



CITY OF WEST COVINA

PLANNING COMMISSION

**DECEMBER 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.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, November 26, 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. **PRECISE PLAN NO. 19-05**
CATEGORICAL EXEMPTION
APPLICANT: Theresa K. Plante
LOCATION: 1030 S. Glendora Avenue
REQUEST: The project consists of a proposal to construct a 1,850-square foot commercial building on a 7,497-square foot parcel located at the above mentioned address.
3. **PRECISE PLAN NO. 19-04**
CONDITIONAL USE PERMIT NO. 19-11
CATEGORICAL EXEMPTION
APPLICANT: DANNY REYNOSO
LOCATION: 928 S GLENDORA AVENUE
REQUEST: The applicant is requesting approval of a Precise Plan to allow the construction of a 4,275 square-foot building on an 11,450 square foot vacant lot. The applicant is also requesting the approval of a Conditional Use Permit to allow the use of an automobile repair shop.

4. **CONDITIONAL USE PERMIT NO. 19-12
CATEGORICAL EXEMPTION
APPLICANT: Alexander Nekhaychik
LOCATION: 2340 S Azusa Avenue
REQUEST: The applicant is requesting a conditional use permit to allow an indoor recreational facility use within an existing 14,437 square foot tenant space, Laser Land, to be in a “Service Commercial” (S-C) Zone.**

NON-HEARING ITEMS

5. **HISTORIC CONTEXT STATEMENT, 1945-1978 & HISTORIC RESOURCE INVENTORY UPDATE**
6. **STUDY SESSION ON SPECIFIC PLANS**

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 agendaize the matter for a future meeting.

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming - December 10, 2019
- b. Project Status Report - December, 2019

8. CITY COUNCIL ACTION:

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

ADJOURNMENT

City of West Covina
A G E N D A

ITEM NO. 1.

DATE: December 10, 2019

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, November 26, 2019

Attachments

Planning Commission Minutes - November 26, 2019

**These minutes are preliminary and are considered unofficial
until adopted at the next Planning Commission meeting.**

A G E N D A

DATE: December 10, 2019

ITEM NO.: 1.

**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, November 26, 2019**

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina Council Chambers. The Commission observed a moment of silent prayer/meditation and Commissioner Holtz lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Holtz, Jaquez, Kennedy and Redholtz

Absent: None

City Staff Present: Bettenhauser, Persico, Anderson, Burns, Martinez and de Zara

APPROVAL OF MINUTES:

1. Regular meeting, October 22, 2019

The minutes were approved as presented.

OTHER MATTERS OR ORAL COMMUNICATIONS

None

PUBLIC HEARINGS

2. CODE AMENDMENT NO. 16-03
GENERAL EXEMPTION

LOCATION: Citywide

REQUEST: The proposed code amendment will amend Chapter 26 (Zoning) of the West Covina Municipal Code to specify submittal requirements, review process and standards for Wireless Telecommunication Facilities in the Public Right of Way.

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she spoke about the FCC order that significantly reduced local jurisdiction's ability to limit small wireless facilities and showed the Commission examples of small wireless facilities in surrounding cities.

Ms. Burns also explained that local jurisdictions are limited as to the things they're allowed to control. In addition, Ms. Burns told the Commission that small wireless facilities may be approved administratively by the Community Development Director, or by the Planning Commission. There was a lengthy discussion regarding the approval process and input that will be allowed by residents.

Chairman Redholtz opened the public hearing.

PROPONENTS:

Robert Gystad, representing Crown Castle, expressed his support of the proposed Code Amendment. In addition, he answered questions regarding the design of the small wireless facilities, their location and other technical questions by the Commission.

OPPONENTS:

Fred Sykes, Jerri Potras and Angie Gillingham spoke in opposition to the code amendment. Mr. Sykes expressed his opinion that wireless telecommunication facilities should be placed underground like other utilities. He also expressed his concern that citizens are in danger because of possible radioactive waves emanating from wireless facilities. Ms. Potras expressed concern with the possibility that two small wireless facilities could be placed near her home and she expressed her dislike of their appearance. Ms. Gillingham said she was concerned that citizens wanting to attend this hearing were not able to because of the holiday.

Chairman Redholtz closed the public hearing.

There was a lengthy discussion by the Commission regarding 5G wireless service, the language in the proposed Code Amendment, submittal requirements under the proposed code regarding certification of ARC engineers, design of small wireless facilities, regulations being used in surrounding cities, distance requirements, possible co-location on small wireless facilities and design review guidelines. At the end of the discussion the Commission concurred that this public hearing should be continued to the January 28, 2020 regular Planning Commission meeting and directed staff to 1) research ten nearby cities to determine what standards they may be using for design and separation; 2) research if RF Engineers are State licensed; 3) research if the FCC keeps records of RF compliance reports; (4) research the standard size for the base of light poles, and (5) research the standard used by the City of Costa Mesa of a 500 foot separation from a providers facility.

Motion by Redholtz, seconded by Jaques, to continue the public hearing until January 28, 2020.
Motion carried 5-0

3. CODE AMENDMENT NO. 19-02

APPLICANT: City of West Covina

LOCATION: Citywide

REQUEST: The proposed code amendment consists of amendments to Chapter 26 (Zoning) of the West Covina Municipal Code to revise standards in the West Covina Municipal Code for Residential Agriculture and Single-Family Residential zones and to consider eliminating standards for accessory habitable structures.

Community Development Director Jeff Anderson presented the staff report. During his presentation he told the Commission that this code amendment had been initiated by the City Council in April 2018. He also told the Commission that this code amendment included setback requirements for side and rear yard setbacks and eliminated accessory habitable quarters from the Code. He also told the Commission that applications for accessory habitable structures were no longer being requested due to the popularity of accessory dwelling units.

There was a short discussion by the Commission regarding a provision in the proposed code amendment requiring a 25-foot back up space for garages.

Chairman Redholtz opened the public hearing.

PROPONENTS:

No one spoke in favor of the code amendment.

OPPONENTS:

No one spoke in opposition to the code amendment.

Chairman Redholtz closed the public hearing.

There was a short discussion by the Commission regarding the proposed code amendment.

Motion by Holtz, seconded by Kennedy, to recommend removal of the revision to the rear yard setback standards and approval of Code Amendment No. 19-02 to the City Council Motion carried 5-0.

Chairman Redholtz said final action on this matter will take place at a public hearing before the City Council on a date to be determined.

4. CODE AMENDMENT NO. 19-03

GENERAL EXEMPTION

APPLICANT: City of West Covina

LOCATION: Citywide

REQUEST: The proposed code amendment consists of amendments to Sections 26-312, and 26-314 to Chapter 26 (Zoning) of the West Covina Municipal Code to allow for temporary non-commercial (political) signs to be placed in parkways within the public right-of-way.

Assistant Planner Camillia Martinez presented the staff report. During her presentation she said this code amendment will allow temporary, non-commercial signs to be posted in the public right-of-way, in the parkway between the sidewalk and the street.

There was a short discussion by the Commission regarding the provisions in the code.

Chairman Redholtz opened the public hearing.

PROPONENTS:

No one spoke in favor of the code amendment.

OPPONENTS:

No one spoke in opposition to the code amendment.

Chairman Redholtz closed the public hearing.

There was a short discussion by the Commission regarding the proposed code amendment.

Motion by Heng, seconded by Redholtz, to recommend approval of Code Amendment No. 19-03 to the City Council. Motion carried 5-0.

Chairman Redholtz said final action on this matter will take place at a public hearing before the City Council on a date to be determined.

NON-HEARING ITEMS

5. INITIATION OF CODE AMENDMENT NO. 19-06

GENERAL EXEMPTION

APPLICANT: City of West Covina

LOCATION: Citywide

REQUEST: Initiate Code Amendment No. 19-06 to allow the West Covina Municipal Code to be amended to be consistent with State law pertaining to Accessory Dwelling Units (ADU).

Community Development Director Jeff Anderson presented the staff report. During his presentation he told the Commission the initiation of the code amendment would help staff to provide information to citizens requesting an application for accessory dwelling units.

Chairman Redholtz commented on the bill recently passed by the State of California saying that cities were no longer allowed to control the development of accessory dwelling units in single-family zones.

Chairman Redholtz asked if anyone wanted to comment on this matter. Resident Angie Gillingham asked if cities could require accessory dwelling units to have independent water and utilities, instead of allowing them to take those amenities from the main house. There was a short discussion regarding the new state law.

Motion by Jaquez, seconded by Redholtz, to initiate Code Amendment No. 19-06. Motion carried 3-2 (Kennedy, Redholtz opposed.)

Staff was directed to schedule a study session at a future Planning Commission meeting.

6. STUDY SESSION ON SPECIFIC PLANS

Due to the lateness of the hour this matter was continued to the December 10, 2019 meeting.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Chairman Redholtz told the Commission that former Planning Commissioner John Scheuplein had recently passed away.

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

a. Forthcoming – November 26, 2019

Community Development Director Jeff Anderson told the Commission about the matters scheduled for the December 10, 2019 Planning Commission meeting.

8. CITY COUNCIL ACTION:

None

ADJOURNMENT

Chairman Redholtz adjourned the meeting at 10 p.m. in memory of former Planning Commissioner John Scheuplein.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

ADOPTED AS SUBMITTED ON:

ADOPTED AS AMENDED ON:

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

PRECISE PLAN NO. 19-05

CATEGORICAL EXEMPTION

APPLICANT: Theresa K. Plante

LOCATION: 1030 S. Glendora Avenue

REQUEST: The project consists of a proposal to construct a 1,850-square foot commercial building on a 7,497-square foot parcel located at the above mentioned address.

BACKGROUND

On January 28, 2014, the Planning Commission approved Precise Plan No. 13-02 which allowed for the construction of a 1,850-square foot commercial building on the subject site (same project as current proposal). The project was granted three separate one-year time extensions. The project has expired and the property owner has resubmitted the precise plan application. The property owner/applicant has been working with the Building Division on the plan check process.

Project Site Summary

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Office Professional" (O-P) and "Neighborhood - Medium Density Residential"
SURROUNDING LAND USES AND ZONING	North-East: Office Professional (O-P) North-West: Neighborhood Commercial (N-C) South-East: Residential Single Family (R-1) South-West: Residential Single Family (R-1)
CURRENT DEVELOPMENT	Vacant Property
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 60 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The project consists of a proposal to construct a 1,850-square foot commercial building on a 7,497-square foot parcel. The site is located on South Glendora Avenue, between Vine Avenue and Wescove Place, near the Hong Kong Plaza shopping center. A precise plan is required for the proposed commercial building.

The parcel has a zone designation of “Office-Professional” (O-P) and a General Plan land use designation of “Neighborhood-Medium”. The property to the north also has a zone designation of “Office-Professional” (O-P) and a land use designation of “Neighborhood-Medium” and was originally developed with a single-family residence that is currently used as a dental office. The property to the south has a zone designation of “Single-Family Residential” (R-1), a land use designation of “Neighborhood-Medium” and is developed with a single-family residence.

SITE LAYOUT

Building Placement and Setbacks

The proposed commercial building will have a 15-foot front setback after a 5-foot city dedication, a 64-foot rear setback, and a 10-foot south side setback. These setbacks are in compliance with the minimum standards set forth in Section 26-577 of the West Covina Municipal Code (the proposed building has a minimal setback from the north side property line, since a minimum setback is not required when the subject site is adjacent to a nonresidential property). Additionally, the applicant has provided a 6-foot wide landscape buffer along the south perimeter of the site, pursuant to Section 26-572(g) of the Municipal Code, which requires a minimum of six (6) feet of landscaping when either the rear or side yard is adjacent to residential zoning.

Street Dedication

Pursuant to the City of West Covina Master Plan of Streets, the applicant is required to dedicate five (5) feet of the property along the front property line. The Master Plan of Streets was adopted as part of the General Plan in 1985 and establishes width requirements for arterials in the City. Typically, the Engineering Division will require a dedication if the existing street width does not comply with the Master Plan of Streets.

Trash Enclosure

A trash enclosure is proposed behind the new building, near the south property line. Staff has included a condition for the enclosure to be designed with colors and materials to match the proposed commercial building. Additionally, conditions requiring the applicant to add a solid architectural cover and for the new enclosure to be constructed to meet National Pollutant Discharge Elimination System (NPDES) requirements also are included in the resolution.

Landscaping

The applicant is providing approximately 1,979 square feet (26 percent) of on-site landscaping, which exceeds the minimum requirement of 8 percent of the lot size. A condition of approval requiring review and approval of a landscape plan is included in the resolution. The majority of the landscape area is between the building and Glendora Avenue and along the southerly property line.

PROPOSED ARCHITECTURE

The proposed building features a contemporary style of architecture. The main entrance is comprised of glass double doors (with overhead windows) that are centered along the front elevation. The front elevation also includes two arch elements on either side of the doors, each with four sets of windows. The rear elevation is designed to resemble the front elevation, with a rear entrance that consists of a single glass door (with overhead window) and three arch elements, each with two sets of windows. Staff has included a condition for the arch elements and areas surrounding the front and rear entries to be recessed to provide better articulation along the front and rear elevations. The front and rear entrances feature an overhead trellis element with two support posts.

Materials

The height of the proposed building is 17 feet and includes a decorative cornice molding along the top of the parapet. Exterior materials include a cultured stone wainscot (“Eucalyptus Country LedgeStone”) and a variety of neutral-colored stucco, including “Omega White” for the upper portion of the building, “Southwestern Sand” for the arch elements and areas surrounding the front and rear entries, “Mocha” for the parapet band and “Canewood” for the decorative cornice molding.

PARKING

The Municipal Code requires one parking space for every 250 square feet of gross floor area for retail uses. In this instance, the proposed commercial building requires a total of 8 parking spaces. Additionally, the Municipal Code defines Gross Floor Area for nonresidential developments as the area included within the surrounding exterior walls of a building or portion thereof, exclusive of: shaft enclosure, courts, floor area space devoted entirely to heavy mechanical equipment (e.g., air conditioning unit), public restrooms, janitorial equipment room and any other facility common to a central service core. Typically, the conceptual plans presented during the planning entitlement phase are not detailed enough for the plans to accurately depict the required floor area devoted to those uses. However, in this submittal, the applicant has estimated the amount of restroom floor area (128 square feet) that will be provided and is subtracting that from the Gross Floor Area (as allowed by the Municipal Code). The resulting Net Floor Area requires 7 parking spaces. The applicant is therefore proposing a project that excludes the area of public restrooms to comply with the minimum parking requirements.

On-site Circulation

On-site parking is proposed behind the new building and is accessible via an existing alley with ingress/egress points at Glendora Avenue on the south and Bubbling Well Road on the north. Five 90-degree angle parking spaces are provided along the north side of the property, while two parallel spaces are provided near the south side of the property, adjacent to the six-foot landscape buffer.

The applicant is proposing to construct a six-foot tall block wall along the north and south property lines (outside of the front setback area). The proposed block wall will replace an existing wrought iron/chain link fence. Staff has included a condition that requires the removal of the existing fence and construction of a six-foot block wall along the east (rear) property line, since it is adjacent to an alley and residential zone. This condition also states that a gate shall be provided for vehicular ingress/egress.

A 3.5-foot separation is provided between Parking Space #5 and the existing fence, pursuant to the parking lot design standard currently in place. Staff has included a condition for this separation to be

landscaped. Additionally, staff has included a condition for a landscape pocket to be installed between Parking Spaces #2 and #3. The 3.5-foot separation and landscape pocket, along with the landscape area behind the building, will allow for the installation and growth of clinging vines on the proposed wall, which will be a deterrent to graffiti.

REQUIRED FINDINGS

1. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project consists of a request for a precise plan to allow the construction of a 1,850-square foot commercial building on a 7,497-square foot lot. The subject site has a General Plan land use designation of Neighborhood-Medium. The General Plan describes the Neighborhood-Medium land use designation as predominately residential with small scale commercial at key locations, primarily at intersections and adjacent to corridors.

The Our Prosperous Community 2.1 of the General Plan states “Maintain and enhance the City's current tax base.” As such, the proposed development is consistent with the City’s General Plan since it will provide an additional service to residents who live in the vicinity of the subject site.

There are no specific plans applicable to the subject proposal.

2. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The subject site is located in the “Office-Professional” (O-P) zone. The proposed project complies with all applicable standards of the Municipal Code, including: setbacks, building height, landscape, and parking.

3. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The subject site is located on South Glendora Avenue, between Vine Street and Wescove Place, near the Hong Kong Plaza shopping center. The subject property was developed with a 955-square foot single-family residence that was demolished. The lot currently is vacant. Although the subject parcel was developed with a single-family residence, the parcel has a zone designation of “Office-Professional” (O-P) and a General Plan land use designation of “Neighborhood-Medium”. The property to the north also has a zone designation of “Office-Professional” (O-P) and a land use designation of “Neighborhood-Medium” and is developed with a single-family residence that currently is used as a dental office. The property to the south has a zone designation of “Single-Family Residential” (R-1), a land use designation of “Neighborhood-Medium” and is developed with a single-family residence. Therefore, the granting of a precise plan to allow the construction of the proposed commercial building would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

4. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

The subject site is suitable to accommodate the proposed commercial building. On-site parking is proposed behind the new building and is accessible via an existing alley with ingress/egress points at

Glendora Avenue on the south and Bubbling Well Road on the north. The subject site is also located within an urbanized area where utility connections are readily available.

5. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and to not interfere with orderly development in the vicinity.

The proposed building covers approximately 25 percent of the subject parcel and features a contemporary style of architecture. The proposed building is 17 feet in height. The proposed development incorporates on-site parking behind the new building, as well as on-site landscaping (including a 6-foot landscape buffer along the south property line, which is adjacent to a residential-zoned property). The subject site is located in an area where commercial uses currently are prevalent.

GENERAL PLAN CONSISTENCY

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

- a. Policy 2.1: Maintain and enhance the City's current tax base.
- b. Policy Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Avenue, and Interstate 10.
- c. Action 2.5a Support revitalization of Glendora Avenue retail.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15303 (Class 3, New Construction or Conversion of Small Structures) in that it consists of the installation of two modular units in order to operate the requested use.

CONCLUSION

The subject property has a commercial zoning and General Plan land designation. The proposed commercial building will allow for an additional service available to West Covina residents who live in the vicinity of the subject site. The applicant has designed a building that complies with all development standards of the "Office-Professional" zone.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Precise Plan No. 19-05.

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Planning Division, City Hall Room 208)

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution

PLANNING COMMISSION

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 19-05

PRECISE PLAN NO. 19-05

CATEGORICAL EXEMPTION

APPLICANT: Theresa K. Plante

LOCATION: 1030 S Glendora Avenue

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a precise plan to:

Construct a 1,850-square foot commercial building on that certain property described as:

Assessor's Parcel No. 8488-002-007, in the records of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission upon giving the required notice did on the 10th day of December 2019, conduct a duly advertised public hearing as prescribed by law to consider said application.

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

1. The project consists of a proposal to construct a 1,850-square foot commercial building on a 7,497-square foot parcel. The site is located on South Glendora Avenue, between Vine Avenue and Wescove Place, near the Hong Kong Plaza shopping center. A precise plan is required for the proposed commercial building.
2. Appropriate findings for approval of a precise plan of design are as follows:
 - a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.
 - b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provision of the Municipal Code.

- c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.
 - d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.
 - e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.
3. The proposal is considered to be categorically exempt, pursuant to Section 15303 (Class 3, New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA), as the structure is less than 10,000 square feet in size.

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 findings:
 - a. The project consists of a request for a precise plan to allow the construction of a 1,850-square foot commercial building on a 7,497-square foot lot. The subject site has a General Plan land use designation of Neighborhood-Medium. The General Plan describes the Neighborhood-Medium land use designation as predominately residential with small scale commercial at key locations, primarily at intersections and adjacent to corridors.

The Our Prosperous Community 2.1 of the General Plan states “Maintain and enhance the City’s current tax base.” As such, the proposed development is consistent with the City’s General Plan since it will provide an additional service to residents who live in the vicinity of the subject site.

There are no specific plans applicable to the subject proposal.
 - b. The subject site is located in the “Office-Professional” (O-P) zone. The proposed project complies with all applicable standards of the Municipal Code, including: setbacks, building height, landscape, and parking.
 - c. The subject site is located on South Glendora Avenue, between Vine Street and Wescove Place, near the Hong Kong Plaza shopping center. The subject property was developed with a 955-square foot single-family residence that was demolished. The lot currently is vacant. Although the subject parcel was developed with a single-family residence, the parcel has a zone designation of “Office-Professional” (O-P) and a General Plan land use designation of

“Neighborhood-Medium”. The property to the north also has a zone designation of “Office-Professional” (O-P) and a land use designation of “Neighborhood-Medium” and is developed with a single-family residence that currently is used as a dental office. The property to the south has a zone designation of “Single-Family Residential” (R-1), a land use designation of “Neighborhood-Medium” and is developed with a single-family residence. Therefore, the granting of a precise plan to allow the construction of the proposed commercial building would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

- d. The subject site is suitable to accommodate the proposed commercial building. On-site parking is proposed behind the new building and is accessible via an existing alley with ingress/egress points at Glendora Avenue on the south and Bubbling Well Road on the north. The subject site is also located within an urbanized area where utility connections are readily available.
 - e. The proposed building covers approximately 25 percent of the subject parcel and features a contemporary style of architecture. The proposed building is 17 feet in height. The proposed development incorporates on-site parking behind the new building, as well as on-site landscaping (including a 6-foot landscape buffer along the south property line, which is adjacent to a residential-zoned property). The subject site is located in an area where commercial uses currently are prevalent.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 19-05 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said 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.
3. That the precise plan shall not be effective for any purpose until the applicant (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 precise plan as set forth below. Additionally, no permits shall be issued until the applicant (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 precise plan is subject to the following conditions:

PLANNING DIVISION

- a) Comply with plans reviewed by the Planning Commission on December 10, 2019.
- b) These conditions of approval shall be printed on or attached to the working drawings submitted to the Building Division for approval.
- c) That the project complies with all requirements of the "Office-Professional" Zone and all other applicable standards of the West Covina Municipal Code.
- d) The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- e) The approved use shall be in compliance with the Noise Ordinance (Chapter 15).
- f) This precise plan approval shall become null and void if building permit is not obtained within two (2) years of the date of this approval.
- g) The applicant shall sign an affidavit accepting all conditions of this approval.
- h) That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning Division, Building Division, and Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- i) All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.
- j) A total of seven (7) on-site parking spaces shall be maintained, including one (1) handicap parking space. The parking spaces located along the north property line shall have minimum dimensions of 8.5' x 18'. A 3.5-foot separation shall be maintained between Parking Space #5 and the existing chain link fence, as shown on the site plan reviewed and approved by the Planning Commission. The parallel parking spaces located adjacent to the landscape buffer along the south property line shall have minimum dimensions of 10' x 20' and shall include a 2-foot separation, as shown on the site plan reviewed and approved by the Planning Commission.
- k) The 3.5-foot separation between Parking Space #5 and the existing chain link fence shall be landscaped.
- l) A landscape pocket shall be installed between Parking Space #2 and Parking Space #3.

- m) In order to comply with parking requirements, the building shall be no greater than 1,722 square feet in net floor area. The precise plan was approved including 128 square feet of restroom.
- n) A minimum distance of 25 feet shall be maintained for vehicular back-up purposes.
- o) A six-foot landscape buffer shall be maintained along the south property line.
- p) The arch elements and areas surrounding the front and rear entries shall be recessed a minimum of two (2) inches to provide better articulation along the front and rear elevations.
- q) All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26 568 (a) (3).
- r) Prior to the issuance of building permits the applicant shall demonstrate, to the satisfaction of the Community Development Director, that all roof mounted mechanical equipment is placed behind a permanent parapet wall and is completely restricted from all ground level views, pursuant to Section 26-568 of the Municipal Code.
- s) The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Community Development Director prior to the issuance of building permit. Provide construction details prior to issuance of a building permit.
- t) All new ground-mounted, wall-mounted and/or roof-mounted equipment shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.
- u) All new pole mounted parking lot lighting shall be accurately indicated on the grading plan and shall be located within landscaped or hardscaped area. Pole locations shall be accurately staked prior to installation by the Engineer.
- v) An outdoor lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.
- w) A parking lot lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in

conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the City Engineer.

- x) Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building.
- y) The proposed project is required to comply with Section 7050.5 of the California Health and Safety Code in the unlikely event that human remains are encountered during construction. If human remains of Native American origin are discovered during construction activities, the proposed project would be required to comply with state laws, under the jurisdiction of the Native American Heritage Commission (Public Resources Code Section 5097), relating to handling of Native American burials.
- z) If archaeological resources are discovered during excavation or grading activities, work shall cease in the area of the find until a qualified archaeologist has evaluated the find in accordance with federal, state, and local guidelines, including those set forth in the Public Resources Code Section 21083.2.
- aa) That prior to final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 shall be submitted for all planted areas to be affected by project. 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.
- bb) All landscape areas shall be maintained at all times. Damaged vegetation shall be replaced and the site shall be kept free of diseased or dead plant materials and litter at all times.
- cc) A six-foot tall block wall shall be constructed along the north and south property lines (outside of the front setback area).
- dd) A six-foot tall block wall shall be constructed along the east property line that is adjacent to an alley and residential zone (the existing wrought iron/chain link fence shall be removed). A gate shall be provided for vehicular ingress/egress.
- ee) Prior to the issuance of building permits, the applicant shall submit a detailed wall and fencing plan to the Community Development Director for review and approval. Fences and/or walls shall be constructed around all properties, as determined by the Community Development Director. Said plan shall indicate the locations for all fences and walls, and shall further indicate the height, materials,

and colors for all fences and walls. Perimeter block walls (retaining walls) shall be constructed of a decorative material, such as slumpstone or split-face block. The wall and fencing plan shall include the location, design and materials. Wood fences shall include steel posts for maintenance purposes.

- ff) A minimum 12-foot turn-around shall be provided in the parking area to the west of the building. The turn-around area shall include pavement marking and signage.
- gg) Clinging vines shall be installed on all retaining or freestanding walls to assist in deterring graffiti.
- hh) Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.
- ii) Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.
- jj) All outdoor trash areas shall be screened on all sides from public view by a minimum 5'6" high decorative block wall with a gate constructed of durable materials per the standard Engineering Division plans. If the trash enclosure is visible from a public right-of-way, an architectural cover shall be required. If an architectural cover or an alternate design is required or preferred, then approval of construction details by the Building Division is required prior to construction.
- kk) The existing freestanding sign frame located in the front yard of the property shall be removed.
- ll) This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code and the sign criteria of the shopping center.
- mm) Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.
- nn) Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.
- oo) The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.
- pp) All new utilities shall be placed underground prior to issuance of Certificate of Occupancy. All relocated on-site utility service lines shall be underground when

the cost or square footage of an addition or alteration exceeds 50% of the existing value or area. WCMC 23-273.

- qq) The applicant shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees to attack, set aside, void, or annul the approval by the City of this case file. Further, the applicant shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees arising out of the action, inaction or negligence of the applicant, its employees, officers, agents, contractors, subcontractors, successors or assigns in planning, engineering, constructing or in any manner carrying out the file or any improvements required for the case file. The indemnity shall be contained in a written document approved by the City Attorney.
- rr) Comply with all requirements of the "Art in Public Places" ordinance (WCMC Chapter 17), prior to the issuance of building permits. Artwork shall be installed or required fee paid prior to issuance of Certificate of Occupancy.
- ss) That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning, Building, Fire and Police Departments and the Redevelopment Agency and that the written authorization of the Planning Director shall be obtained prior to implementation.
- tt) Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the development.
- uu) All approved materials and colors shall be clearly indicated on the plans.
- vv) All parking facilities shall comply with the "Parking Lot Design and Lighting Standards."
- ww) The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to final approval, (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 Division about the pending expiration of the subject entitlement.
- xx) The new development shall comply with the Development Impact Fees (Ordinance No. 2286 and Resolution No. 2015-81). Development Impact Fees for non-residential development are calculated at \$1.51 per square foot. The code allows for a credit for existing structures to be demolished. There is an existing 8,029-square foot structure on the lot, to be demolished. The proposed building

would total 80,086 square feet in size. The developer will pay fees estimated at \$108,706.07 (72,057 sq. ft. x 1.51 = \$108,806.07). The impact fees will be due at the time of building permit issuance. Please note that the calculated impact fees may change and the applicant will be required to pay the updated fees.

- yy) 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.

zz) BUILDING DIVISION

1. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
2. Building design shall comply with the 2016 California Building Code (CBC). Note: If the Building Plan Check application is received after December 23, 2019 the design shall comply with the 2019 California Building Code (CBC).
3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - a. Tenant Improvements
 - b. Grading (*see Engineering Division for requirements*)
 - c. Demolition work
 - d. Retaining walls (*see Engineering Division for requirements*)
 - e. Block walls exceeding 6 feet in height
 - f. Signs
 - g. Fire sprinkler/Alarm systems (*see Fire Department Prevention Bureau for requirements*)
 - h. Plumbing
 - i. Mechanical
 - j. Electrical
4. Complete architectural plans prepared a by State licensed architect will be required. Submit design for review at formal plans review.
5. Complete structural plans with calculations by State licensed engineer or architect will be required. Submit design for review at formal plans review.
6. Compliance to California T-24 Energy regulations will be required. Submit design for review at formal plans review.
7. Compliance to California Green Building Standards Code will be required. Submit design for review at formal plans review.

8. Separate plumbing, mechanical and electrical plan check will be required. Submit design for review at formal plans review.
9. A soils and geology report will be required to address the potential for and the mitigation measures of any seismic induced landslide/liquefaction. Soils report shall address foundation design and site preparation requirements.
10. Sanitation District Industrial Waste approval or waiver is required. Please contact (562) 699-7411, Ext 2900 for additional information.
11. All new on-site utility service lines shall be placed underground. All relocated on-site utility service lines shall be underground when the cost or square footage of an addition or alteration exceeds 50% of the existing value or area. WCMC 23-273.

aaa) ENGINEERING DIVISION

1. Comply with all conditions contained in Planning Commission Resolution No. 567. Which outlined the requirements of grading, street improvement, exterior lighting, water supply, all bonds, trees, landscaping, drainage, and building related improvements, etc.
2. Sanitary sewers shall be provided to each "lot" in compliance with Municipal Code Chapter 23, Article 2, and to the satisfaction of the City Engineer.
3. The required street improvements shall include that portion of Glendora Avenue and public alley contiguous to subject property to include:
 - (i) All existing concrete driveway approaches and wheelchair ramps shall be removed (if required) and reconstructed to meet current ADA requirements.
 - (ii) All damaged concrete curbs, gutters, sidewalk, etc., shall be removed and reconstruct per City standard.
4. All existing concrete driveway approaches and wheelchair ramps shall be removed (if required) and reconstructed to meet current ADA requirements.
5. All damaged concrete curbs, gutters, sidewalk, etc., shall be removed and reconstruct per City standard.
6. A 5-foot required street dedication shall include that portion of Glendora Avenue contiguous to subject property be recorded in the Office of the Los Angeles County Recorder prior to the issuance of any Building Permits and/or Engineering Permits.

7. Install street trees within the existing parkway with irrigation along Glendora Avenue adjacent to curb.
 8. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas.
 9. Parking lot and driveway improvements on private property for this use shall comply with Planning Commission Resolution No. 2513 and be constructed to the City of West Covina Standards.
 10. Prior to issuance of Building Permit, all of the following requirements shall be satisfied:
 - a) A final grading and drainage plan showing existing and proposed elevations and drainage structures (and showing existing and proposed on-site and off-site improvements) shall be submitted to and approved by the Planning Department and Engineering Division.
 - b) A parking lot lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the City Engineer.
 - c) An itemized cost estimate for all on-site and off-site improvements to be constructed (except buildings) shall be submitted to the Engineering Division for approval. Based upon the approved cost estimates, required fees shall be paid and improvement securities for all on-site and off-site improvements (except buildings) and 100% labor/material securities for all off-site improvements, shall be posted prior to final approval of the plans.
 11. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.
 12. All trash Enclosures must have solid cover.
- bbb) POLICE DEPARTMENT
- i) CCTV System Requirements:
 - a) 960H (960 x 480) recording resolution.
 - b) H264 video compression.
 - c) Real-time recording 30 fbs per channel @ 960 resolution

- d) 2048 bit rate
- e) 1 TB hard disk drive at a minimum and larger if the number of cameras require more storage to meet the 30 day storage minimum.
- f) Fixed cameras with complete coverage of areas that do not infringe on the privacy of patrons, PTZ (pan, tilt, zoom) optional
- g) Recordings preserved for a minimum of 30 days (30 day loop minimum)
- h) DVR must contain a USB port for police department personnel to easily access system and download video

ccc) FIRE DEPARTMENT

- 1. NFPA 10 – Portable Fire Extinguishers.
- 2. Ensure 1 fire hydrant within 400 feet of the property line.
- 3. Additional Fire Department requirements may be set upon future review of a full set of architectural plans.

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 10th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: December 10, 2019

EXPIRATION DATE: December 10, 2021 if not used

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, AICP, Secretary
Planning Commission

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

PRECISE PLAN NO. 19-04

CONDITIONAL USE PERMIT NO. 19-11

CATEGORICAL EXEMPTION

APPLICANT: DANNY REYNOSO

LOCATION: 928 S GLENDORA AVENUE

REQUEST: The applicant is requesting approval of a Precise Plan to allow the construction of a 4,275 square-foot building on an 11,450 square foot vacant lot. The applicant is also requesting the approval of a Conditional Use Permit to allow the use of an automobile repair shop.

BACKGROUND

The site is currently vacant.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Service Commercial" (S-C)
SURROUNDING AND LAND USES AND ZONING	North: "Single-Family Residential" (R-1); Residential South: "Service Commercial" (S-C); Auto Service Shop East: "Single-Family Residential" (R-1); Residential West: "Office Professional" (O-P)
CURRENT DEVELOPMENT	Vacant Lot
LEGAL NOTICE	Legal notices mailed to 68 owners and occupants within a 300 foot radius.

DISCUSSION

The applicant is requesting approval of a Precise Plan to allow the construction of a 4,275 square foot building on an 11,450 square-foot vacant lot. The applicant is also requesting the approval of a Conditional Use Permit to allow the use of an auto body repair shop. The subject property is zoned "Service Commercial" (S-C). The site is located southeast of Glendora Avenue and Barbara Street. The site is surrounded by residential uses to the north and east, general office uses to the west, and an auto service shop to the south. The property is currently vacant.

STANDARD	EXISTING	PROPOSED	REQUIRED/ALLOWED
Lot Area	11,450 square feet	No Change	N/A
Building Square Footage	Vacant	4,275 square feet	---
Height	---	25 Feet	35 Feet
Lot Coverage	---	37%	50%
Landscape	---	13%	8%
Setbacks			
Front (West)		20 Feet	15 Feet Min. <i>(20 Feet Avg.)</i>
Side (North)		15 feet	10 Feet <i>(Adjacent Residential)</i>
Side (South)		15 feet	10 Feet <i>(Adjacent Residential)</i>
Rear (East)		0 feet	0 feet <i>(Adjacent Non-Residential)</i>

Precise Plan

The applicant is requesting the approval of a precise plan for the site layout and architecture of the proposed auto body repair shop. The proposal includes the construction of a 4,275 square foot building. The site is located on Glendora Avenue between Barbara Street and Vine Street. The project site consists of a relatively flat pad and is trapezoid shaped with frontage on Glendora Avenue. The property is currently vacant.

Site Design and Architecture

The proposed development will be visible from the surrounding area, which includes Glendora Avenue, Barbara Avenue, and a two-story residential property to the north. The proposed construction consists of a 4,275 square-foot single-story building. The floor plan features 3 service bays, an office, a waiting area, and two restrooms. The proposed lot coverage is 37-percent and complies with the 50-percent maximum allowed lot coverage. The proposed architectural design of the building is contemporary and includes painted concrete block finish.

The front elevation (west) will feature two roll up doors each 16 feet in height and the surrounding wall of the building will be 25 feet in height. The front entrance of the building is on the north elevation. The side elevation (north) will continue to feature the building at 25 feet to accommodate the service bays working area and reduces to 19 feet in height for the office and customer waiting area. The side elevation (north) features a roll up door, 12 feet in height and a circular architectural feature for a logo sign. The east elevation that abuts a residential property features a black trim painted block wall. The south elevation that abuts a commercial building features a black and gray checkered pattern painted wall.

Landscaping

The West Covina Municipal Code (WCMC) requires that 8-percent (916 square feet) of the site be landscaped. The applicant has proposed 13-percent of landscaped area (1,437 square feet). Landscaping will be installed along Glendora Avenue and along the property lines that abut Single-Family Residential. The WCMC requires a 6-foot minimum landscaped buffer when the subject property abuts Single-Family Residential. The applicant is proposing a trash enclosure with a 6-foot tall block wall and metal gate on the southwest side of the property near the south driveway.

Parking

The site will have two driveway approaches on Glendora Avenue. The first driveway (north driveway) is proposed to be 35 feet in width and the second driveway (south driveway) is 30 feet driveway in width. The north driveway will provide access to the customer and employee parking lot, while the south driveway will provide access to the service bays. The West Covina Municipal Code requires that automobile service stations provide one (1) parking space for each two (2) employees with a minimum of two (2) spaces, plus one (1) parking space for each service bay. The applicant is proposing to provide a total of six (6) parking spaces, including one (1) handicap accessible parking space.

Conditional Use Permit

To operate the proposed auto body shop, the applicant is requesting the approval of a conditional use permit for the proposed use. The conditional use permit will allow conditions to be placed on the auto body shop to mitigate any issues, or potential issues, to respective neighboring properties and the road network in the area. Conditions of approval have been included addressing the following:

1. Commercial deliveries shall not be permitted between the hours of 8:00 p.m. to 7:00 a.m.
2. An approved lighting plan
3. Hours of operation limited from 8:00 a.m. to 5:00 p.m. Monday through Friday, Saturday and Sunday closed.
4. Washing or detailing of vehicles on site is strictly prohibited.
5. Painting of vehicles on site is strictly prohibited.
6. All work on vehicles shall be conducted inside the building.
7. Vehicles waiting to be serviced and/or vehicles that have already been repaired shall not be parked on the customer/employee parking lot, and shall only be parked inside the building or on designated parking spaces on site.

REQUIRED FINDINGS

Precise Plan Findings

1. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The subject property is designated as "Service Commercial" (S-C). Under the General Plan the uses are to be of relatively high intensity and shall be easily accessible. The subject property is located southeast of Glendora Avenue and is easily accessed via Glendora Avenue. The subject property is adjacent to commercial to the west and south and adjacent to single-family residential to the north and east.

2. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provision of the Municipal Code.

The applicant is proposing to construct a 4,275 square foot building on a 11,450 square foot. The subject property is zoned "Service Commercial" (S-C). The proposed development of the auto body shop is consistent with the designated zone of Service Commercial (WCMC Sec. 26-597). The proposed use of an auto body is allowed as a conditionally permitted use. With the approval of the precise plan, the proposed project will meet or exceed all applicable Municipal Code requirements.

3. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The proposed project would not increase impacts to the neighborhood in terms of traffic, public health, safety. The proposed auto body shop will offer repair work for vehicles for city residents and visitors. The project site is located in an area with "Service Commercial" (S-C) uses and "Single-Family Residential" (SFR). The proposed use of the project site will be complimentary and consistent with the surrounding uses. The site design provides buffers to the adjacent street, and conditions of approval are included to reduce impacts to neighboring properties.

4. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation.

Per WCMC Sec. 26-540(b), Service Commercial (S-C) uses are required to have access to a four-lane or wider street or highway. The project site is located on the east side of a principle arterial, Glendora Avenue, and south of a neighborhood street, Barbara Avenue. Glendora Avenue is a four-lane street. There will be two vehicular access points, located on Glendora Avenue. The project will also provide sufficient parking for its patrons and employees.

5. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The proposed auto body shop is compatible with the existing and future land uses, and does not interfere with the development in the vicinity. The design of the facility provides a modern architectural design that includes gray painted concrete blocks with a stucco trim finish. The proposed facility will encourage the maintenance of aesthetics value to its surrounding land uses.

Conditional Use Permit Findings

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

The proposed auto body shop would provide a service to nearby residents, as well as customers and employees of other nearby businesses, which will contribute to the general well-being of the neighborhood community. The proposed use is in context of the Service Commercial Zone and is consistent with the surrounding commercial uses.

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

The proposed development of the auto body shop will not be detrimental to the health, safety, peace or general welfare or persons residing or working in the vicinity or injurious to property or improvements in the vicinity. The proposed development is consistent with the commercial development in the area.

3. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.

The site for the proposed auto body shop is adequate in size and is shaped to accommodate the use. The subject property is located on an 11,450 square foot parcel. The development will include adequate parking for the patrons and the employees. As part of the site design, there will be a 1,437 square feet of landscaping and the building coverage will be 4,275 square feet. The applicant proposes six (6) parking spaces, one (1) of which is an accessible parking space. There is a landscape buffer around the property separating the proposed building from the adjacent residential properties.

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

The subject property abuts streets and highways adequate in width and improvements to carry the traffic generated by the proposed use. Per WCMC Sec. 26-537(b), Service Commercial (S-C) uses are required to have access to a four-lane or wider street or highway. The project site is located on the east side of a principle arterial, Glendora Avenue, and south of E Barbara Avenue, a neighborhood street. There will be two vehicular access points, located on Glendora Avenue. The project site also provides sufficient parking for its patrons and employees.

5. That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.

The granting of the conditional use permit will not adversely affect the General Plan of the City, or any other adopted plan of the City. The proposed use of an auto body shop and the site design is consistent with the current General Plan of the City.

GENERAL PLAN CONSISTENCY

The project site is designated as "Neighborhood - Low Density Residential (NL)" in the City's General Plan. The proposed project is consistent with the following General Plan Policies and Actions.

P2.1 - Maintain and enhance the City's current tax base.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA) of 1970, the project is eligible for a Categorical Exemption Class 3 (Section 15303c: New Construction, since the project involves the construction of a commercial building under the 10,000 square foot floor area threshold on sites zoned for such use.

CONCLUSION

The applicant is requesting approval of a Precise Plan No. 19-04 to allow the construction of a 4,275 square foot building on an 11,450 square foot vacant lot. The applicant is also requesting the approval of a Conditional Use Permit No. 19-11 to allow the use of an automobile repair shop.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission approve Precise Plan No. 19-04 and Conditional Use Permit No. 19-11

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Planning Department, City Hall Room 208)

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - Resolution (Precise Plan)

Attachment No. 2 - Resolution (Conditional Use Permit)

Attachment No. 3 - Business Operations Plan

PLANNING COMMISSION

RESOLUTION NO. 19-0000

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA,
CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 19-11**

CONDITIONAL USE PERMIT NO. 19-11

CATEGORICAL EXEMPTION

APPLICANT: Danny Reynoso

LOCATION: 928 S Glendora Avenue

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

Allow the use of an auto body shop within a new 4,275 square foot building on a 11,450 square foot vacant lot on that certain property described as:

Assessor's Parcel Number 8487-017-025, as listed in the records of the office of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission upon giving the required notice did on the 10th day of December, 2019, conduct a duly advertised public hearing as prescribed by law to consider said application; and

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

1. The applicant is requesting approval of a conditional use permit to allow the use of an auto body shop within a new 4,275 square foot building on a 11,450 square foot lot.
2. The project is within the Service Commercial (S-C) zone.
3. Appropriate findings for approval of a conditional use permit are as follows:
 - a) That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well being of the neighborhood or community.

- b) That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.
 - c) That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.
 - d) That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets.
 - e) That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.
4. The project is a Categorical Exemption Class 3 (Section 15303: New Construction) pursuant to the requirements of the California Environmental Quality Act of 1970 (CEQA) since the project involves the construction of a commercial building under 10,000 square foot floor area threshold on sites zoned for such use.

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 findings:
 - a) The proposed auto body shop would provide a service to nearby residents, as well as customers and employees of other nearby businesses, which will contribute to the general well-being of the neighborhood community. The proposed use is in context of the Service Commercial zone and is consistent with the surrounding commercial uses.
 - b) The proposed development of the auto body shop will not be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity. The proposed development is consistent with the commercial development in the area.
 - c) The site for the proposed auto body shop is adequate in size and is shaped to accommodate the use. The subject property is located on an 11,450 square foot parcel. The development will include adequate parking for the patrons and the employees. As part of the site design, there will be a 1,437 square feet of landscaping and the building coverage will be 4,275 square feet. The applicant proposes six (6) parking spaces, one (1) of which is an accessible parking space. There is a landscape buffer around the property separating the proposed building from the adjacent residential properties.

- d) The subject property abuts streets and highways adequate in width and improvements to carry the traffic generated by the proposed use. Per WCMC Sec. 26-537(b), Service Commercial (S-C) uses are required to have access to a four-lane or wider street or highway. The project site is located on the east side of a principle arterial, Glendora Avenue, and south of E Barbara Avenue, a neighborhood street. There will be two vehicular access points, located on Glendora Avenue. The project site also provides sufficient parking for its patrons and employees.
 - e) The granting of the conditional use permit will not adversely affect the General Plan of the City, or any other adopted plan of the City. The proposed use of an auto body shop and the site design is consistent with the current General Plan of the City.
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 19-11 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said 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 precise plan by the Planning Commission or City Council.
 - 3. That the precise plan 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 precise plan 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 conditional use permit is subject to the following conditions:
 - a. Comply with plans reviewed by the Planning Commission on December 10, 2019.
 - b. Comply with all applicable sections of the West Covina Municipal Code.
 - c. The approval is for the construction of a new 4,275 square foot building on a 11,450 square foot vacant lot.
 - d. The applicant shall sign an affidavit accepting all conditions of approval.

- e. This approval also includes painting the building in a color palette. The range of paint colors approved are: “Black Pool” (Black, “Light Gray” (Gray), and “Red Power”
- f. All approved colors and materials shall be clearly indicated on the plans.
- g. Any proposed change to the approved site plan, floor plan or elevations must be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- h. Hours operations will be 8:00 a.m. to 5:00 p.m. Monday to Friday, and closed on Saturday and Sunday.
- i. A total of six (6) on-site parking spaces shall be maintained, including one (1) handicap parking space.
- j. Commercial deliveries shall not be permitted between the hours of 8:00 p.m. to 6:00 a.m.
- k. Washing or detailing of vehicles on site is strictly prohibited.
- l. Painting of vehicles on site is strictly prohibited.
- m. All work on vehicles shall be practiced inside the building.
- n. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the development.
- o. Comply with all requirements of the “Service Commercial” (S-C) Zone.
- p. 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.
- q. All construction equipment, stationary or mobile, shall be equipped with properly operating and maintained mufflers.
- r. All construction equipment shall be stored on the project site during the construction phase to eliminate daily heavy-duty truck trips on vicinity roadways.
- s. All mechanical equipment not shown on the approved Study Plan shall be screened from all views in a manner that is architecturally compatible with the buildings on which they are mounted. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director

for review and approval prior to the issuance of building permits pursuant to Municipal Code Section 26-568.

- t. Prior to the issuance of building permits the applicant shall demonstrate, to the satisfaction of the Community Development Director, that all roof mounted mechanical equipment is placed behind a permanent parapet wall and is completely restricted from all ground level views, pursuant to Section 26-568 of the Municipal Code.
- u. All outdoor trash areas shall be screened on all sides from public view by a minimum 5'6" high decorative block wall with a gate constructed of durable materials and a solid architectural cover. Provide construction details prior to issuance of a building permit.
- v. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26-568(a)(3).
- w. Awnings shall be kept clean and well maintained. Worn or damaged awnings shall be replaced.
- x. The conditional use permit may be revoked, amended, and suspended by the Planning Commission under the provisions of Section 26-253 of the West Covina Municipal Code.
- y. A parking lot lighting plan is required showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.
- z. Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building
- aa. This permit is valid for 24 months from the date of approval. If a building permit is not issued within this period the approval will expire. **Please be advised that the applicant will not be notified by the Planning Division about pending expiration of the subject entitlement.**
- bb. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to December 10, 2021, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Division about the pending expiration of the subject entitlement.

- cc. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.
- dd. Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.
- ee. Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.
- ff. Any graffiti that appears on the property shall be cleaned or removed on the same business day.
- gg. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.

I HEREBY CERTIFY foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 10th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: December 10, 2019

EXPIRATION DATE: December 10, 2021 If not used.

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, AICP, Secretary
Planning Commission

PLANNING COMMISSION

RESOLUTION NO. 19-0000

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA,
CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 19-11**

CONDITIONAL USE PERMIT NO. 19-11

CATEGORICAL EXEMPTION

APPLICANT: Danny Reynoso

LOCATION: 928 S Glendora Avenue

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

Allow the use of an auto body shop within a new 4,275 square foot building on a 11,450 square foot vacant lot on that certain property described as:

Assessor's Parcel Number 8487-017-025, as listed in the records of the office of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission upon giving the required notice did on the 10th day of December, 2019, conduct a duly advertised public hearing as prescribed by law to consider said application; and

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

1. The applicant is requesting approval of a conditional use permit to allow the use of an auto body shop within a new 4,275 square foot building on a 11,450 square foot lot.
2. The project is within the Service Commercial (S-C) zone.
3. Appropriate findings for approval of a conditional use permit are as follows:
 - a) That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well being of the neighborhood or community.

- b) That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.
 - c) That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.
 - d) That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets.
 - e) That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.
4. The project is a Categorical Exemption Class 3 (Section 15303: New Construction) pursuant to the requirements of the California Environmental Quality Act of 1970 (CEQA) since the project involves the construction of a commercial building under 10,000 square foot floor area threshold on sites zoned for such use.

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 findings:
 - a) The proposed auto body shop would provide a service to nearby residents, as well as customers and employees of other nearby businesses, which will contribute to the general well-being of the neighborhood community. The proposed use is in context of the Service Commercial zone and is consistent with the surrounding commercial uses.
 - b) The proposed development of the auto body shop will not be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity. The proposed development is consistent with the commercial development in the area.
 - c) The site for the proposed auto body shop is adequate in size and is shaped to accommodate the use. The subject property is located on an 11,450 square foot parcel. The development will include adequate parking for the patrons and the employees. As part of the site design, there will be a 1,437 square feet of landscaping and the building coverage will be 4,275 square feet. The applicant proposes six (6) parking spaces, one (1) of which is an accessible parking space. There is a landscape buffer around the property separating the proposed building from the adjacent residential properties.

- d) The subject property abuts streets and highways adequate in width and improvements to carry the traffic generated by the proposed use. Per WCMC Sec. 26-537(b), Service Commercial (S-C) uses are required to have access to a four-lane or wider street or highway. The project site is located on the east side of a principle arterial, Glendora Avenue, and south of E Barbara Avenue, a neighborhood street. There will be two vehicular access points, located on Glendora Avenue. The project site also provides sufficient parking for its patrons and employees.
 - e) The granting of the conditional use permit will not adversely affect the General Plan of the City, or any other adopted plan of the City. The proposed use of an auto body shop and the site design is consistent with the current General Plan of the City.
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 19-11 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said 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 precise plan by the Planning Commission or City Council.
 - 3. That the precise plan 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 precise plan 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 conditional use permit is subject to the following conditions:
 - a. Comply with plans reviewed by the Planning Commission on December 10, 2019.
 - b. Comply with all applicable sections of the West Covina Municipal Code.
 - c. The approval is for the construction of a new 4,275 square foot building on a 11,450 square foot vacant lot.
 - d. The applicant shall sign an affidavit accepting all conditions of approval.

- e. This approval also includes painting the building in a color palette. The range of paint colors approved are: "Black Pool" (Black, "Light Gray" (Gray), and "Red Power"
- f. All approved colors and materials shall be clearly indicated on the plans.
- g. Any proposed change to the approved site plan, floor plan or elevations must be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- h. Hours operations will be 8:00 a.m. to 5:00 p.m. Monday to Friday, and closed on Saturday and Sunday.
- i. A total of six (6) on-site parking spaces shall be maintained, including one (1) handicap parking space.
- j. Commercial deliveries shall not be permitted between the hours of 8:00 p.m. to 6:00 a.m.
- k. Washing or detailing of vehicles on site is strictly prohibited.
- l. Painting of vehicles on site is strictly prohibited.
- m. All work on vehicles shall be practiced inside the building.
- n. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the development.
- o. Comply with all requirements of the "Service Commercial" (S-C) Zone.
- p. 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.
- q. All construction equipment, stationary or mobile, shall be equipped with properly operating and maintained mufflers.
- r. All construction equipment shall be stored on the project site during the construction phase to eliminate daily heavy-duty truck trips on vicinity roadways.
- s. All mechanical equipment not shown on the approved Study Plan shall be screened from all views in a manner that is architecturally compatible with the buildings on which they are mounted. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director

for review and approval prior to the issuance of building permits pursuant to Municipal Code Section 26-568.

- t. Prior to the issuance of building permits the applicant shall demonstrate, to the satisfaction of the Community Development Director, that all roof mounted mechanical equipment is placed behind a permanent parapet wall and is completely restricted from all ground level views, pursuant to Section 26-568 of the Municipal Code.
- u. All outdoor trash areas shall be screened on all sides from public view by a minimum 5'6" high decorative block wall with a gate constructed of durable materials and a solid architectural cover. Provide construction details prior to issuance of a building permit.
- v. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26-568(a) (3).
- w. Awnings shall be kept clean and well maintained. Worn or damaged awnings shall be replaced.
- x. The conditional use permit may be revoked, amended, and suspended by the Planning Commission under the provisions of Section 26-253 of the West Covina Municipal Code.
- y. A parking lot lighting plan is required showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.
- z. Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building
- aa. This permit is valid for 24 months from the date of approval. If a building permit is not issued within this period the approval will expire. **Please be advised that the applicant will not be notified by the Planning Division about pending expiration of the subject entitlement.**
- bb. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to December 10, 2021, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Division about the pending expiration of the subject entitlement.

- cc. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.
- dd. Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.
- ee. Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.
- ff. Any graffiti that appears on the property shall be cleaned or removed on the same business day.
- gg. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.

I HEREBY CERTIFY foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 10th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE: December 10, 2019

EXPIRATION DATE: December 10, 2021 If not used.

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, AICP, Secretary
Planning Commission

Rene Aguilar

From: Danny Reynoso [REDACTED]
Sent: Wednesday, November 20, 2019 10:55 AM
To: Rene Aguilar
Subject: J&L Auto Body - Day to day work description

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Rene,

Was waiting from a letter from Joe, but he just called me this morning instead.

" J & L Auto Body is an auto body repair shop. Their work description is to repair cars that have been in an accident and/or damaged. They take apart the car, repair and put back together. No painting or any other environmental impact will take place at this New facility, "

That was all he told me basically takes place.....they do Paint at their current location, and the painting will stay there, it will not move to new location.

Let me know if you need a formal letter

thanks

Danny

Rene Aguilar

From: Danny Reynoso [REDACTED]
Sent: Monday, December 2, 2019 10:06 AM
To: Rene Aguilar
Subject: Re: 928 S Glendora Avenue

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Rene

Hours of operation are 8am - to 5pm Mon thru Friday....closed Sat and Sun.

All work to take place inside the building...no work to be done outside

I'm going to bring you the 10 sets of plans this afternoon

thanks

Danny

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 19-12

CATEGORICAL EXEMPTION

APPLICANT: Alexander Nekhaychik

LOCATION: 2340 S Azusa Avenue

REQUEST: The applicant is requesting a conditional use permit to allow an indoor recreational facility use within an existing 14,437 square foot tenant space, Laser Land, to be in a “Service Commercial” (S-C) Zone.

BACKGROUND

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	“Service Commercial” (S-C) and "Commercial"
SURROUNDING LAND USES AND ZONING	North: Service Commercial (S-C); shopping center South: Service Commercial (S-C); Target East: Specific Plan 15 (SP-15); BKK Landfill Site West: Planned Community Development (PCD-1); residential
CURRENT DEVELOPMENT	Shopping Center
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 60 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting a Conditional Use Permit to allow an entertainment use of laser tag (indoor recreational facility). The proposed Laser Land would be located within an existing 14,437-square foot tenant space within The Heights Shopping Center on South Azusa Avenue. The tenant space is in between PetSmart and The Salvation Army.

Laser Land was first created in 2014 in Russia as a small laser tag facility and has since grown to be an organized franchise. Laser Land specializes in managing a family entertainment center and the West Covina facility will have two laser tag arenas, virtual-reality attractions, interactive trampolines, air hockey, party rooms, cafe, and other activities. The three target audiences are 8-12 year old for birthday parties, families with children 8-14 years old, and organizations that plan to have a corporate event or team building. The majority of the activities are done by reservation. On their most occupied day, the applicant anticipates there will be a maximum of 100 people within their facility.

Hours of Operation

Weekday	Start Hour	End Hour
Monday	12 pm	10 pm
Tuesday	12 pm	10 pm
Wednesday	12 pm	10 pm
Thursday	12 pm	10 pm
Friday	12 pm	11 pm
Saturday	10 am	11 pm
Sunday	10 am	10 pm

Parking

Laser Land Floor Area	Square-feet	Parking Requirement	Parking Needed
Activity Areas/Changing Rooms	9,113	(1) parking space for every 100 sq ft	91
Cafe/Party Rooms	1,993 (90 seats)	(1) parking space for every (3.5) permanent seats	26
Office/ Break Room Areas	674	(1) parking space for every 300 sq ft	2
Other Space (storage, restroom, etc.)	2,657	N/A	
Total	14,437		119
Parking provided at Shopping Center for Unit (previous retail use)			57
Total Parking Remaining			62
Bonus Parking in Shopping Center			164

As indicated in the table above, the required parking for the laser tag facility is 119 parking spaces. The unit was allocated 57 parking spaces for the previous retail use and the shopping center has 164 surplus parking spaces. Therefore, there is more than enough parking for this use and the number of surplus parking spaces for the center will decrease to 102 parking spaces.

REQUIRED FINDINGS

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

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

The proposed laser tag facility is well suited to coincide with a shopping center and the surrounding residential neighborhood. With the location of the site on the edge of a residential area, it will provide a space for family activities and parties. The site is located in the "Service Commercial" (S-C) Zone. The proposed laser tag facility complies with all the applicable requirements of the "Commercial" land designation.

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

The proposed business will not result in the expansion of the existing building and will utilize the existing unit space. The earliest Laser Land will be open is 10:00 am, and the latest is 11:00 pm. Sufficient parking is available on site to accommodate the use. As mentioned, the proposed use will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. Furthermore, the site will remain primarily unchanged from its present condition.

3. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as, all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use with the land and uses in the neighborhood and make it compatible thereto.

The existing building and site are adequate in size and design to accommodate retail uses. Sufficient parking exists on the site to accommodate the proposed use and the other uses within the shopping center. In addition, the shopping center will have a surplus of 102 parking stalls, and therefore, there will not be any parking-related issues for the proposed use. The proposed use is compatible with the other surrounding land uses.

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

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

5. That the granting of such conditional use permit will not adversely affect the General Plan of the City, or any other adopted plan of the City.

The granting of the conditional use permit to allow the operation of a laser tag facility will not adversely affect the West Covina General Plan since the proposed use does not conflict with the site's land use designation of "Service Commercial." In the General Plan Part 2, Goal 2 "Our Prosperous Community" (Economic Development Element) it states "Our goal is to maintain and monitor West Covina's fiscal health, reinforce the West Covina's image as a great place to Live, Work and Play in the San Gabriel

Valley, and nurture local businesses and attract non-retail jobs.” As such, the proposed use is consistent with the City’s General Plan.

GENERAL PLAN CONSISTENCY

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

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

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities) in that the proposed use will occupy an existing building.

CONCLUSION

The applicant is requesting a conditional use permit and an administrative review to allow the use of an indoor training facility with an accessory massage, Self Made Training Facility, to be in a “Service Commercial” (S-C) Zone. The applicant is requesting a conditional use permit to allow an indoor recreational facility use within an existing 14,437 square foot tenant space, Laser Land, to be in a “Service Commercial” (S-C) Zone.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 19-12.

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Planning Department, City Hall Room 208)

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Business Operations Plan

PLANNING COMMISSION

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 19-12

CONDITIONAL USE PERMIT NO. 19-12

CATEGORICAL EXEMPTION

APPLICANT: Alexander Nekhaychik for Laser Land

LOCATION: 2340 S Azusa Ave

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

Allow for the operation of a laser tag facility (indoor recreational facility) are as follows:

Assessor Parcel No. 8735-001-031 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 10th day of Decmeber, 2019, conduct a duly advertised public hearing as prescribed by law to consider said application; and

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

1. The applicant is requesting a Conditional Use Permit to allow the use of a laser tag (indoor recreational facility). The business would be called Laser Land, and be located within an existing 14,437-square foot tenant space within The Heights West Covina Shopping Center on South Azusa Avenue. No new construction or exterior modifications are proposed in conjunction with the proposed laser tag facility. The site is located in the "Service Commercial" (S-C) Zone.
2. Findings necessary for approval of a conditional use permit are as follows:
 - a. *That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community.*

- b. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.*
 - c. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith.*
 - d. That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets.*
 - e. That the granting of such conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.*
3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities) as the proposal involves the remodel of an existing structure.

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

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a conditional use permit:
- a. The proposed laser tag facility is well suited to coincide with a shopping center and the surrounding residential neighborhood. With the location of the site on the edge of a residential area, it will provide a space for family activities and parties. The site is located in the "Service Commercial" (S-C) Zone. The proposed laser tag facility complies with all the applicable requirements of the "Commercial" land designation.
 - b. The proposed business will not result in the expansion of the existing building and will utilize the existing unit space. The earliest Laser Land will be open is 10 am, and the latest is 11 pm (See Report). As mentioned, the proposed use will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. Furthermore, the site will remain primarily unchanged from its present condition.
 - c. The existing building and site are adequate in size and design to accommodate retail uses. Sufficient parking exists on the site to accommodate the other retail uses. In addition, the shopping center will have a surplus of 102 parking stalls, and

therefore, there will not be any parking-related issues for the proposed use. The proposed use is compatible with the other surrounding land uses.

- d. The proposed laser tag facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns. The site is accessed via South Azusa Avenue. The subject site's abutting streets are adequate in width and improvements to accommodate the proposed use. Existing conditions also provide efficient and safe public access and circulation.
 - e. The granting of the conditional use permit to allow the operation of a laser tag facility will not adversely affect the West Covina General Plan since the proposed use does not conflict with the site's land use designation of "Service Commercial." In the General Plan Part 2, Goal 2 "Our Prosperous Community" (Economic Development Element) it states "Our goal is to maintain and monitor West Covina's fiscal health, reinforce the West Covina's image as a great place to Live, Work and Play in the San Gabriel Valley, and nurture local businesses and attract non-retail jobs." As such, the proposed use is consistent with the City's General Plan.
2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 19-12 is approved subject to the provisions of the West Covina Municipal Code provided that the physical development of the herein described property shall conform to said conditional use permit and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director before the use or occupancy of the property is commenced and before a certificate of occupancy is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.
 3. The conditional use permit administrative review shall not be effective for any purpose until the owner of the property involved (or his duly authorized representative) has filed at the office of the Community Development Director his affidavit stating he is aware of, and accepts, all conditions of this conditional use permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No 8690.
 4. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
 5. That the approval of the conditional use permit is subject to the following conditions:
 - a. Comply with the plans reviewed by the Planning Commission on December 10, 2019.
 - b. Comply with all applicable sections of the West Covina Municipal Code.

- c. Comply with all requirements of the “Service Commercial” (S-C) zone.
- d. The total approved floor area is 14,437-square feet. Any addition or modification of the use shall require the submittal of a new conditional use permit.
- e. The approved use is for a laser tag facility.
- f. Laser Land is approved to operate
 - Monday – Thursday from 12:00 p.m. to 10:00 p.m.
 - Friday from 12:00 p.m. to 11:00 p.m.
 - Saturday from 10:00 a.m. to 11:00 p.m.
 - Sunday from 10:00 a.m. to 10:00 p.m.
- g. The proposed business shall not constitute a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- h. All activities related to the laser tag facility shall be conducted inside the building.
- i. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
- j. No noise amplifier shall be used at any time for instruction by employees or customers.
- k. Noise levels shall not exceed the ambient noise level by more than (5) five decibels as measured outside of the tenant space.
- l. Doors of the building shall be kept closed at all times during class instruction, except when doors are in use, in order to minimize noise impacts onto adjacent properties.
- m. Any speakers inside the tenant space shall be directed toward the front of the tenant space (south).
- n. In the event that the availability of parking is negatively impacted, the Planning Commission shall review the conditional use permit for the use and may, at its discretion, modify or impose new conditions or suspend or revoke the conditional use permit pursuant to Section 26-253 of West Covina Municipal Code.
- o. The conditional use permit may be revoked, amended or suspended by the Planning Commission under the provisions of Section 26-253 of the West Covina Municipal Code.
- p. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.

- q. That any proposed change to the approved site plan, floor plan, or elevations be reviewed by the Planning, Building, Fire, and Police Departments and the Community Development Commission, and that the written authorization of the Community Development Director shall be obtained prior to implementation.
- r. The operation of the facility shall comply with the West Covina Noise Ordinance.
- s. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.
- t. Licenses and permits as required by the West Covina Municipal Code shall be obtained prior to the state of the operation of the use for appropriate cause.

u. BUILDING DIVISION

- 1. All Conditions of Approval as approved by the Planning Commission shall appear as notes on the plans submitted for building plan check and permits.
- 2. Building design shall comply with the 2016 California Building Code (CBC). Note: If the Building Plan Check application is received after December 23, 2019 the design shall comply with the 2019 California Building Code (CBC).
- 3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - a. Signs
 - b. Fire sprinkler/Alarm systems (see Fire Department Prevention Bureau for requirements)
- 4. Complete architectural plans prepared a by State licensed architect will be required. Submit design for review at formal plans review.
- 5. Compliance to California T-24 Energy regulations will be required. Submit design for review at formal plans review.
- 6. Compliance to California Green Building Standards Code will be required. Submit design for review at formal plans review.
- 7. Separate plumbing, mechanical and electrical plan check will be required. Submit design for review at formal plans review.
- 8. Los Angeles County Health Department approval is required for restaurant/kitchen/other food services. - Phone (626) 430-5560.
- 9. Sanitation District Industrial Waste approval or waiver is required. Please contact (562) 699-7411, Ext 2900 for additional information.

10. Total plumbing fixtures required shall be determined by California Plumbing Code (CPC).

v. FIRE DIVISION

1. NFPA 13D/13R/13 Fire Sprinkler System.
2. NFPA 72 – Fire alarm/fire sprinkler monitoring system.
3. NFPA 17/17A – Dry/Wet Chem Extinguishing System (Future Kitchen)
4. NFPA 10 – Portable Fire Extinguishers
5. A Knox key box and labeled master key must be maintained/provided for emergency responder access after business hours
6. Any modifications to an existing fire sprinkler/fire alarm system must be first approved and permitted by the fire department

NOTE: Additional Fire Department requirements may be set upon future review of a full set of architectural plans

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a special meeting held on the 10th day of December, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: December 10, 2019

EXPIRATION DATE:

December 10, 2021 if not used

Herb Redholtz, Chairman
Planning Commission

Jeff Anderson, Secretary
Planning Commission





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Day-to-Day Structure.....	Error! Bookmark not defined.



Definitions

Company: Laser Land LLC, is the New Commercial Enterprise and Job Creating Entity (JCE). Laser Land LLC can be referred to as the "Company" in this business plan.

Laser Land LLC: Laser Land LLC is NCE that Mr. Alexander Nekhaychik created in the United States of America. The company will start with a relatively small entertainment center in Los Angeles and, after this, open more family entertainment centers as well as sell its franchise.

Initial Laser Land Company (ILLC): ILLC is the company created in 2014 in Russia by Mr. Alexander Nekhaychik. This company evolved in a substantial player on the Russian market, created more than 150 job positions, made its own equipment for laser tag and laser maze, and organized Laser land franchise.

Customer relationship management (CRM) software: CRM software is a platform that connects different departments, from marketing to sales to customer service, and organizes their notes, activities, and metrics into one cohesive system.

Search engine optimization (SEO): SEO is the process of increasing the quality and quantity of website traffic by increasing the visibility of a website or a web page to users of a web search engine.

Social media optimization (SMO): SMO has to do with social networks and their growing importance to a business. This aspect of optimization deals with enhancing company's presence and online reputation through interactive communities—not just Facebook and Twitter, but also blogs, forums, and anywhere your business is mentioned or linked to socially.

Target Audience (TA): TA is a particular group of consumers within the predetermined target market, identified as the targets or recipients for a particular advertisement or message.



Executive Summary

Laser Land LLC (hereinafter referred to as “Laser Land” or “the Company”) was formed as a Limited Liability Company on July 4, 2019, in the State of California. The company is going to open its first entertainment center at 2340 S Azusa Ave, West Covina, CA 91792.

Laser Land will specialize in managing a family entertainment center featuring two laser tag arenas, virtual-reality attractions, interactive trampolines, air hockey, and other activities. The important criterion in this selection of these attractions is a company mission statement -- the company makes its customers happier, healthier, and smarter. In particular, the company tries to take people away from home and enrich their lives with interactive attentions that facilities social and physical development. Laser Land will also have four party rooms for birthday parties and other events.

So, the company is going to provide the following services:

- Laser Tag games such as ‘team play’, ‘capture base’, ‘capture flag’, ‘zombies’, and other special modes;
- Interactive trampoline games;
- Virtual reality games for four players who can play together;
- Games in two air hockeys;
- Laser maze games;
- Several options to make a birthday party that will include party rooms, foods, animators, personal time of the laser tag arena, games in other attractions, and others;
- Team buildings with a professional trainer;
- Other corporate events.



The company is going to target three target audiences:

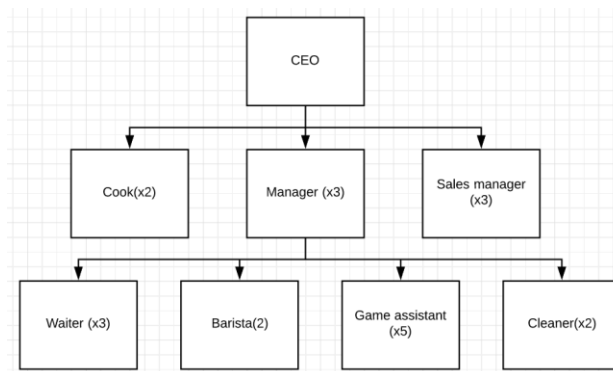
1. The first one is children who plan to celebrate their birthdays. Their average age group is between 8 and 12 years.
2. The second group is families with children between 8 and 14 years old.
3. The last one is organizations, that plan to have a corporate event or team building.

This company is similar to the Initial Laser Land Company (ILLC). ILLC is the company created in 2014 in Russia by Mr. Alexander Nekhaychik in another country. This company evolved from a small laser tag in a substantial player on the Russian market, created more than 150 job positions, made its own equipment for laser tag and laser maze, and organized a franchise.



Laser Land's management believes that the keys to the success of the Company are creating a people-oriented business model, Mr. Nekhaychik's vast experience, and having partners and industry professionals to connect with, as well as sourcing the equipment developed by Mr. Nekhaychik's company. The company rented a great place for the first center: 2200-2370 S AZUSA AVE, WEST COVINA, CA 91792. Now, the company is taking the appropriate permissions from the city hall of West Covina.

In the first year of operations, the Company will hire a total of 20 employees including its Managers, Sales Managers, Activity Assistants, Baristas, Cooks, Waiters, and Cleaners, in addition to Mr. Alexander Nekhaychik as its CEO. Laser Land LLC creates 15 full-time and 5 part-time jobs. So, the corporate structure is going to look like this:



It should be noticed that this is just a minimum structure the company will have because it does not consider the people who will be hired to establish the future creation of other centers and the franchise.

The working hours will be the following:

Weekday	Start hour	End hour
Monday	12 pm	10 pm
Tuesday	12 pm	10 pm
Wednesday	12 pm	10 pm
Thursday	12 pm	10 pm
Friday	12 pm	11 pm
Saturday	10 am	11 pm
Sunday	10 am	10 pm

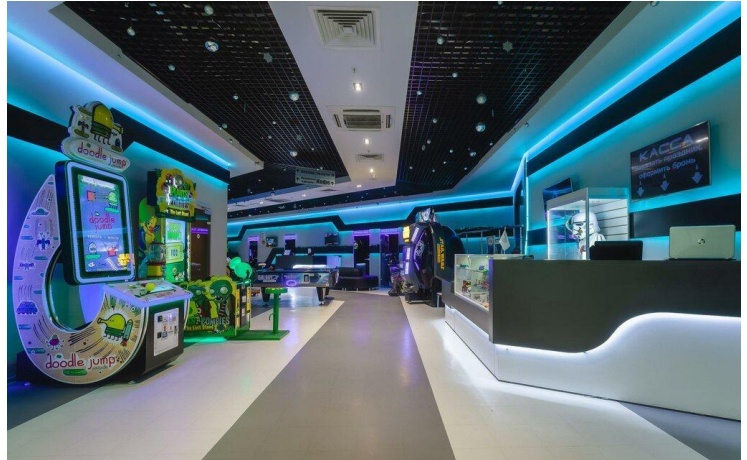
Simultaneously, the number of employees can vary between 3 and 20. It depends on the number of customers. The average number of employees is 5 at the same time.

Simultaneously, the number of clients can vary between 0 and 100. On average, people will spend there one hour. The average number of clients is 29.



Company overview

Laser Land LLC is going to be the entertainment center with two Laser tag arenas, virtual-reality attractions, interactive trampolining, air hockey, and other entertainments. The important criterion in this selection of these attractions is the company mission statement. In particular, the company tries to take people away from home and enrich their lives with the interactive



attentions that facilitates social and physical development. Another important segment for the company is birthday parties. So, it will have four party rooms.

After the future success of Laser Land, this company is going to open several other entertainment centers. The first center will be located at the address 2360 S Azusa Ave, West Covina, CA 91792. The company is registration DBAs right now. Laser Land LLC has two owners –Alexander Nekhachik (CEO) who owns 50% and Vladimir Nekhaychik who owns 50%. The company will be managed by Alexander Nekhaychik who has experience in the industry.

Keys to Success

1. People-centered model of business
2. The experience of CEO
3. Partners and people in the industry who are willing to help
4. The equipment developed by another company of CEO

Mission

Mission statement: the company makes its customers happier, healthier, and smarter.

Vision

Vision statement: the company uses innovations in the entertainment industry to fulfill the mission.

Goals

1. Open the entertainment center with Laser Tag and other entertainments
2. Streamline the processes to fit the standards of the company and bring the appropriate customer experience
3. Show great financial results
4. Open two similar centers in other locations in Los Angeles



5. Create the franchise
6. Develop the franchise and open other centers
7. Establish local manufacture of the equipment

Laser Tag

Laser Land's main attraction will be Laser Tag. Laser Tag is a game similar to Paintball, but the key difference is that it is much safer since there are no balls, there are safe laser pointers instead, and that players play Laser Tag in a special big room which will not have any sharp edges in Laser Land's arenas.



As mentioned before, Laser Land will have two laser tag arenas that can be joined in one. This decision was made in order to provide a better gaming experience for players, more space for hosting birthday parties, and to have two arenas joined into one for big events.

Laser Tag will be Laser Land's focal point, and the Company aims to build a franchise around it.

Other Attractions

Laser Land will offer other games and attractions including air hockey, interactive trampolines, integrated helmets of virtual reality, and laser maze. Laser Land will aim to expand its offering in the future. The important criterion in this selection of these attractions is the company's mission statement. In particular, the company tries to take people away from home and enrich their lives with interactive attentions that facilities social and physical development. The Company will make sure to choose the attractions that are attractive to consumers and that are not easily substituted by personal computers or phones.

Party Rooms & Birthday Parties

Laser Land LLC in the first family entertainment center will have 4 party rooms. The company is planning to host more than 150 birthday parties per month.





The company is going to raise the bar among its direct competitors by providing a better customer experience for a competitive price. It is not going to be just a laser tag game, party host, private room, and other attractions. It will be a journey with an animator and pre-developed scenario. Customers will have several options to choose from when organizing a birthday party at Laser Land including party rooms, food, animators, and time in the laser tag arena, games in other attractions, among others. The price ranges will be similar to the prices of the rivals.



Kitchen and Cafe

Laser Land aims to build a kitchen and a café in the second year of operations. Up until then, the Company will outsource food from local caterers. The Company's goal is to have its own kitchen to provide food and cater parties. Also, Laser Land will introduce a menu with healthy options.



Café will sell cool drinks and coffee, but the focus will be on healthy options – smoothies and fresh drinks. Mr. Nekhaychik almost completely replaced artificial juices by the fresh juices made in-store in his business in Russia, and he aims to do the same at Laser Land.

Target audiences

The company is going to target three target audiences:

1. The first one is children who plan to celebrate their birthdays. Their average age group is between 8 and 12 years.
2. The second group is families with children between 8 and 14 years old.
3. The last one is organizations, that plan to have a corporate event or team building.

Number of People in Center

Simultaneously, the number of employees can vary between 3 and 20. It depends on the number of customers. The average number of employees is 5.

Simultaneously, the number of clients can vary between 0 and 100. On average, people will spend there one hour. The average number of clients is 29.



List of Services

The company is going to provide the following services:

- Laser Tag games such as 'team play', 'capture base', 'capture flag', 'zombies', and other special modes;
- Interactive trampoline games;
- Virtual reality games for four players who can play together;
- Games in two air hockeys;
- Laser maze games;
- Several options to make a birthday party that will include party rooms, foods, animators, personal time of the laser tag arena, games in other attractions, and others;
- Team buildings with a professional trainer;
- Corporate events.





Jobs Creation and the Company Structure

The company is going to open several family entertainment centers as well as start the franchise.

According to the estimation of the company, Laser Land LLC will open a second center during the second year of operation of the first one. So, the economic impact and number of positions will significantly bigger in a certain period. However, since this business plan is about the first center, the author (CEO) of this business plan will consider the creation of job positions only for the first center. Other centers will be developed in the same way.

Before the structure and characteristics of the positions, the center working hours should be presented. This information can be found in the table below.

Weekday	Start hour	End hour
Monday	12 pm	10 pm
Tuesday	12 pm	10 pm
Wednesday	12 pm	10 pm
Thursday	12 pm	10 pm
Friday	12 pm	11 pm
Saturday	10 am	11 pm
Sunday	10 am	10 pm

City of West Covina
Memorandum
A G E N D A

ITEM NO. 5.

TO: Planning Commission

DATE: December 10, 2019

FROM: Planning Division

SUBJECT: HISTORIC CONTEXT STATEMENT, 1945-1978 & HISTORIC RESOURCE INVENTORY UPDATE

BACKGROUND:

The City of West Covina originally prepared a historic context statement and resources survey in 2006. That project evaluated 284 residential properties constructed prior to 1945 under national, state, and local landmark and historic district programs. The threshold date that was selected was 1945 as this included properties that would be at least 50 years old or older at the time (the age threshold is explained in further detail below). The preparation of a historic resources survey is generally the first step by any city interested in protecting and preserving its historic resources as well as providing a tool for evaluating new development projects per the California Environmental Quality Act (CEQA). It provides an essential baseline of information to be used in evaluating properties as potential historic resources and determining an appropriate program to undertake in attempting to protect and preserve historic properties. At the conclusion of the survey, the City Council provided direction to begin the preparation of an ordinance to establish a voluntary local historic preservation program. The City's Historic Resource Preservation Ordinance was adopted as Chapter 17, Article III of City of West Covina Municipal Code. The Ordinance specifies that a property may be designated a landmark, and an area may be designated an historic district, if it meets one of five criteria. To be eligible for consideration as a landmark, or individual historic resource, a property must be at least 50 years old, with the exception that a historic resource of at least 30 years of age may be eligible if the Planning Commission determines that the resource is exceptional, or that it is threatened by demolition, removal, relocation, or inappropriate alteration (City of West Covina Municipal Code, Ord. No. 2173, Sec. 17-122). To date, one property (the City-owned Heritage House at Heritage Park) received Landmark status.

DISCUSSION:

In 2018, the City engaged GPA Consulting to update the context statement and resources survey completed in 2006. The objective of the City of West Covina Historic Context Statement, 1945-1978, and Historic Resource Inventory Update was to gain a better understanding of the City's postwar past, identify its postwar historic resources, and review prewar resources identified in the previous survey. These goals reflect West Covina's commitment to planning and building on past efforts to ensure that the historic resources significant in the City's history are identified. With these goals in mind, the City hired GPA Consulting to update the context statement and conduct a citywide historic resource survey in accordance with best practices in the field and to facilitate compliance with the California Environmental Quality Act (CEQA).

The first component of the project was to review properties constructed before 1946 that were identified in the previous 2006 study as potential historic resources. GPA identified and documented physical changes to the properties since the last survey. There were three categories of properties identified in the previous study: individual properties potentially eligible for listing on the National Register or California Register; individual properties potentially eligible for listing on a local register; and properties within the

potentially eligible Sunkist Village Historic District. In 2006, a total of 90 individual properties and one district were found to be eligible for National Register, California Register and/or as a local Historic Resource. Recommended changes to evaluations are included in the Conclusions and Recommendations of City of West Covina Historic Context Statement, 1945-1978, and Historic Resource Inventory Update.

GPA then conducted a citywide, reconnaissance-level survey of properties within the City constructed during the postwar period. This survey fieldwork, supplemented by archival research, was used to develop a Historic Context Statement (HCS) for the period between 1945 and 1978. The HCS describes the broad patterns of development and architectural style in the City, organized by period and theme. For each theme, associated property types and registration requirements are defined to identify and evaluate the significance and physical integrity of potential historic resources. The HCS is important because the significance of historic resources are evaluated in terms of how they reflect the City's history, development, and popular architectural styles. The HCS provides the basis for identification and evaluation.

After completing the citywide reconnaissance survey and HCS, the GPA project team and City Staff agreed upon a list of 90 properties that warranted further evaluation as potential historic resources based upon the themes outlined in the HCS. The evaluation of each property included an analysis of its significance and integrity based upon the eligibility standards outlined for each property type in the HCS. Following initial research, properties that merited a full evaluation were documented on California Department of Parks and Recreation (DPR 523) forms.

Following a thorough process to identify historic resources in the City of West Covina, GPA identified 20 properties as potential historic resources representing the period between 1945 and 1978.

Number of Properties	Evaluation	California Historical Resource Status Code
10	Properties individually eligible for listing on the National Register, California Register, and as local Historical Resources.	3S/3CS/5S3*
1	Locally significant both individually (listed, eligible, or appears eligible) and as a contributor to a district that is locally listed, designated, determined eligible or appears eligible through survey evaluation.	3S/3CS/5S3*
5	Appears to be a contributor to a district that appears eligible for local listing or designation through survey evaluation.	5D3*
4	Properties individually eligible only for local listing.	5S3*
47	Properties found ineligible for National Register, California Register or local designation through survey evaluation.	6Z
1	Needs to be reevaluated.	7N*
4	Properties identified in reconnaissance level survey, but not evaluated because the property was not visible from the public right-of-way.	7R*

(* presumed to be historical resources for the purposes of CEQA)

USE AND PURPOSE OF THE HISTORIC CONTEXT STATEMENT, 1945-1978 & HISTORIC RESOURCE INVENTORY UPDATE

The purpose of the Historic Context Statement, 1945-1978 & Historic Resource Inventory Update is to serve as a database and source of information to assist in protecting and preserving the historic resources in the City of West Covina.

The ability to identify potential historic resources from the postwar era is critical to the City. Because so much of West Covina developed between 1945 and 1978, the majority of its buildings are reaching the 50-year benchmark for historic resources simultaneously. Completing this HCS and HRI Update provides a basis for streamlining the review process as it provides a framework for determining eligibility of postwar properties as potential historic resources. In addition, the findings of the survey have identified properties potentially eligible as historic resources that should be reviewed carefully in planning decisions. Ultimately, the goal is to avoid impacts to historical resources under CEQA. As such, the finding of the survey should be incorporated into the City's property database so planners can easily access information about whether or not a property has been identified as a historic resource.

Though the report and findings are informational and do not strictly involve or encompass any mandatory requirement to preserve historic resources, those properties identified as eligible for

listing in the California Register warrant further consideration as potential historic resources under CEQA for planning purposes. Projects involving these potential historic resources should be analyzed further to determine the possible impacts to the historic resource.

NEXT STEPS

The completion of the Historic Context Statement, 1945-1978 & Historic Resource Inventory Update represents an important continuation of the effort to identify historic resources in West Covina and is an important informational tool for making informed planning decisions. The Historic Context Statement, 1945-1978 & Historic Resource Inventory Update serves as the foundation for determining whether a particular postwar property may be considered a historic resource for the purposes of CEQA or eligible for voluntary designation as a local landmark and eligible for the tax, building code, and zoning benefits of designation.

Future Studies for Consideration

West Covina is a postwar community, but it has continued to evolve since its initial boom of development in the decades following World War II. The Woodside Development in the southern portions of the city includes buildings, planning, and landscaping elements that reflect a period outside the scope of GPA's study. Future studies should consider this area. The City might also consider examining the ethnic and cultural heritage of West Covina after 1978 in future studies.

Additional Recommendations

The City of West Covina requires that a historic resource meet one or more of the following criteria:

- A. It exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering, or architectural history; or
- B. It is identified with persons or events significant in local, regional, state or national history; or
- C. It embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship; or
- D. It is representative of the notable work of a builder, designer, or architect; or
- E. It has a unique location or physical characteristic(s) or represents an established and familiar visual feature or landmark of a neighborhood, community, or the City.

Criteria A, B, C, and D are modeled after the four California Register of Historic resources criteria, which are modeled after the four National Register of Historic Places criteria. The approach of basing the City's registration program on the state and federal programs is appropriate and ideal as it simplifies the evaluation process for both City staff and the public. However, while the last criterion, E, is common among many cities in California, it can be problematic as it does not align with existing guidance for the evaluation of Historic resources and relies on more subjective judgments of importance to a community. GPA would recommend revising the criteria for evaluation to align completely with the national and state criteria. This would require the processing of a code amendment. If the City decides to proceed with this revision, GPA recommends engaging the services of a qualified consultant to draft the final code language and consultation with the City Attorney.

RECOMMENDATION:

Staff recommends that the Planning Commission review and accept as complete the draft City of West Covina Historic Context Statement, 1945-1978 & Historic Resource Inventory Update prepared by GPA Consulting.

ATTACHMENTS:

The attachments are large documents and so have been posted on the City Website at <https://www.westcovina.org/departments/planning/city-of-west-covina-historic-survey>. Under Historic Resource Inventory Draft (2019).

Attachment A (Department of Parks and Recreation Forms)

Attachment B (Department of Parks and Recreation Forms)

Attachment C (Department of Parks and Recreation Forms)

Historic Context Statement and Appendices

Submitted by:

Jeff Anderson, Community Development Director

City of West Covina
Memorandum
A G E N D A

ITEM NO. 6.

DATE: December 10, 2019

TO: Planning Commission
FROM: Planning Division
SUBJECT: STUDY SESSION ON SPECIFIC PLANS

DISCUSSION:

At the October 22, 2019 Planning Commission meeting, Commissioner Jaquez requested scheduling a study session on Specific Plans. A Specific Plan is a comprehensive planning and zoning document for a defined geographic region of the City. The City currently has about 30 Specific Plans.

Specific Plans are allowed under State law as an implementation measure of the General Plan. The City of West Covina has approved Specific Plans over the years to allow for development of properties. A Specific Plan includes development standards that are tailored to the site. Specific Plans are allowed by State law for properties that are greater than an acre. While the majority of Specific Plans have been proposed for residential development, Specific Plans have been used for other uses, including mixed-use development at the former Wickes site, Queen of the Valley Hospital, and Faith Community Church.

In general, most Specific Plans in the City fall into two broad categories. Most of the approved Specific Plans have been designed for a specific project, such as Cadanera on Lark Ellen Avenue or West Covina Holt Specific Plan on Holt Avenue near Oak Knoll. The other type of Specific Plan is one that lays out standards for a geographic area with development phases expected over time. Queen of the Valley Specific Plan fits into that type of category.

Submitted by: Jeff Anderson, Community Development Director

City of West Covina
A G E N D A

ITEM NO. 7. a.

DATE: December 10, 2019

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - December 10, 2019

Attachments

Forthcoming - December 10, 2019

AGENDA NO. 7. a.

DATE: December 10, 2019

FORTHCOMING PLANNING COMMISSION HEARINGS

December 24, 2019

No meeting – Happy Holidays!

January 14, 2019

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None

City of West Covina
A G E N D A

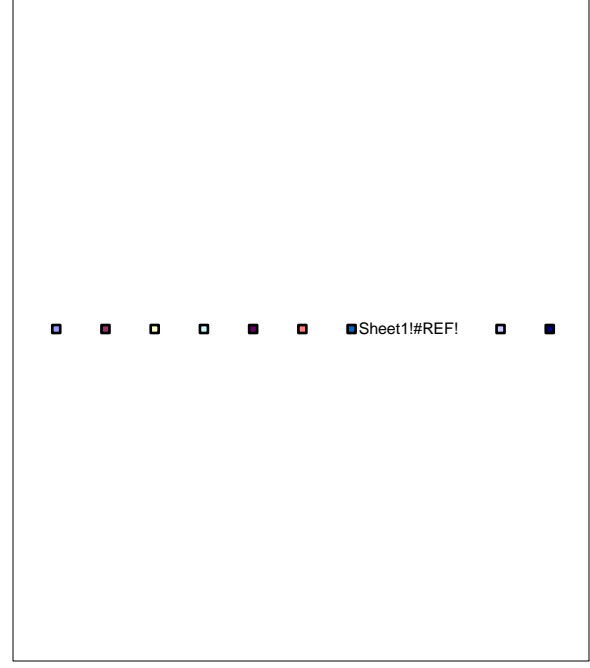
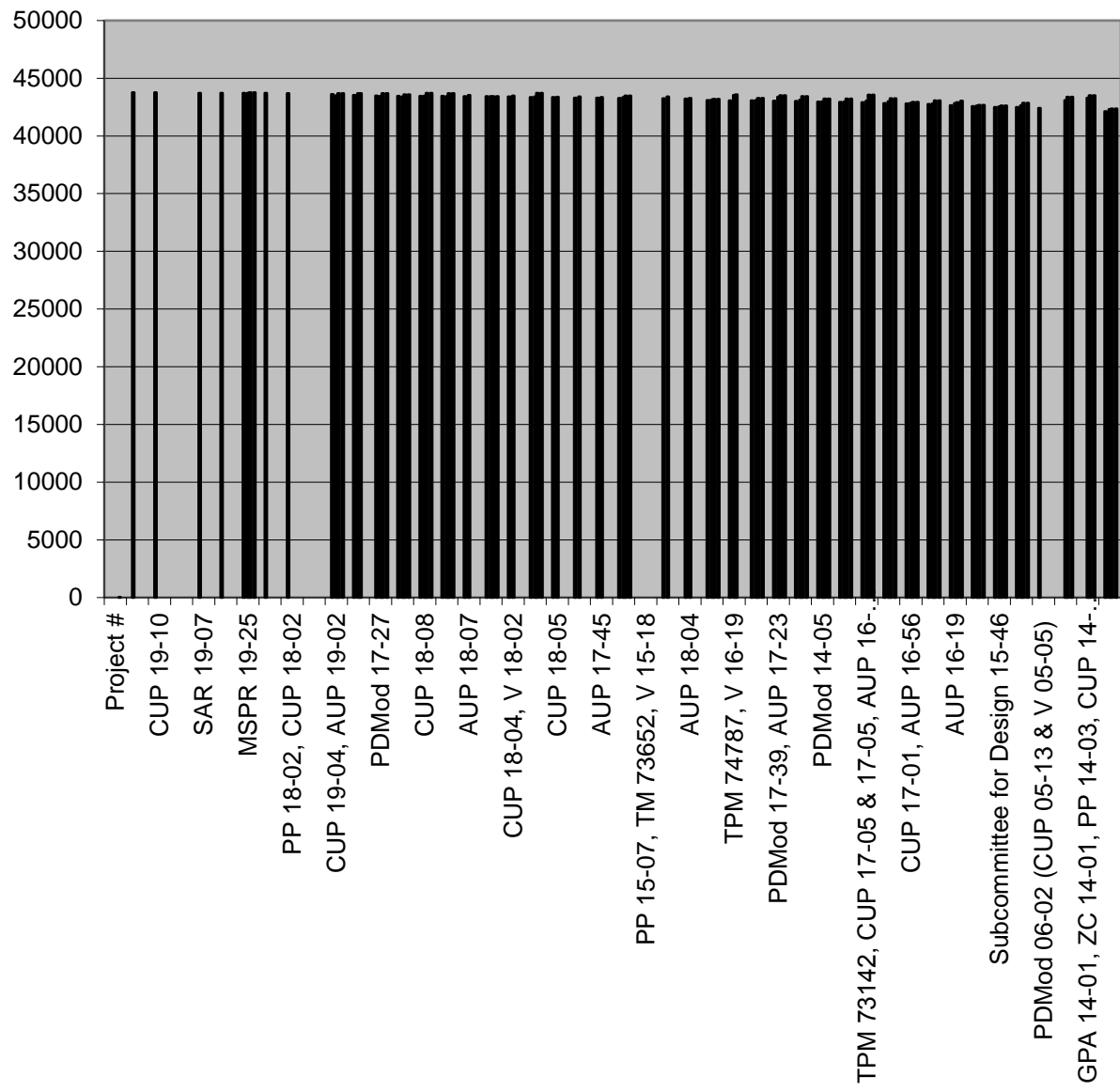
ITEM NO. 7. b.

DATE: December 10, 2019

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

Attachments

Project Status Report - December, 2019



AGENDA NO. 7. b. DATE: December 10, 2019								
December 2019 Planning Commission Project Status Report								
Project #	Address	Description of Project	PC Approved	Minor Mod	Plan Check Submittal	Plan Check Approval	Bldg. Permit Issued	Construction Status
PM 82458, AUP 19-33 & AUP 19-34	2211 W Merced Ave	Two-Lot Subdivision	10/22/2019					
CUP 19-10	1407 E Amar Rd	Veterinarian	10/22/2019					
GPA 18-02, ZC 17-02	1115 & 1135 S Sunset Ave	Queen of the Valley Specific Plan	09/24/2019 CC App'd 11/5/19					
SAR 19-07	100 N Barranca St	Building ID Sign	9/10/2019					
AUP 19-18	1152 E Walnut Crk Pkwy	2nd Story Addition	9/10/2019					
MSPR 19-25	929 W Cameron Ave	Parking lot remodel	8/27/2019		9/9/2019	11/6/2019	11/7/2019	
CUP 19-09, MSPR 19-16	1211 E Badillo St	private school temporary modular buildings	8/27/2019					
PP 18-02, CUP 18-02	1415 W Garvey Ave N	Assisted Living Facility	8/13/2019					

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AUPs 19-25 to 29	1631 E Nanette, 2439 Temple, 1689 Natalee, 2634 Temple, 1722 Natalee	Small Wireless Facilites in ROW	07/23/2019, 11/5/19- Denied by CC					
CUP 19-04, AUP 19-02	2630 E Workman Avenue #315B	Fitness Center (Planet Fitness)	5/28/2019		2/4/2019	8/8/2019	8/8/2019	Under Construction
AUP 18-16	417 S Campana Flores Dr	Single Family House	2/26/2019		8/1/2019	8/1/2019		
PDMod 17-27	2548 S Azusa Ave	Building Remodel	1/22/2019		12/17/2018	8/20/2019	8/20/2019	Under Construction
AUP 18-21	2849 Horizon Hills Dr	Retaining Wall	12/11/2018		10/18/2018	4/18/2019	4/24/2019	Under Construction
CUP 18-08	215 S Hillward Ave	Single Family House	12/11/2018		1/14/2019	9/4/2019	9/4/2019	Under Construction
CUP 16-15, AUP 18-03, TRP 18-10	200 S Vincent Ave	Fast Food Restaurant with Drive Through	12/11/2018		11/14/2018	7/31/2019	7/31/2019	Under Construction
AUP 18-07	1117 S Lark Ellen Ave	Single Family House	11/27/2018		3/12/2019			
CUP 18-06	146 N Grand Ave	Tutoring Center	11/27/2018		12/3/2018	12/3/2018	12/3/2018	Under Construction
CUP 18-04, V 18-02	934 West Covina Pkwy	Drive Through	10/23/2018		1/15/2019			
CUP 18-03	1532 E Amar Rd	Adult Day Care	9/11/2018		10/17/2018	9/17/2019	9/17/2019	Under Construction

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CUP 18-05	1227 Inspiration Pt	Single Family House	9/11/2018		10/10/2018			
PP 18-04	1100 West Covina Pkwy	Building Addition	7/10/2018	MM 18-03	11/1/2018			
AUP 17-45	2641 Elena Ave	2nd Story Addition	7/10/2018		9/5/2018			
PDMod 18-06	203 S Azusa Ave	Storage Sheds at Day Care	6/26/2018		8/30/2018	1/24/2019	1/28/2019	Under Construction
PP 15-07, TM 73652, V 15- 18	1920 W Pacific Ln	7-Unit Residential Project	10/2/18 (CC)					
PP 17-04, TRP 18-07, TM 77133	1530 W Cameron Ave	56-Unit Residential Project	5/22/2018		11/8/2018			Under Construction
AUP 18-04	2750 E Larkhill Dr	Single Family House	4/24/2018		6/11/2018			
V 17-09, AUP 17-32	1852 E Walnut Creek Pkwy	Front Setback/AHQ	12/12/2017		2/13/2018	4/10/2018	4/10/2018	Under Construction
TPM 74787, V 16-19	845 S Sunkist Ave	3-Lot Subdivision (2002, 2006, 2008 W Garvey Ave S)	11/28/2017		3/20/2019	4/18/2019		Under Construction
AUP 17-24,	3014 E. Cameron Ave	Single Family House	11/28/2017		1/2/2018	6/12/2018	6/14/2018	Under Construction
PDMod 17- 39, AUP 17- 23	711 N Azusa Ave	Building Remodel & On-Sale ABC	10/24/2017		9/27/2018	2/11/2019	2/11/2019	Under Construction

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PP 16-07, CUP 16-12, V 16-20, TRP 17-03	1400 West Covina Pkwy	Assisted Living Facility	9/26/2017		1/15/2018	11/13/2018	11/13/2018	Under Construction
PDMod 14-05	501 Vincent Ave	Building Façade Remodel	8/8/2017		8/28/2017	4/25/2018	4/26/2018	Under Construction
CUP 14-15	1455 Queen Summit	Addition to Single-Family House	7/11/2017		8/23/2017	4/18/2018	4/18/2018	Under Construction
TPM 73142, CUP 17-05 & 17-05, AUP 16-16 & 16- 54	524 Barranca Street	2-Lot Subdivision (524 S Barranca & 3017 E Cortez)	6/13/2017		10/19/2017	4/11/2019	4/11/2019	Under Construction
CUP 16-14, AUP 16-41	3017 Hillside Dr	Large Home	4/11/2017		8/30/2017	5/31/2018	5/31/2018	Under Construction
CUP 17-01, AUP 16-56	1321 Silverbirch	Addition to Single-Family House	3/14/2017		4/18/2017	7/19/2017	7/19/2017	Under Construction
AUP 16-23	223 N Leland Ave	MUSE & 2nd Story	1/24/2017		3/22/2017	12/6/2017	12/6/2017	Under Construction
AUP 16-19	1117 S Serena Dr	Retaining Wall	10/11/2016		4/13/2017	6/13/2017	10/25/2017	Under Construction
AUP 15-43	927 S Van Horn Ave	Addition to Single-Family House	7/26/2016		9/7/2016	11/4/2016	11/4/2016	Under Construction
Subcommitte e for Design 15-46	916 E Michelle St	Remodel & addition to Single- Family House	5/10/2016		6/9/2016	9/7/2016	9/7/2016	Under Construction
CUP 15-20, AUP 15-36	100 Buckboard Cir	Addition to Single-Family House	4/26/2016		9/22/2016	4/25/2017	5/1/2017	Under Construction

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PDMod 06-02 (CUP 05-13 & V 05-05)	1042 East Idahome Street	Conversion of garage to Second Unit	2/23/2016					Convert garage back by 2/23/17
PP 14-05	835 W Christopher St	Construction of SEEK Education	02/09/2016 1st Ext 2/9/18		12/21/2017	10/15/2018	10/15/2018	Under Construction
GPA 14-01, ZC 14-01, PP 14-03, CUP 14-20 & V 14- 23	1388 E Garvey Ave South	Public storage facility	12/15/2015 1st Ext - 12/13/17 - 2nd Ext - 12/13/18		7/5/2018	2/2/2019	2/2/2019	Under Construction
AUP 14-41	2736 E Larkwood St	546 sf Detached Garage	4/28/2015		10/22/2015	12/17/2015	12/17/2015	Under Construction

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EN18-0275	
B19-0215	
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B18-1023	
B18-1105	
B18-0884	
B18-0872	
B18-1149	
B18-0573	
B18-0159	
EN19-0148	
B18-0008	
B18-0971	

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B17-1198	
B17-0924	
B17-0843	
B17-0428	B17-1464
B16-1254	
B16-0827	
B16-1330	

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