



CITY OF WEST COVINA

PLANNING COMMISSION

**SEPTEMBER 10, 2019, 7:00 PM
REGULAR MEETING**

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

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

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 Planning Commission 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 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 Department staff member.

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

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

Next Resolution No. 19-6002

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, August 27, 2019

ORAL COMMUNICATIONS

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

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

PUBLIC HEARINGS

2. **CATEGORICAL EXEMPTION**

APPLICANT: EDWARD HU

LOCATION: 1152 E WALNUT CREEK PARKWAY

REQUEST: The applicant is proposing to construct a second-story addition to the existing single-story single-family residence. The proposed floor area of the house is 2,893 square feet. The addition includes a 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot front porch.

NON-HEARING ITEMS

3. **SIGN ADMINISTRATIVE REVIEW (SAR) NO. 19-07 REQUEST TO ALLOW A BUILDING IDENTIFICATION SIGN (JOLLIBEE) AT 100 N. BARRANCA STREET FROM RICK DENMAN OF SIGNS & SERVICES**
CATEGORICAL EXEMPTION

4. **GENERAL PLAN CONSISTENCY DETERMINATION**

GENERAL EXEMPTION

APPLICANT: CITY OF WEST COVINA

LOCATION: EASTLAND SHOPPING CENTER PARKING LOT (APN 8451-012-907)

REQUEST: A REQUEST, PURSUANT TO SECTION 65402 OF THE CALIFORNIA GOVERNMENT CODE, BY THE CITY OF WEST COVINA TO DETERMINE IF THE DISPOSITION OF APN 8451-012-907 IS IN CONFORMANCE WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE GENERAL PLAN.

5. **STUDY SESSION: HOUSING ELEMENT**

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.

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

- a. Forthcoming - September 10, 2019
- b. Subcommittee Design Review Minutes - May 28, 2019, May 28, 2019, June 11, 2019, June 25, 2019, July 9, 2019, July 23, 2019, August 13, 2019, August 26, 2019

7. **CITY COUNCIL ACTION:**

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

ADJOURNMENT

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CATEGORICAL EXEMPTION

APPLICANT: EDWARD HU

LOCATION: 1152 E WALNUT CREEK PARKWAY

REQUEST: The applicant is proposing to construct a second-story addition to the existing single-story single-family residence. The proposed floor area of the house is 2,893 square feet. The addition includes a 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot front porch.

BACKGROUND

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	ZONING: "Single Family Residential" (R-1), Area District I GENERAL PLAN LAND USE: Neighborhood Low (up to 8 d.u./acre)
SURROUNDING AND LAND USES ZONING	North: "Single Family Residential" (R-1); single-family residences East: "Single Family Residential" (R-1); single-family residences South: "Single Family Residential" (R-1); single-family residences West: "Single Family Residential" (R-1); single-family residences
CURRENT DEVELOPMENT	Single-family residence.
LEGAL NOTICE	Notices of Public Hearing have been mailed to 49 owners and occupants of properties located within 300 feet of the subject site.

DISCUSSION

The single-story single-family residence is on a 7,610 square foot lot and is zoned "single-family residential" (R-1). The proposed floor area of the house is 2,893 square feet. The 466 square foot first floor addition consist of a bedroom with a bath and closet, study room, great room, and a kitchen expansion. The applicant is also proposing to construct an attached 505 square foot two-car garage. The 425 square foot second floor addition consist of a new master bedroom, with a master bath, and walk-in-closet. Lastly, the applicant is proposing to construct a 24 square foot front porch. The proposed height of the second-story addition is 22 feet, 8 inches, which is below the 25-foot maximum height

allowed.

The house will feature four bedrooms and four bathrooms. Based on the number of bedrooms, a two-car garage is required by the Municipal Code. The applicant is proposing a 505 square foot two-car garage to east side of the house.

The proposed new two-story single-family residences is in compliance with the current municipal code development standards. All setbacks have been met and the proposed house complies with the 25 foot height limit.

The existing carport will be removed and replaced with a two-car garage.

The subject property is 7,610 square feet in size. The maximum allowable unit size for lots between 20,000 square feet and 24,999 square feet is 4,000 square feet or 35% of the lot, whichever is less in this case, an MUSE would be required for houses over 2,663 square feet. An Administrative Use Permit (AUP) is required for a Maximum Unit Size Exception (MUSE) when the proposed addition exceeds the maximum allowable unit size.

The proposed home does not meet the threshold for a large expansion but requires an administrative use permit for the proposal of a second-story addition.

The project was reviewed by the Design Subcommittee Review board on August 13, 2019 and was forwarded to the Planning Commission for further review. The Planning Division has forwarded a public hearing notice to owners and occupants within a 300-radius to notify of proposed scope of work above mentioned.

Staff Survey of Surrounding Residences

Staff conducted a survey of 21 homes surrounding the subject property. The houses in the survey are located on E. Walnut Creek Parkway, E. Ashwood Street, S. Pima Avenue, S. Gardenglen Street, and S. Dawley Avenue. The neighborhood consist of single-story houses.

The following chart shows the mean and median lot size, square footage of the homes, number of bedrooms, and floor area ratio of the surveyed homes. The mean is the average of all 21 homes, and the median is the number that falls directly in the middle if listed in numerical order.

	LOT SIZE	FLOOR AREA	NUMBER OF BEDROOMS	FLOOR AREA RATIO (FAR)
MEAN	7,938 sq. ft.	1,610 sq. ft.	3	20.28%
MEDIAN	7,511 sq. ft.	1,552 sq. ft.	3	20.66%
SUBJECT PROPOSAL	7,610 sq. ft.	2,388 sq. ft.	4	31%
The house as proposed would be 1.7 times larger than the average size of the surrounding surveyed homes.				

The median size of the homes is 1,441 square feet. The house sizes range from 1,136 square feet to 2,291 square feet, while the proposed house is 2,893 square feet. The lot sizes of the surveyed homes range from 6,649 square feet to 16,290 square feet; the lot size of the subject property is 7,610 square feet. Floor area ratios range from 12-percent to 29-percent. The proposed floor area ratio of the subject property is 31 percent. Although the proposed house would be 1.7 times larger than the average size of the surrounding surveyed homes by 1,283 square feet, the proposed two-story house would not result in excessive visible mass and bulk since the size of the proposed second-floor is minimal in comparison to the size of the proposed first floor. The proposed second floor area is 425 square feet, which is 21-percent in comparison to the first-floor area of 1,963 square feet. In addition, the second-story addition is 30 feet from the front property line, 29 feet 4 inches from the westerly side property line and 10 feet, 6 inches from the easterly side property line.

Subcommittee for Design Review

The proposed two-story single-family residence requires an Administrative Use Permit for a two-story home. The applicant worked with staff to provide clarity on the plans, and no substantial changes were recommended by staff.

The Subcommittee for Design Review Board also has the ability to forward houses to the Planning Commission for review based on the design. The Subcommittee for Design Review Board reviewed the proposal on August 13, 2019. The Review Board had no issues with the design of the proposed house, and recommended it be forwarded to the Planning Commission for review based on the two-story house design and the possibility that a public hearing could be requested by one of the surrounding neighbors.

The following is a discussion of Subcommittee Guidelines for second-story additions:

1. Design the two-story house or addition so that all setbacks, including second story, have been met.

The proposed two-story single-family residence is in compliance with all applicable setback requirements. The proposed house will be approximately 30 feet from the front property line, 50 feet from the rear property line, 10 feet from the east side property line, and 29 feet from the west side property line.

2. In an area that is predominately one story, consider reducing the size of the second story in relation to the ground floor. A smaller second floor will not appear as massive or boxy.

The subject property is located in a neighborhood consisting primarily of one-story houses. The second story of the house will be 425 square feet, while the first story of the house will be 2,893 square feet, including the garage.

3. New two-story additions can result in privacy impacts to neighboring properties. Consider designing the second story to reduce or eliminate the need for windows on the side elevations. High windows that allow light in but restrict views onto neighboring properties may also reduce privacy impacts.

The subject property is located in a neighborhood consisting of single-story houses. The applicant is proposing large windows on the second floor on the west elevation, with 29 feet, 4 inches to the side property line. The proposed house will be approximately 35 feet from the neighboring single-story house

to the west and 15 feet from the neighboring single-story to the east. The neighboring property to the north is approximately 80 feet to the proposed two-story residence on the subject property. The rear-yard of the subject property abuts the walnut creek channel. Three (3) windows are proposed on the west (side) elevation. The Design Review Board thought that the proposed windows on the west (side) elevations were reasonable since the addition is set back generously from the side property lines.

4. In an area that is predominately one story, the elements of the house usually emphasize the horizontal. Many modern two-story designs emphasize the vertical through two-story porches with tall columns, tall windows, and two-story front elevations with no horizontal breaks. These elements are generally out-of-character with a one-story neighborhood.

The subject property is located in a neighborhood consisting of single-story residences. The 425 square foot second floor of the proposed two-story residence is distributed over the 2,893 square foot first floor and is horizontally orientated. The second floor addition is minor in comparison to the first floor area.

5. When adding a second-story elevation in a one-story area, consider providing a significant second-story setback on the front elevation. By setting back the second story from the first story, the front of the house will fit better in the context of a one-story neighborhood.

The subject property is located in a neighborhood consisting of primarily single-story houses. The house as proposed is set back 35 from the front property line. The two-story house as proposed is consistent with the rest of the homes in the neighborhood.

6. In an area that is predominately one story, the addition of a second-story balcony, especially in a flatland neighborhood, can have an effect on privacy. In these areas, balconies in rear yards are discouraged.

The applicant is not proposing a balcony.

7. When designing a second-story addition, consider that all sides of the second story are visible. Window treatment on second-story windows is encouraged.

The applicant has incorporated decorative elements in the proposed two-story single-family residence, including stucco for trim, accents, and window treatment.

REQUIRED FINDINGS

Before an application for an administrative use permit for a maximum unit size exception and second-story addition may be granted, the following findings must be made:

1. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.

The lot and proposed building are consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and “Single Family Residential” (R-1) zoning in that it consists of the construction of one single-family home. The project meets all applicable requirements of the “Single Family Residential” (R-1) Zone, Area District I.

2. The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with

the surrounding residences.

The neighborhood consists primarily of one-story homes. The applicant is proposing to construct a new two-story single-family residence. The proposed house will feature a minimal traditional style. The proposed house will feature shutter windows, stucco, and tile veneer as alternative material. The house, as proposed, would be 1.7 times larger than the average size of the surrounding surveyed homes.

3. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.

The proposed house will be accessible from an existing driveway off Walnut Creek Parkway, and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks to comply with the Municipal Code. The proposed house does not have a negative effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.

4. The development can be adequately served by existing or required infrastructure and services.

The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed two-story house is not anticipated to require additional infrastructure or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

5. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials.

The design of the house has given considerations to the privacy of surrounding properties in that the area consists of similarly-sized lots developed with one-story homes. The proposed house has no rear yard neighbors, the subject property abuts the walnut creek channel at the rear. As proposed, the two-story house would have three windows directed towards the westerly neighboring property. No decks or balconies are proposed.

6. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.

The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes a new two-story house that would not impede any scenic views from surrounding properties.

GENERAL PLAN CONSISTENCY

The proposed project is consistent with the General Plan. The proposal is consistent with the following General Plan Policy:

Our Well Planned Community Policy 3.1: Preserve existing housing stock.

ENVIRONMENTAL DETERMINATION

This project is categorically exempt under the California Environmental Quality Act, Section 15303 pursuant to Section 15303 (New Construction or Conversion of Small Structures), since the project consists of an addition to an existing single-family residence.

CONCLUSION

The applicant is proposing to construct a second-story addition to the existing single-story single-family residence. The addition includes a 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot porch. The proposed house would be 2,893 square feet. The first-floor addition consists of a new master bedroom, a great room, and a kitchen expansion. The new second-story features a second master bedroom with a bathroom and a walk-in closet. The house will include four bedrooms and four bathrooms. The proposed floor area ratio of the subject property is 31 percent. The house, as proposed, would be 1.7 times larger than the average size of the surrounding surveyed homes by 1,283 square feet.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Administrative Use Permit No. 19-18 and Subcommittee for Design Review No. 19-30.

LARGE ATTACHMENTS

Plans are available for review by the public at the West Covina Library, West Covina Police Department, and West Covina Planning Division.

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - Administrative Use Permit Resolution

PLANNING COMMISSION

RESOLUTION NO. 19-

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ADMINISTRATIVE USE PERMIT NO. 18-16

ADMINISTRATIVE USE PERMIT NO. 19-18

SUBCOMMITTEE FOR DESIGN REVIEW NO. 19-30

CATEGORICAL EXEMPTION

APPLICANT: Edward Hu

LOCATION: 1152 Walnut Creek Parkway

WHEREAS, there was filed with this City a verified application on forms prescribed in Chapter 26, Article VI of the Covina Municipal Code, requesting approval of an administrative use permit to:

Construct a second-story addition to the existing single-story single-family residence. The proposed floor area is 2,893 square feet. The addition includes a 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot porch on a single-family residential property, on that certain property generally described as:

Assessor Parcel Number 8476-022-002, in the records of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 29th day of August, 2019, conduct a duly advertised public hearing to consider the subject application for an administrative use permit; and

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

1. The applicant is requesting the approval of an administrative use permit to allow a two-story single-family house. The subject site is located in the "R-1" (Single-Family Residential) Zone, Area District I.
2. Because the proposed structure is a two-story house, a Subcommittee for Design Review approval is necessary.

ATTACHMENT NO. 1

3. The applicant is requesting an administrative use permit to allow for the construction of a second-story addition to the existing single-story single-family residence. The proposed floor area is 2,893 square feet. The addition includes a 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot porch. The first-floor addition consists of a new master bedroom, a great room, and a kitchen expansion. The new second-story features a second master bedroom with a bathroom and a walk-in closet.
4. Appropriate findings for approval of an administrative use permit for a two-story single-family house are as follows:
 - a) *The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.*
 - b) *The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences.*
 - c) *The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.*
 - d) *The development can be adequately served by existing or required infrastructure and services.*
 - e) *The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials.*
 - f) *The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.*
5. This project is categorically exempt under the California Environmental Quality Act, Section 15303 pursuant to Section 15303 (New Construction or Conversion of Small Structures), since the project consists of the construction of one single-family residence.

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

1. On the basis of the evidence presented, both oral and documentary, the Planning Commission makes the following two-story single-family house findings:

ATTACHMENT NO. 1

- a. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements. The lot and proposed building are consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1) Zone, Area District I.
 - b. The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which is harmonious in scale and mass with the surrounding residences. The neighborhood consists primarily of one-story homes. The applicant is proposing to construct a new two-story single-family residence. The proposed house will feature a minimal traditional style. The proposed house will feature shutter windows, stucco, and tile veneer as alternative material. The house, as proposed, would be 1.7 times larger than the average size of the surrounding surveyed homes.
 - c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles. The proposed house will be accessible from an existing driveway off Walnut Creek Parkway and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks to comply with the Municipal Code. The proposed house does not have a negative effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.
 - d. The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed two-story house is not anticipated to require additional infrastructure or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.
 - e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees and other buffering landscaping materials. The design of the house has given considerations to the privacy of surrounding properties in that the area consists of similarly-sized lots developed with one-story homes. The proposed house has no rear-yard neighbors, the subject property abuts the walnut creek channel at the rear. As proposed, the two-story house would have three windows directed towards the westerly neighboring property. No decks or balconies are proposed.
 - f. The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Public Works Department. The project proposes a new two-story house that would not impede any scenic views from surrounding properties.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Administrative Use Permit No. 19-18 and Subcommittee for Design

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Review No. 19-30 are approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued, and the violation of any of which shall be grounds for revocation of said administrative use permit by the Community Development Director, Planning Commission, or City Council.

3. That the administrative 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 affidavit stating he is aware of, and accepts, all conditions of this administrative 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 attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
5. That the approval of the administrative use permit is subject to the following conditions:
 - a. Comply with plans reviewed by the Planning Commission on February 26, 2019.
 - b. That the project comply with all requirements of the "Single-Family Residential" (R-1) Zone, Area District I, and all other applicable standards of the West Covina Municipal Code.
 - c. The applicant is proposing to construct a second-story addition to the existing single-story single-family residence. The proposed floor area is 2,893 square feet. The addition includes 505 square foot two-car garage, a 466 square foot addition to the first floor, a 425 square foot second-story addition, and a 24 square foot porch. The first-floor addition consists of a new master bedroom, a great room, and a kitchen expansion. The new second-story features a second master bedroom with a bathroom and a walk-in closet.
 - d. Final plans shall include the location of the water heater. Water heater enclosures, if proposed, must be consistent with the house in materials and colors. Mechanical equipment is not permitted on the roof.
 - e. Air conditioning and heating ducting shall not be exposed on roofs per WCMC Sec. 26-409. Roof-mounted mechanical equipment is not permitted.

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- f. That any proposed changes to the approved site plan, floor plan or elevations be reviewed by the Planning Department, and the written authorization of the Planning Director shall be obtained prior to implementation.
- g. Prior to requesting a final inspection by the Building Division, the Planning Department shall inspect the house.
- h. This development shall conform to all applicable Municipal regulations, Fire, Building, Mechanical, Electrical, Plumbing codes and recognized, approved, standards of installation.
- i. The approved use shall not create a public nuisance as defined in the West Covina Municipal Code Section 26-416 regarding landscape maintenance and property maintenance.
- j. The AC units must be placed behind a view-obscuring fence, landscaping, or in an enclosure that matches the colors and materials of the proposed house.
- k. The applicant shall sign an affidavit accepting all conditions of this approval.
- l. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
- m. That prior to final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and Executive Order B-29-15 shall be submitted for the property. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated and a detailed watering program and water budget shall be provided. All damaged vegetation shall be replaced and the site shall be kept free of diseased or dead plant materials and litter at all times. The applicant shall coordinate with the applicable water district to determine if the water district has any specific requirements for water efficient landscaping.
- n. Proposed landscape areas visible from the public right-of-way shall be in compliance with all applicable standards of the West Covina Municipal Code and shall be clearly indicated (including dimensions) on the landscape and irrigation plan. Landscaping shall be installed prior to final inspection.
- o. This approval is effective for a period of two (2) years. All applicable building permits must be obtained within one (1) year of project approval. Therefore, prior to **September 10, 2021** (if building permits have not been obtained), you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. **Please be advised that the applicant will not be notified by the Planning Department about the pending expiration of the subject entitlement.**

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FIRE DEPARTMENT:

- p. NFPA 13D/13R/13 Fire Sprinkler System.
- q. New Fire Flow Test Required.
- r. Required Fire Flow of 1,000 GPM @ 20 psi for 2 hours.
- s. Ensure 1 fire hydrant within 600 feet of the property line.
- t. Hard-wired smoke and carbon monoxide detectors required.

BUILDING DIVISION:

- u. All Conditions of Approval as approved by the Planning shall appear as notes on the plans submitted for building plan check and permits.
- v. Building design shall comply with the Current Edition of the California Building Code (CBC) and the California Residential Code for single family occupancy.
- w. Submit complete construction plans to Building Division for formal plans review.
- x. Separate application(s), plan check(s), and permit(s) is/are required for (where applicable):
 - a. Plumbing
 - b. Mechanical
 - c. Electrical
- y. Complete structural plans with calculations by State licensed engineer or architect will be required. Submit design for review at formal plans review.
- z. Compliance to California T-24 Energy regulations will be required. Submit design for review at formal plans review (if applicable).
- aa. Compliance to California Green Building Standards Code will be required. Submit design for review at formal plans review.
- bb. Separate plumbing, mechanical and electrical plan check may be required. Submit design for review at formal plans review.
- cc. Drainage patterns shall be directed away from building structures and property lines. A drainage path shall be provided to go around the building addition.

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- dd. Construction shall be protected and screened from public view and the property shall remain free of trash and debris.
- ee. Applicant shall size the electrical panel for adequate capacity including addition, approval through plan check.
- ff. West Covina Municipal Code requires fire sprinklers for the projects listed below as defined by the California Building Code. WCMC § 7-18.13.
 - a. In any existing one and two family dwelling where any of the following conditions exist:
 - i. Successive additions totaling one thousand (1,000) square feet or more within a twenty-four month (2 year) period.
 - ii. Addition or creation of a habitable floor level above or below the existing level of exit discharge as defined by the Building Code.
 - iii. Alterations where fifty (50) percent or more of the roof framing is restructured or replaced.**

Fire sprinklers shall be installed in existing and proposed portions of the building including attached garages and other enclosed structures.

ATTACHMENT NO. 1

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 10^h day of August, 2019, by the following vote:

AYES:

NOES:

ABSENT:

DATE: September 10, 2019

EXPIRATION DATE: September 10, 2020 if not used.

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, AICP, Secretary
Planning Commission

City of West Covina
Memorandum
A G E N D A

ITEM NO. 3.

TO: Planning Commission

DATE: September 10, 2019

FROM: Planning Division

**SUBJECT: SIGN ADMINISTRATIVE REVIEW (SAR) NO. 19-07 REQUEST TO
ALLOW A BUILDING IDENTIFICATION SIGN (JOLLIBEE) AT 100 N.
BARRANCA STREET FROM RICK DENMAN OF SIGNS & SERVICES
CATEGORICAL EXEMPTION**

BACKGROUND:

The project site is a 1.42 acre lot located on the northeast corner of N. Barranca Street and E. Garvey Avenue North in the "Regional Commercial" (R-C) zone. The site is developed with a 226,110 square-foot 13-story office building previously known as the "Wells Fargo" Building. The Wells Fargo building identification sign has since been removed because Wells Fargo is no longer a tenant of the office building.

DISCUSSION:

The request is to install a 948.22 square-foot building identification sign located on the west side of the 13-story building. The proposed sign would be made of 10" deep internally illuminated channel letters bolted on a spider frame. The spider frame is necessary to avoid puncturing and damaging the building's granite wall. The Jollibee Corporate Headquarters has chosen West Covina as its location and has leased space within the subject building. The installation of the Jollibee sign would identify the building as the "Jollibee Building."

The proposed signage is being reviewed by the Planning Commission because the West Covina Municipal Code Section pertaining to the calculation of the maximum building identification sign area for buildings with four or more stories is unclear. Per West Covina Municipal Code (WCMC) Section 26.341(b), the maximum building identification sign area is three (3) square feet for every lineal foot of building frontage, with a 5-percent increase for each story above the 4th story (subsection d provides an additional 250 square feet sign area bonus for buildings 150,000 square feet or larger). The Code does not specify the exact location on where "building frontage" is measured. Typically, the width of the building is the same throughout; width of the street frontage (base) and the width of the top of the building is identical. The design in the subject building is unique in that the subject building's street frontage (base) is 183'-11" wide, while its top wall is 89'-0" wide (94'-11" difference). The table below summarizes the maximum sign area calculation utilizing both the width of the street frontage (base) and the width of the wall on at the top of the building, and the proposed sign area.

	Width	Maximum Sign Area
Street Frontage (Base)	183'-11"	1,050.0375 square feet
Top Wall of Building	89'-0"	637.15 square feet
Proposed Sign	69'-7"	948.22 square feet

The intent of regulating sign area is to prevent signage from appearing disproportionate to the size of the building and to prevent sign clutter. The proposed signage spans 78.3-percent of the width of the top wall of the building where it is located. If the Planning Commission determines that the sign calculation is based on the top wall of the building where the sign is located, a 10'-2" tall sign would be allowed if the sign spans no wider than 70-percent of this width (the maximum height of the proposed Jollibee letters is 11'-4" at the top of the "i" and 9'-4" as measured to the top of the letters "J," "l," and "b").

Staff does not have a problem with the proposed height or area of the "Jollibee" letters. However, the Jollibee logo appears to be much larger (20'-4" tall; almost 2 times the height) and disproportionate to the size of the name/letters. Staff is recommending that the height of the Jollibee logo be reduced to 14'-0". In addition, given the visual prominence of the "Jollibee" signage, the design of the sign could be improved by revising the lighting/illumination from internal illumination to halo lighting and centering the sign so that there is even spacing in between the top and bottom of the wall. Staffs' concerns and suggestions are addressed in the conditions of approval.

CONDITIONS OF APPROVAL:

1. Comply with the approved plans indicating design and location of the wall sign.
2. The approval allows for the construction of:
 - One (1) 594 square-foot halo-lit channel letter "Jollibee" building identification wall sign and one (1) 14'-0" tall halo-lit logo located on the west side of the building.
3. Bird spikes or other bird control/deterrent to prevent birds from roosting on the sign shall be installed prior to building permit final inspection.
4. The proposed signage shall be maintained in a clean and working condition. Any broken letters, damages to the sign, and non-functioning lights shall be repaired or replaced within 5 business days.
5. Any landscaping damaged or destroyed during construction shall be replaced prior to final inspection.
6. 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.
7. All construction equipment shall be stored on the project site during the construction phase to eliminate daily heavy-duty truck trips on vicinity roadways.
8. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.
9. Comply with all applicable sections of the Municipal Code, including the Sign Code.
10. Obtain all applicable building permits from the Building Division,
11. Obtain all applicable permits from the Engineering Division, including but not limited to encroachment permits for work conducted on the public right-of-way.
12. This approval will be automatically void if not used within one year of the date of this approval.

ENVIRONMENTAL REVIEW:

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 the installation of signage on an existing building. The project does not involve any expansion of use or additions to the existing building.

LARGE ATTACHMENTS:

Plans are available for review by the public at the West Covina Library, West Covina Police Department, and West Covina Planning Division.

RECOMMENDATION:

Staff is recommending that the Planning Commission approve SAR No. 19-07.

Submitted by: Jo-Anne Burns, Planning Manager

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

GENERAL PLAN CONSISTENCY DETERMINATION

GENERAL EXEMPTION

APPLICANT: CITY OF WEST COVINA

LOCATION: EASTLAND SHOPPING CENTER PARKING LOT (APN 8451-012-907)

REQUEST: A REQUEST, PURSUANT TO SECTION 65402 OF THE CALIFORNIA GOVERNMENT CODE, BY THE CITY OF WEST COVINA TO DETERMINE IF THE DISPOSITION OF APN 8451-012-907 IS IN CONFORMANCE WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE GENERAL PLAN.

BACKGROUND

The City of West Covina owns a 5.81-acre parcel (APN 8451-012-907, also known as Parcel D) at the Eastland Shopping Center. Parcel D is comprised of surface parking stalls, lighting, curb and gutter, landscaping, ingress and egress (roads and driveways) for the easterly section of the Eastland Center. Parcel D was acquired in 1986 from May Centers for the sole purpose of providing a “free and non-exclusive public parking facility” to the general public and patrons of the Eastland Shopping Center. Parcel D is subject to a Property Owner Participation, Purchase and Redevelopment Agreement (OPA), a Public Parking Facilities Operation Agreement (Parking Operation Agreement), Grant Deed, and Reciprocal Easement Agreement (REA).

With the elimination of Redevelopment Agencies in 2012, the Successor Agency to the former Redevelopment Agency obtained Department of Finance approval to transfer the asset as “Government Use” to the City of West Covina. On December 17, 2015, the City took ownership of the parcel.

On June 3, 2019, the Eastland Shopping Center owner, BRE DDR BR Eastland CA LLC (Blackstone) submitted an offer to the City to purchase Parcel D.

On July 16, 2019, the City Council directed staff to negotiate a Purchase and Sale Agreement and Joint Escrow Instructions (PSA) with Blackstone for the sale of Parcel D.

At the August 20, 2019 City Council Meeting, the City Council approved Resolution No. 19-62 and directed the City Manager to open escrow and negotiate and execute a Purchase and Sale Agreement and other documents necessary to complete the sale of Parcel D.

DISCUSSION

Prior to a city selling real property, California Government Code Section 65402 requires a city’s planning agency to make a finding that the property disposition conforms to the goals, objectives, and policies of the General Plan.

The City’s General Plan designates the subject property for Commercial use. The site would remain a commercial and/or public parking use and would be consistent with the General Plan land use designation.

The disposition of the subject property would also be consistent with the following goals, policies, and actions of the General Plan:

- Our Prosperous Community Goal 1 - Maintain and Monitor West Covina's Fiscal Health
 - Policy 2.1 - Maintain and enhance the City's current tax base

- Action 2.1c - Ensure that new development is not a fiscal burden to the City.
- Our Prosperous Community Goal 3 - nurture Local businesses and Attract Non-Retail jobs
 - Policy 2.9 - Support local businesses.
 - Action 2.9a - Provide incentives to encourage business/land owners to renovate and strengthen their businesses.

Because the disposition of the subject property is consistent with the land use designation indicated on the General Plan, and is consistent with the goals, policies, and actions of the General Plan, staff recommends that the Planning Commission adopt the proposed resolution to make a finding that the disposition of the subject parcel is in conformance with the goals, objectives, and policies of the City's General Plan.

ENVIRONMENTAL DETERMINATION

The proposal is not subject to the California Environmental Quality Act (CEQA) per Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to activity that results in direct or reasonably foreseeable indirect physical change in the environment and for activity considered a project, respectively. The General Plan Determination for the disposition of the property would not result in a physical change in the environment; the use of the subject property will not change and will remain a parking lot for the Eastland Shopping Center. The disposition will merely change the ownership of the subject property on title.

STAFF RECOMMENDATIONS

Staff is recommending that the Planning Commission adopt a resolution finding that the disposition of APN 8451-012-907 (Parcel D) is in conformance with the goals, objectives, and policies of the General Plan.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Resolution of General Plan Consistency

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.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA FINDING GENERAL PLAN CONFORMANCE FOR THE DISPOSITION APN 8451-012-907

WHEREAS, the Government Code of the State of California, Section 65402, provides that a local agency shall not acquire real property, nor dispose of any real property, nor construct a public building or structure in any county or city until the location, purpose, and extent of such activity has been reported upon as to conformity with the adopted General Plan;

WHEREAS, the proposed disposition of property includes one parcel, as set forth in the parcel maps as depicted on Exhibit A (Attached), and generally described as follows:

Assessor Parcel No. 8451-012-907 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, On September 10, 2019, the Planning Commission held a public meeting and reviewed the proposed disposition of property and is fully advised with respect thereto. The disposition of the property will allow the City to facilitate the ultimate sale of the property to a private corporation; and

WHEREAS, This Resolution and its findings are made based upon evidence presented to the Commission at its on September 10, 2019 meeting including, without limitation, the staff report submitted by the Planning Division; and

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

1. The City Council approved Resolution No. 19-62 and directed the City Manager to open escrow and negotiate and execute a Purchase and Sale Agreement and other documents necessary to complete the sale of Assessor Parcel No. 8451-012-907.
2. The City's General Plan designates the subject property for Commercial use. The site would remain a commercial and/or public parking use and would be consistent with the General Plan land use designation. The disposition of the subject property would also be consistent with the following goals, policies, and actions of the General Plan:
 - a. Our Prosperous Community Goal 1 - Maintain and Monitor West Covina's Fiscal Health
 - i. Policy 2.1 - Maintain and enhance the City's current tax base

- 1) Action 2.1c - Ensure that new development is not a fiscal burden to the City.
- a. Our Prosperous Community Goal 3 - nurture Local businesses and Attract Non-Retail jobs
 - i. Policy 2.9 - Support local businesses.
 - 1) Action 2.9a - Provide incentives to encourage business/land owners to renovate and strengthen their businesses.
3. The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, in that the proposed action consists of a general plan consistency determination, which does not have the potential for causing a significant effect on the environment.

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

1. The Planning Commission hereby specifically finds that all facts set forth in the Recitals are true and correct.
2. In accordance with, and pursuant to, the requirements of California Government Code Section 65402(a), the proposed disposition of the Property hereby is found to conform to the General Plan of the City of West Covina. It is specifically found that the proposed disposition of the Property will further the implementation of the following policies set forth in the General Plan of the City of West Covina.

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 10th day of September, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE:

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, Secretary
Planning Commission

EXHIBIT "A"

City of West Covina
Memorandum
A G E N D A

ITEM NO. 5.

TO: Planning Commission
FROM: Planning Division
SUBJECT: **STUDY SESSION: HOUSING ELEMENT**

DATE: September 10, 2019

DISCUSSION:

Recently there has been some media coverage of the State of California filing lawsuits against cities that are not in compliance with State Housing law. The most publicized example has been the City of Huntington Beach, although there are other cities that are in similar circumstances. Due to these reports, staff is providing information through this study session on State law requirements for Housing Elements.

The Housing Element is of the required elements that must be included in a city's General Plan. It is the only General Plan Element that is required to be updated periodically. The current Housing Element cycle for cities in the Los Angeles region is 2014 through 2021. The next Housing Element cycle is 2021 through 2029. At the beginning of each cycle, the California Department of Housing and Community Development (HCD) studies and determines the number of housing units that need to be built in the upcoming cycle. Those numbers are then divided up in the State. In our case, the Regional Housing Needs Assessment (RHNA) estimate is provided to the Southern California Association of Governments (SCAG). SCAG's task is to divide that estimated number of units into a fair share distribution for each jurisdiction.

The City of West Covina adopted a Housing Element on October 1, 2013 by the City Council. The HCD certified the Housing Element on November 5, 2013.

Subsequently, the City pursued the update of the General Plan beginning in 2014. As that update got underway, it became apparent that the goals for the Downtown area and the creation of the Downtown Plan and Code would not be consistent to the certified Housing Element. Therefore, as part of that General Plan update, the City also completed a Housing Element update. The new General Plan (including the revised Housing Element) was adopted by the City Council in December of 2016. Staff then submitted the revised Housing Element to HCD and received certification on April 5, 2017.

In summary, the City is in compliance with State law regarding the Housing Element and not one of the cities that the State is focusing on. However, the current cycle ends in 2021. The State has released housing numbers and SCAG is currently formulating how the numbers for the Los Angeles region will be divided up among the jurisdictions. That is expected to be completed and released by late Fall of 2020. Over the next year, it will be the responsibility of the City to update the Housing Element to ensure there is zoning capacity for the number of units assigned to West Covina for the cycle from 2021 to 2029. For reference, the current cycle RHNA number is 831 units. The zoning capacity for new housing units for the General Plan is 2,100 units.

This is meant to be a summary of the Housing Element requirements. As we move into 2020, there will be more information provided on the process and ultimately on the number of units assigned to the City.

RECOMMENDATION:

Recieve and File.

Submitted by:

Jeff Anderson, Community Development Director
