIONS RELATING TO PUBLIC HEALTH, AND SAFETY), CHAPTER 17 (PLANNING), CHAPTER 19 (STREETS, SIDEWALKS, AND PUBLIC PLACES), AND CHAPTER 24 (VEGETATION) OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE DOWNTOWN PLAN AND CODE

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

February 6, 2024

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Sec. 2-48. Manner of addressing council; time limit; persons addressing may be sworn.

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
 - a. Addressing the Mayor and City Council without first being recognized.
 - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
 - c. Repetitiously addressing the same subject.
 - d. Failing to relinquish the podium when directed to do so.
 - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
 - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Sec. 2-52. Persons authorized to be within council area.

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE DECEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE DECEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

That the Council approve the December 19, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the December 19, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 12/19/2023 Closed Session Minutes Draft

Attachment No. 2 - 12/19/2023 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF CHANGING ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

- **RESOLUTION NO. 2024-6 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CHANGING THE ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS**

DISCUSSION:

At the December 5, 2023 City Council meeting, Mayor Calderón Tabatabai requested that the City Council consider moving the order of the City Manager's Report before the Public Comment section of the agenda. The City Attorney's Office has prepared the attached resolution for consideration by the City Council to make the requested change.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Paulina Morales, Acting City Manager

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2024-6



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF REJECTION OF BIDS AND DIRECTOR TO READVERTISE FOR BIDS FOR FIRE STATIONS 2 AND 4 FLOORING REPLACEMENT PROJECT - PROJECT NO. 22010

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Reject all bids received for the Fire Stations 2 and 4 Flooring Replacement Project as authorized by Section 2-354(6) of Division 3 of Article VII of Chapter 2 of the West Covina Municipal Code; and
2. Direct staff to re-advertise the project.

BACKGROUND:

On January 19, 2021, the West Covina City Council approved Capital Improvements for all five West Covina Fire Stations (the "Project"). The Project included necessary repairs ranging from diesel exhaust ventilation systems, HVAC duct cleaning, roof repair, asbestos/lead/mold testing and abatement, bathroom, kitchen and sleeping quarter repairs, parking lot repair and replacement, interior and exterior painting, among other improvements. The total project budget approved was \$1,620,000.

As part of the approved Project, Fire Stations 2 and 4 located at 2441 E. Cortez Street, West Covina and 1815 Azusa Avenue, were to get new flooring. The flooring scope includes moving of furniture as required to accommodate work, removal, haul away and disposal of existing flooring material including carpet, ceramic/porcelain tile, and vinyl flooring from various areas (dormitories, restrooms, hallways, kitchen, day room, offices and other areas as shown on the plans); complete cleaning and preparation of the concrete slab subfloor including necessary patching, filling and leveling required for installation of various flooring material including carpet tile and porcelain tile per technical provisions of the bid documents and manufacturer's installation recommendations, installation of specified vinyl and porcelain tile base boards, and clean-up of the project sites after completion of flooring installation.

DISCUSSION:

On November 6, 2023, staff advertised the construction bid package. One (1) bid was received by the City at the bid opening held on December 5, 2023; the bid was submitted by LAH Builders, Inc.

Staff identified irregularities in LAH Builders, Inc.'s bid, including not providing the unit price and total price for every bid item listed on the bid schedule, including additional bid items on a separate bid schedule that was not part of the bid package, and not possessing the required CA Contractor License for this project, which was identified in the bid documents as License C-15.

Pursuant to Section 22038 of the Public Contract Code and Section 2-354 of Division 3 of Article VII of Chapter 2 of the West Covina Municipal Code, it is within the City Council's discretion to reject any and all bids received and provide direction to staff on future action.

Staff recommends the City Council reject all bids received for the project due to the above irregularities, and direct staff to readvertise the project. Staff will return to Council to award a construction contract, after the project is readvertised and bids are received.

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report.

Prepared by: Okan Demirci, PE, QSD/P

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF AGREEMENT WITH LOCALITY MEDIA, INC. DBA FIRST DUE TO FURNISH AND DELIVER A CLOUD/INTERNET BASED RECORDS MANAGEMENT SOFTWARE (RMS)

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. In accordance with Section 2-335(10) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code, find that compliance with the City's bidding requirements and procedures is not in the best interest of the City in connection with the procurement of cloud-based Records Management Software (RMS) because there is need for a customized all-in-one software solution that meets all the needs of the Fire Department; integrates with other City applications; and is utilized by mutual aid partners to ensure public safety, which the Fire Department indicates can only be provided by First Due.
2. Authorize the Acting City Manager to execute an Agreement for Services with Locality Media, Inc., DBA First Due (First Due).

BACKGROUND:

For close to 20 years, the West Covina Fire Department (Fire Department) has used FIREHOUSE software as its primary Records Management System (RMS) for many of its activities, including managing, tracking, and updating of emergency response incident records. This RMS system connects to the MARK43 computer-aided dispatch (CAD) system to receive direct dispatched incident information. FIREHOUSE allows for standardized reporting to be submitted to the National Fire Incident Reporting System (NFIRS), a system used by the U.S. Department of Homeland Security to track national incident records. In 2020, the Fire Department received official notification that the FIREHOUSE software would be discontinued near the end of 2022, prompting the need to replace and find a new RMS software.

DISCUSSION:

In May 2021, the City entered into a Professional Services Agreement (PSA) with Advanced Problem Solving, LLC (APS) for Fire Department internet-based regional training. In September 2022, the City entered into Amendment #1 to the PSA with APS adjusting the scope of work to include NFIRS reporting and a Data Visualization component. While implementation and migration of APS was being

done, the FIREHOUSE software was still being utilized. APS was not able to complete full migration and integration with the City's other software components. In December 2023, the City entered into Amendment #2 to the PSA with APS to reduce the scope of work to go back to the internet-based regional training component only. Pursuant to the Amendment #2, APS will provide the City with a credit of \$3,300 on its invoice for the July 1, 2024 - June 30, 2025 period.

The Fire Department utilizes a number of software services for a number of processes; NFIRS reporting, response data calculation, training, training RMS, scheduling, fire inspection RMS, asset management RMS, invoicing. Several of these software services do not interconnect to share information, including a lack of critical information sharing. A critical software service the Fire Department does not currently have is a product that allows for live firefighter safety and incident management. First Due is a reputable software solution for the fire service that has integration software and is a one-stop product that can provide NFIRS reporting, response data calculation, training RMS, scheduling, fire inspection RMS, asset management RMS and also includes live firefighter safety and incident management.

The Fire Department would like to work with First Due, and implement their software solution. Utilization will interconnect all the software services for better situational awareness for incident response and create cost savings for the Fire Department budget. The First Due product will also allow seamless integration with the City's Accela and Tyler Munis software products, making interdepartmental information sharing more efficient. Since First Due provides a one-stop product, the City will no longer need the asset management software provided by PSTRAX, the scheduling software provided by Kronos Telestaff, or the fire prevention RMS provided by St First Due is also used by several regional partners including, La Verne Fire, Pasadena Fire, Alhambra Fire and LA County Fire. The first responder module allows for a safer working environment for our firefighters during fire-fighting incidents. The software will allow for all resources to be managed at the command post. The software will allow mutual aid units working in West Covina and West Covina units working out of West Covina to be monitored in a dangerous situation. This will increase firefighter safety.

NEW SOFTWARE COMPONENTS:

- Pre-Incident Planning
- Responder (live incident management)
- Personnel Management
- Asset Inventory
- Asset Management
- Medication Tracking
- Community Connect

UPGRADED SOFTWARE COMPONENTS:

- NFIRS Reporting
- Response Data Collection
- Training RMS
- Scheduling
- Fire Inspection RMS
- Invoicing

Software	Service	Old Annual Cost	New Annual Cost*	Difference
Firehouse	NFIRS Reporting	\$3,525		
APS	Internet Regional Training	\$4,440	\$4,440	
APS	NFIRS Reporting	\$4,440		
APS	Data Visualization	\$2,220		

PSTRAX	Asset Management	\$14,888		
KRONOS TELESTAFF	Scheduling	\$10,789		
STREAMLINE	Fire Prevention RMS	\$5,135		
FIRST DUE			\$39,800	
	TOTAL	\$45,437	\$44,240	\$1,197

*For period of July 1, 2024-June 30, 2025.

Section 2-335(10) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code provides an exemption from the competitive procurement requirements of Division 2, subject to fair, just, and equitable conditions, when the City Council determines, by minute action or resolution, that compliance with the bidding requirements and procedures is inefficient, impractical, or not in the best interest of the City, based on specifically identified conditions set forth on the record. Fire Department staff believes it would not be in the best interest of the City to comply with competitive bidding requirements in connection with the procurement of the cloud-based RMS because there is need for a customized all-in-one software solution that meets all the needs of the Fire Department; integrates with other City applications; and is utilized by mutual aid partners to ensure public safety, which the Fire Department believes can only be provided by First Due.

LEGAL REVIEW:

The City Attorney's Office has reviewed the agreement and approved it as to form.

Prepared by: Vincent Capelle

Fiscal Impact

FISCAL IMPACT:

Ultimately, there will be a savings in the Fire Department budget.

For Fiscal Year 2023-2024 (FY 23-24), \$30,549 has been expended on software services. First Due has proposed a one-time implementation fee of \$3,500 and a prorated FY 23-24 subscription cost of \$16,716 - for a total cost of \$20,216.

After the initial year, the City will pay \$44,240 in the second year for both First Due and APS combined. After the second year, First Due annual renewal service fees may be increased by up to 5% per year.

Vendor	Account No.	FY2023-24 Budget	Estimated Fiscal Impact		
			FYE 2024	FYE 2025	FYE 2026
Expensed YTD			30,549	0	0
APS			5,182	4,440	4,440
First Due	110.502.32.41.00.00.61.61100.		20,216	39,800	41,790
	TOTAL	\$61,600	\$55,947	\$44,240	\$46,230

Attachments

Attachment No. 1 - Agreement for Services - First Due

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF A SIDE LETTER OF AGREEMENT BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226 (WCFFA)

RECOMMENDATION:

It is recommended that the City Council adopt the following Resolution:

RESOLUTION NO. 2024-3 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING THE SIDE LETTER OF AGREEMENT BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226 (WCFFA)

BACKGROUND:

Section 7(k) of the Fair Labor Standards Act (FLSA) provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. Fire's current work period is 24 days, which can overlap up to three pay periods. This causes confusion and constant inquiries and sometimes grievances from Fire personnel. It also puts an administrative burden on both Fire and payroll.

DISCUSSION:

In an effort to increase transparency and accountability, staff recommends changing the work period from 24 to 14 days to align with the City's pay periods. Additionally, Fire personnel are currently paid on a salary basis even though they are non-exempt employees. As part of this change, staff has proposed paying them based on their actual hours worked per pay period. This will ensure accurate compensation based on hours worked.

The City has the management right to change the FLSA work period. However, the City must notify employees accordingly. Thus, representatives of the City met with representatives of the West Covina Firefighters' Association and Fire Management Association to discuss the transitional period and have agreed upon the overtime threshold during the transitional pay period to implement a 14-day work period. WCFFA requested to formalize this change via a side letter.

The proposed side letter is attached as Exhibit A to the proposed Resolution. Staff recommends that

the City Council adopt the proposed Resolution. If approved, the change be implemented starting January 20, 2024.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

The number of hours of “built-in” overtime owed per year under a 24-day period is 76; under a 14-day period it is 122 - 46 more hours. This "built-in" overtime assumes a certain amount of time off which does not count towards hours worked. Based on these hours and the average overtime rate, the estimated annual fiscal impact of this change is approximately \$63,000. For the current fiscal year, this is \$26,400 - which can be absorbed within the current Fire salary and benefit budget.

While staff can calculate the estimated cost of the change in work periods, it should be noted that there is expected to be an offsetting savings due to the elimination of pay discrepancies which have occurred from the 24-day work period crossing multiple pay periods. The one-to-one ratio of work period to pay period will also allow for better accountability and reporting of fire overtime.

Expense	Account No.	FY2023-24 Budget	Estimated Fiscal Impact		
			FYE 2024	FYE 2025	FYE 2026
FLSA Overtime	110.502.32.10.00.00.51.51180.	\$196,800	\$26,400	\$63,000	\$63,000

Attachments

Attachment No. 1 - Resolution No. 2024-3

Attachment No. 2 - Side Letter

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/16/2024

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: PUBLIC HEARING REGARDING DEVELOPMENT CODE UPDATE (CODE AMENDMENT NO. 23-01), INCLUDING ASSOCIATED INITIAL STUDY AND NEGATIVE DECLARATION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, GENERAL PLAN AMENDMENT NO. 23-02, AND ORDINANCE NO. 2919 APPROVING THE DEVELOPMENT CODE UPDATE, AMENDING CHAPTERS 7, 15, 17, AND 24 OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE DOWNTOWN PLAN AND CODE

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct a public hearing;
2. Adopt the following resolutions:

RESOLUTION NO. 2024-4 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE NEGATIVE DECLARATION FOR THE DEVELOPMENT CODE UPDATE (CODE AMENDMENT NO. 23-01) PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

RESOLUTION NO. 2024-5 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING GENERAL PLAN AMENDMENT NO. 23-02 TO AMEND THE LAND USE ELEMENT TO CHANGE THE LAND USE DESIGNATIONS OF CERTAIN PROPERTIES AND MAKING A DETERMINATION THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION); and

3. Introduce the following ordinance:

ORDINANCE NO. 2519 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 23-01, THE DEVELOPMENT CODE UPDATE, AMENDING CHAPTER 7 (BUILDINGS AND BUILDING REGULATIONS), CHAPTER 15 (MISCELLANEOUS PROVISIONS

RELATING TO PUBLIC HEALTH, AND SAFETY), CHAPTER 17 (PLANNING), CHAPTER 19 (STREETS, SIDEWALKS, AND PUBLIC PLACES), AND CHAPTER 24 (VEGETATION) OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE DOWNTOWN PLAN AND CODE

BACKGROUND:

At the June 2, 2020 City Council meeting, the City Council authorized the City Manager to apply for and receive the Local Early Action Planning (LEAP) Grant from the California Department of Housing and Community Development, and enter into an agreement with the State for a grant of \$500,000. LEAP is a one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for the 6th Cycle Regional Housing Needs Assessment. The City is utilizing the LEAP Grant to complete a comprehensive re-write of the City's Zoning Code (Development Code Update).

In December 2016, the City Council adopted the City's General Plan, that establishes the community's vision for future development of the City over the next 20 years. The General Plan is a comprehensive policy document which establishes objectives and policies that guide physical development within a city. A city adopts and periodically amends its Development Code to establish zoning and subdivision regulations that are consistent with the policies, and achieve the goals, of the General Plan. The City of West Covina Development Code Update is a comprehensive amendment that aims to update the City's subdivision and zoning standards to implement the City's General Plan.

The purpose of the proposed Development Code Update is to create a new, streamlined Development Code that establishes clear and concise regulations for future property development. The intent of the comprehensive Development Code Update is to eliminate outdated rules and regulations, provide regulations for new uses, and comply with new and updated state laws. The proposed Development Code Update also includes certain incentives and concessions for future housing projects designed to encourage development of a range of housing types to aid the City in meeting its current Regional Housing Needs Assessment.

Process

The Development Code Update process included extensive community outreach. The City held five (5) community meetings within each of the City's Council Districts to make the meetings more accessible to residents and to obtain public input. A website was created specifically for the Development Code Update, it provided information and allowed for public input. Information obtained from the public was presented to the Development Code Update Subcommittee comprised of Commissioner Livier Becerra and Chairman Brian Gutierrez, and Councilman Tony Wu and former Mayor Dario Castellanos. The draft Development Code is being prepared based on guidance obtained from the Subcommittee. A summary of the public outreach efforts and response is included in this report as Attachment No. 5.

PLANNING COMMISSION REVIEW

October 10th and 24th

The Development Code Update was initially reviewed by the Planning Commission on October 10, 2023. The Planning Commission continued the item to October 24th and subsequently to a November 1st special meeting, directing staff to advertise the meeting on social media and to make the following revisions:

- Incorporate State laws that were recently adopted and signed by the Governor.
- **Article 3, Division 3 (Fences, Walls, and Hedges)** - Increase the maximum height side and/or rear property line fences/walls from 6 feet to 7 feet, and ensure that the maximum height is not measured from lower grade (if there are any grade differences).

- **Article 4, Division 1, Section 26-118 (Emergency Shelters)** - Remove time restrictions due to concerns with potential loitering.
- **Article 4, Division 1, Section 26-120 (Home Occupations)** - Update communication tools to include computers and the internet (previous version limited the tools to a telephone).
- **Article 4, Division 1, Section 26-121 (Massage Parlors and Health and Beauty Spas)** - Allow for doors in massage parlors and health and beauty spas.
- **Article 4, Division 1, Section 26-123 (Mobile Services)** - Include standards or guidelines that would define what negative impacts are and types of services that would constitute a negative impact.
- **Article 4, Division 1, Section 26-125 (Outdoor Dining)** - Remove the 25-percent limitation.
- **Article 6, Division 10, Section 26-260 (Permit Required)** - Increase the 10-percent tree canopy trimming thresholds for permits.
- **Article 6, Division 10, Section 26-261 (Exceptions to Permit Requirements)** - Include private trees in the permit exceptions for emergency tree trimming.

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

November 1st

Prior to the meeting, staff advertised the Development Code Update public hearing on the City's social media three times. The Development Code Update was revised to reflect the intent of the Planning Commission's direction. During the meeting, staff recommended that the Planning Commission approve a notification radius for wireless telecommunication facility projects equal to and no different from the 500-foot notification radius for other projects requiring an entitlement.

The Planning Commission voted 3-2 to recommend that the City Council adopt the new Development Code and related General Plan land-use map, zoning map, and negative declaration, indicating that if the wireless notification radius has to be reduced (draft Development Code included a 1,000-foot notification radius at the time of review) for legal reasons, the Planning Commission is recommending a notification radius no less than 800 feet.

The November 1, 2023 Planning Commission staff report and executed recommendation resolutions have been included in this report as Attachments Nos. 6 and 7.

DISCUSSION:

The Development Code is a zoning tool available for municipalities to create property-specific land use and development regulations. Key objectives of the Development Code Update include:

- Combine the City's Subdivision Ordinance, Multi-family Objective Design Standards and Zoning Code into one Development Code (Title 26)
- Reorganize the Development Code so that it is clear, concise and easy to use.
- Allow for residential uses within existing commercial (or office) zones and encourage mixed-use development while retaining the character of the community.
- Revise the City's Development Code to eliminate outdated regulations, provide for new uses, and update the Development Code regulations for consistency with the City's Housing Element, and recent State legislation.

If adopted, all properties (except state or federally owned land) located within the City limits are required to comply with the amended Development Code.

General Plan Amendment

Approval of a General Plan Amendment (GPA) is requested as part of the proposed project. The

proposed GPA involves the reclassification of land use designations for two properties due to zone changes that will be proposed as part of this project. This includes two undeveloped, City-owned parcels that have an existing land use designation of NL (Neighborhood Low) that will be reclassified to the land use designation of POS (Parks and Open Space).

Zone Change

The project involves Zone Change 23-02, which will be presented to the Planning Commission and the City Council at a later date.

Development Code Update Code Amendment

The "marked-up" draft version of the Development Code has been attached to Ordinance No. 2519 (Attachment No. 3) to indicate the changes that have been made to the current code. The articles, divisions, and sections labeled as **"*NEW*"** with the yellow highlight are new and have either been completely re-written, partially re-written/combined with other code standards, or are not present in the current code. Most of these items are either clarifying language that states the purpose and intent of the article, contains clarifying diagrams/tables, or are State required new regulations. References to existing code sections are listed. When a reference to an existing code section is not listed next to the article or division title, it means that the particular article or division is in the same location it is in the current Code. The "red-lined" texts are language in the current code that has been stricken-out, while the underlined texts in blue are new language that has been added. Please note that the strike-out and underlined texts are indicated to show substantive or notable changes that impact the content of each standard; there may be syntax corrections/changes that have been made that are not shown with a "strike-out" or "underline."

The following is an outline of the proposed Development Code Update:

Section 26-01 through 26-43 (Chapter 26, Article 1)

- ***Division 1 – Purpose and applicability of the Development Code***
- ***Division 2 – Interpretation of the Development Code***
- ***Division 3 – Zoning Districts and Zoning Map***
- ***Division 4 – Definitions***
 - *Relocate all definitions throughout the Code within Article 1, Division 4.*

Section 26-44 through 26-62 (Chapter 26, Article 2)

- ***Division 1 – Residential zones (RA, R1, MF-8, MF-15, MF-20, MF-45)***
 - *Removal of Area Districts I-IV for single-family residential zones and establish minimum lot width, minimum lot depth and minimum lot area criteria.*
 - *Replace and revise maximum unit size and lot coverage to maximum floor area and building coverage.*
 - *Revise permit requirements and allowable uses.*
 - *Include single- and multi-family residential development standards and permitted/unpermitted land uses in one section.*
 - *Remove the CUP requirement for mobile homes to permitted by right (but still requiring a precise plan), in accordance with CGC Sec. 65852.3, and added definitions for these uses.*
 - *Expand definition of “group home” and allowing those with 6 or fewer occupants in single-family and multi-family zones (per State Law) and requiring CUPs for larger facilities in higher intensity multifamily zones.*
 - *Add farmworker/employee housing per State law.*

- Add requirements that construction within the Very High Fire Hazard Severity Zone shall comply with Chapter 7A of the California Building Code.
- **Division 2 – Commercial Mixed-Use, Office Mixed-use, and Manufacturing Zones (OPMU, NMU, SMU, RMU, M-1)**
 - Rename existing Office-Professional (O-P), Neighborhood Commercial (N-C), Regional-Commercial (R-C), and Service-Commercial (S-C) zones to Office-Professional Mixed-Use (OPMU), Neighborhood-Commercial Mixed-Use (NMU), Regional-Commercial Mixed-Use (RMU), and Service-Commercial Mixed-Use (SMU).
 - Eliminate Medium-Commercial (C-2) and Heavy-Commercial (C-3) commercial zones and rezone to NMU or SMU.
 - Incorporate standards for residential development in Mixed-Use zones as standards for commercial mixed-use and office mixed-use zones, and remove the Mixed-Use Overlay.
 - Revise permit requirements and allowable uses.
 - Add an administrative permitting requirement for self-service kiosks for retail establishments.
 - Prohibit new drive-through food establishments.
 - Include and combine development standards and permitted/unpermitted land uses table for all mixed-use commercial, mixed-use office and industrial zones in one section.
 - Incorporate standards for temporary uses.
- **Division 3 – Special Purpose Zones (O-S, S-P)**
 - Include Open Space (O-S) and Specific Plan (S-P) permitted uses and development standards within the Special Purpose Zone
- **Division 4 - Overlay Zones (Hillside, Planned Community and Residential Development, Auto Plaza, Animal Keeping)**
 - Remove Mixed-Use Overlay, and incorporate standards into mixed-use office and commercial under Article 2, Division 2.

Section 26-63 through 26-106 (Chapter 26, Article 3)

- **Division 1 – General Site Planning and Development Standards**
 - Clarify methodologies for lot coverage calculation, building height measurements and exceptions, setback and sight triangle measurements, and allowable encroachments into setbacks.
 - Include exhibits for building height and setback measurements and sight triangle methodology.
- **Division 2 – Accessory Structures**
 - Include general development standards relating to accessory structures (not including ADUs).
 - Include Solar Energy Systems standards.
- **Division 3 – Fences, Walls, and Hedges**
 - Include exhibit detailing method for measuring fence and wall heights.
 - Simplify standards for fences, walls, hedges and retaining walls.
 - Removed the administrative use permit process to increase property line fence/wall height to 7 feet and allow 7-foot tall fences/walls with a building permit.
- **Division 4 – Screening and Buffering**
 - Relocate screening and buffering standards under Article 3.
- **Division 5 – Landscaping**
 - Relocate the Model Water Efficient Landscape Ordinance under Article 3.
 - Simplify General Landscaping Standards.
 - Include landscape maintenance section.
 - Incorporate standards and permitting regulations for synthetic turf.
- **Division 6 – Parking and Loading**
 - Relocate all parking standards within one section (Article 3, Division 6).
 - Simplify minimum parking requirements.

- *Incorporate bicycle parking standards for specific uses.*
- *Update Reduction of Parking Requirements and Joint Use Parking Ordinance and relocate to Article 3, Division 6.*
- *Relocate parking space dimension standards to Article 3, Division 6, and include an exhibit.*
- **Division 7 – Transportation and Air Quality Control Measures**
 - *Relocate this section under Article 3, Division 7.*
- **Division 8 – Sign Regulations**
 - *Update sign standards - the standards reviewed and recommended by the Planning Commission were incomplete. In the previous version, existing tables within the current code with specific sign standards were inadvertently deleted. Staff added the tables within the existing code back to the Development Code since these standards are important in keeping order and regulating signage for different building types and uses within the City. Staff also edited the "election season sign" standards to make it more content-neutral.*
 - *Eliminated year-round banners and replaced it with regulations allowing permits for temporary banners for no more than 90 days in a calendar year*
 - *Included standards for election season signs*
 - *Allow electronic reader boards for churches and schools*

Section 26-107 through 26-166 (Chapter 26, Article 4)

- **Division 1 – Standards for Specific Land Uses**
 - *Relocate standards for specific uses under Article 4, Division 1.*
 - *Include standards for electric vehicle stations and solar carports, limited service (take-out and delivery only) restaurants, skilled nursing facilities (including assisted living, dialysis facilities and similar uses), standards for stand alone kiosks,*
 - *Update to include standards for Transitional and Supportive Housing.*
 - *Update animal keeping provisions.*
 - *Update game arcade and internet access centers to amusement and entertainment facilities with updated regulations.*
 - *Update dance facilities use to community assembly facility.*
 - *Update Massage Parlors and Bath houses to Massage Parlors and Health and Beauty Spas.*
 - *New section for outdoor dining, including not requiring parking for the first 500 square feet of outdoor dining areas per business.*
 - *Add design requirements for outdoor dining areas.*
 - *Allow for and add regulations for new types of uses (e.g., craft manufacturing facilities, craft breweries/distilleries) to align with new ABC regulations.*
 - *Increase setback for wireless telecommunication facilities from single-family residential uses from 100 feet radius to 500 feet, and from no required separation to 100 feet radius for multi-family zones.*
- **Division 2 – Accessory Dwelling Units and junior accessory dwelling units**
 - *Update ADU standards to comply with recent State legislation and relocate ADU standards under Article 4, Division 2.*
- **Division 3 – Affordable Housing and Density Bonus Incentives**
 - *Update and incorporate affordable housing and density bonus incentives ordinance under Article 4, Division 3.*
 - *Update the Density Bonus Ordinance for consistency with State Law and define concessions and waivers in definitions section.*
 - *Refine definitions of concessions and waivers as they relate to density bonuses.*
- **Division 4 – Urban Dwelling Units**
 - *Relocate standards for urban dwelling units under Article 4, Division 4.*
- **Division 5 – Multi-Unit Dwelling Objective Design Standards**

- *Incorporate the City of West Covina's Multi-Unit Dwelling Objective Design Standards into Development Code as Article 4, Division 5*

Section 26-167 through 26-178 (Chapter 26, Article 5)

- **Division 1 – General Nonconforming Provisions**
 - *Update to include a purpose and intent for General Nonconforming Provisions.*
- **Division 2 – Nonconforming Parcels**
- **Division 3 – Nonconforming Signs**
- **Division 4 – Nonconforming Structures**
- **Division 5 – Nonconforming Uses**
- **Division 6 – Abatement and Extension of Nonconforming Uses, Structures and Parcels**

Section 26-179 through 26-283 (Chapter 26, Article 6)

- **Division 1 – General Provisions**
 - *Revise, simplify General Provisions, relocate into Article 6, Division 1.*
 - *Increase the public notification requirement from 300-foot radius from a project site to 500-foot radius (1,000-foot radius for public utility facilities).*
 - *Require on-site posting of public hearing notice for certain development applications.*
 - *Eliminate the Large Home and Large Addition processes for single-family residential units.*
 - *Division 2 – Reasonable Accommodation*
- **Division 3 – Precise Plan**
- **Division 4 – Conditional Use Permit**
- **Division 5 – Variances**
- **Division 6 – Administrative Permit**
 - *Reduce and simplify the number of planning permits, predominantly for administrative processes.*
- **Division 7 – Minor Modification**
- **Division 8 – Film Permit**
- **Division 9 – Second Unit Review (Accessory Dwelling Unit)**
- **Division 10 – Preservation, Protection and Removal of Trees**
- **Division 11 – Environmental Assessment Guidelines and Procedures**
- **Division 12 – Revocation Procedures**
- **Division 13 – Planning Commission Subcommittee For Design**

Section 26-284 through 26-292 (Chapter 26, Article 7)

- **Division 1 – Amendments**
- **Division 2 – Administration**

Section 26-293 through 26-262 (Chapter 26, Article 8)

- **Division 1 – Authority**
- **Division 2 – General Provisions**
 - *Increase park dedication requirements from 3.0 acres per 1,000 residents to 3.2 acres per 1,000 residents. The City has 4.1 acres of existing park area per 1,000 residents. The proposed increase is within the threshold allowed by Government Code Section 66477, and is consistent with the requirements of surrounding cities.*
 - *Revisions include flag lot requirements such as a limitation on the number of residential flag lots and flag lot design standards.*
- **Division 3 – Tentative Tract Maps**
 - *Notice of hearing for tentative tract maps changed from 300 feet to 500 feet.*
- **Division 4 – Vesting Tentative Maps**

- **Division 5 – Final Maps**
- **Division 6 – Tentative Parcel Map**
 - *Reduce the reviewing authority of parcel maps (subdivisions of four parcels or less) from the Planning Commission to the Community Development Director.*
- **Division 7 – Reversions to Acreage**
- **Division 8 – Lot Line Adjustments**
- **Division 9 – Lot Merger**
- **Division 10 – Certificate of Compliance**
- **Division 11 – Parcel Maps For Urban Lot Splits**
- **Division 12 – Condominium Conversion**

Other Changes

- Downtown Plan and Code - Prohibit all new drive-throughs
- Change cross-reference in Section 7-280.6 to the new Chapter 26 section numbers.
- Relocate Division 29 (Wireless Telecommunication Facilities in the Public Right-of-Way) of Article XII of Chapter 26 to Article X of Chapter 19 (Streets, Sidewalks, and Public Places).
- Change cross-reference to Section 26-685.14200 in Article XIV (Abandoned Carts - Retrieval and Impoundment) of Chapter 15 to new Section 26-115
- Change cross-references to sections of Chapter 26 in Chapter 24 to the new section numbers.

GENERAL PLAN CONSISTENCY

The proposed Development Code Update is consistent with the following General Plan Policies and Actions:

- **Policy 2.5** – Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Venue and Interstate 10.
- **Policy 2.6** – Create a diversity of housing options.
- **Policy 3.1** – Preserve existing housing stock.
- **Policy 3.3** – New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.
- **Policy 3.2** – Support vibrant, economically strong neighborhoods through education and enforcement of property maintenance regulations.
- **Action 2.5a** – support the revitalization of Glendora Avenue retail.
- **Action 2.6a** - Encourage multifamily projects that are urban in design and facilitate a pedestrian-oriented environment by utilizing ground-floor retail, and active and vibrant streetscapes. West Covina should promote opportunities, engage developers, and support higher-intensity, mixed-use multifamily residential development. The City can work to familiarize the development community with the City's General Plan and Vision for Downtown, and emphasize the City's commitment to a priority list of infrastructure investments, and expectations in terms of development/design quality.
- **Action 3.1** – Incorporate standards in the Development Code to preserve the existing form and character of stable residential areas and prevent encroachment of incompatible land uses and intensity.

LEGAL REVIEW:

The City Attorney's Office has reviewed the proposed resolutions and ordinance and approved them as to form.

OPTIONS:

The City Council has the following options:

1. Adopt Resolution Nos. 2024-4 and 2024-5, and introduce Ordinance No. 2519 per the Planning Commission's recommendation with the changes made/recommended by staff discussed in the

- report; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

Development Code Update

Pursuant to the California Environmental Quality Act (CEQA), an Initial Study (IS) has been prepared for the Development Code Update and its associated discretionary approvals. The IS indicates that there is no substantial evidence that the proposed Project may have a significant impact on the environment, and therefore, requires preparation of an Initial Study/ Negative Declaration (IS/ND). Based on the environmental checklist form prepared and supporting environmental analysis, the Development Code Update would have no impact or less than significant impact on the environment. The ND has been prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) and was circulated for public comment for 20 days (from August 28, 2023 to September 17, 2023). Comments were received from the Los Angeles County Metropolitan Transportation Authority. The City has considered the proposed IS/ND together with the comments received during the public comment period and determined on the basis of the whole record before it that there is no substantial evidence that the Project will have a significant effect on the environment and that the Negative Declaration reflects the City's independent judgment and analysis.

General Plan Amendment

The redesignation of two parcels from "Neighborhood Low" to "Parks and Open Space" is exempt from CEQA under the common sense exemption of CEQA Guidelines Section 15061(b)(3) as it can be seen with certainty that the change will not have any environmental effects. The change in land use designation does not authorize or allow for any additional development. The change reflects that the property is undeveloped land owned by the City. The change in land use designation will not allow any greater development than under the previous land use designation. There is no possibility that the changes will have a significant effect on the environment. Therefore, the project is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption).

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

Projects that involve residential subdivisions are required to dedicate land for parks, pay an in-lieu fee, or perform a combination of the two. This West Covina Municipal Code amendment involves an increase to the required park dedication requirements from 3.0 acres per 1,000 residents to 3.2 acres per 1,000 residents. All other changes are administrative.

Attachments

- Attachment No. 1 - Resolution No. 2024-4
 - Attachment No. 2 - Resolution No. 2024-5
 - Attachment No. 3 - Ordinance No. 2519
 - Attachment No. 4 - Outreach Summary
 - Attachment No. 5 - November 1, 2023 Planning Commission Staff Report
 - Attachment No. 6 - Planning Commission Recommendation Resolutions
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CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness