



**CITY OF WEST COVINA**

**PLANNING COMMISSION**

**FEBRUARY 25, 2020, 7:00 PM  
REGULAR MEETING**

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

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

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

***AMERICANS WITH DISABILITIES ACT***

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

***PUBLIC COMMENTS/ADDRESSING THE COMMISSION***

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

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

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

Next Resolution No. 20-6024

## **MOMENT OF SILENT PRAYER/MEDITATION**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **APPROVAL OF MINUTES - Regular meeting, February 11, 2020**

## **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**

1. **TENTATIVE PARCEL MAP NO. 82784  
ADMINISTRATIVE USE PERMIT NO. 19-31  
ADMINISTRATIVE USE PERMIT NO. 20-03  
CATEGORICAL EXEMPTION  
APPLICANT: Oliver Roan  
LOCATION: 2445 Rio Verde Drive  
REQUEST: The project consists of a Tentative Parcel Map to subdivision of a property into two lots, with a proposal of a single-family residence on each lot. Parcel A is proposing a 4,142 square foot two-story single-family residence and Parcel B is proposing a 4,002 square foot two-story single-family residence. Each single-family residence requires an Administrative Use Permit because both homes are two-story and exceed the maximum unit size.**
2. **CONDITIONAL USE PERMIT NO. 20-01  
CATEGORICAL EXEMPTION  
APPLICANT: Plaza West Covina, LP (Allison Mack)  
LOCATION: 112 Plaza Drive, Suite 2066  
REQUEST: The applicant is requesting a conditional use permit to allow a 2,403 square foot multi-purpose convention venue/banquet facility in the Urban Center Zone (Downtown Plan).**

## NON-HEARING ITEMS

3. **STUDY SESSION - CODE AMENDMENT NO. 19-06 STATE MANDATED ACCESSORY DWELLING UNITS**
4. **STUDY SESSION FOR CODE AMENDMENT NO. 20-02 COMMERCIAL STANDARDS CLEAN-UP**

***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.

### 5. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:**

- a. **ITEM TYPE (S)**  
**CEQA EXEMPTION TYPE**  
APPLICANT:  
LOCATION:  
REQUEST:  
Forthcoming - March 10, 2020

- b. Subcommittee for Design Review Minutes - September 24, 2019, October 8, 2019, November 26, 2019, January 14, 2020, January 28, 2020

### 6. **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.**

**TO:** Planning Commission

**DATE:** February 25, 2020

**FROM:** Planning Division

**SUBJECT: APPROVAL OF MINUTES - Regular meeting, February 11, 2020**

---

**Attachments**

PC Minutes 2.11.20

---

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

**A G E N D A**

**DATE: February 25, 2020**

**MINUTES  
REGULAR MEETING OF THE PLANNING COMMISSION  
CITY OF WEST COVINA  
Tuesday, February 11, 2020**

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: Anderson, Burns, Santos

**APPROVAL OF MINUTES:**

1. Regular meeting, January 28, 2020

The minutes were approved as presented.

**OTHER MATTERS OR ORAL COMMUNICATIONS**

None

**PUBLIC HEARINGS**

2. ADMINISTRATIVE USE PERMIT NO. 19-37  
CATEGORICAL EXEMPTION  
APPLICANT: Burgerim  
LOCATION: 301 S Glendora Avenue, #28  
REQUEST: The applicant is requesting approval of an administrative use permit to provide on-sale service of beer and wine in conjunction with a bona fide restaurant (Type 41).

Planning Intern Eileen Santos presented the staff report. During her presentation she spoke about the location.

Chairman Redholtz opened the public hearing.

PROPOSERS:

Sandiphumar N. Amir and Mitesh Lhauhan spoke in favor of the project and answered questions from the Commission regarding their hours of operation and proposed restaurant.

OPPOSERS:

No one spoke in opposition to this project.

Chairman Redholtz closed the public hearing.

There was a discussion by the Commission regarding the hours of operation for the proposed restaurant. During the discussion it was the consensus of the Commission to give the applicants the opportunity to stay open an hour longer should they choose to do so.

Motion by Redholtz, seconded by Kennedy, to waive further reading and adopt Resolution No. 20-6023 approving Administrative Use Permit No. 19-37 as amended. Motion carried 5-0.

Chairman Redholtz said this action is final unless appealed to the City Council within ten (10) days.

NON-HEARING ITEMS

3. SUBCOMMITTEE FOR DESIGN REVIEW NO. 19-75

CATEGORICAL EXEMPTION

APPLICANT: Ngoc Tran

LOCATION: 184 N. Willow Avenue

REQUEST: The applicant is proposing to demolish the existing house and garage, and to construct a new 2,218 square-foot, single-story house and a 428-square foot detached garage.

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she spoke about the differences in the existing home and the proposed new home. In addition, she explained that the applicants were concerned that placing

the front door facing north, toward the street, would be detrimental due to their belief in feng shui and their desire to attract positive energy into their home.

Chairman Redholtz opened the floor for public comment on this matter.

Theresa Tran-Dao, owner of the property, spoke regarding their desire to place the porch and entrance into the home on the side of the home, not facing the street. She also answered questions by the Commission regarding her request.

There was a discussion by the Commission regarding the possible loss of resale value for the property, the close proximity of the Suburban Water Company yard and the survey conducted by staff to determine how many other homes had the main access to the home oriented to the side yard rather than the front yard.

At the conclusion of this discussion it was the consensus of the Commission to direct the applicant to work with Planning staff to attempt to redesign the front elevation to appear more like the front of the home.

Motion by Holtz, seconded by Kennedy, to direct the applicant to work with staff to redesign the side elevation of the home. Motion carried 5-0.

4. STUDY SESSION – CODE AMENDMENT NO. 20-01  
FILM PERMIT STANDARDS

Planning Manager Jo-Anne Burns presented the staff report. During her presentation she spoke about the history of film permit regulations in West Covina and made a recommendation to the Commission regarding possible amendments to the existing film permit code. During the discussion, the Commission made suggestions regarding hours and frequency filming would be allowed. Staff was directed to prepare a draft code amendment as discussed and schedule a public hearing.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Chairman Redholtz spoke about the Grand Opening for Chick-Fil-A.

Commissioner Jaquez requested that the Planning Commission hold a study session regarding Design Review Guidelines.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming – February 25, 2020
- b. Project Status Report – February, 2020

6. CITY COUNCIL ACTION:

None

ADJOURNMENT

Chairman Redholtz adjourned the meeting at 8:50 p.m.

Respectfully submitted:

Lydia de Zara  
Senior Administrative Assistant

**ADOPTED AS SUBMITTED ON:**

**ADOPTED AS AMENDED ON:**



**PLANNING DEPARTMENT STAFF REPORT**

**SUBJECT**

**TENTATIVE PARCEL MAP NO. 82784**

**ADMINISTRATIVE USE PERMIT NO. 19-31**

**ADMINISTRATIVE USE PERMIT NO. 20-03**

**CATEGORICAL EXEMPTION**

**APPLICANT: Oliver Roan**

**LOCATION: 2445 Rio Verde Drive**

**REQUEST:** The project consists of a Tentative Parcel Map to subdivision of a property into two lots, with a proposal of a single-family residence on each lot. Parcel A is proposing a 4,142 square foot two-story single-family residence and Parcel B is proposing a 4,002 square foot two-story single-family residence. Each single-family residence requires an Administrative Use Permit because both homes are two-story and exceed the maximum unit size.

**BACKGROUND**

The project site is a 36,600 square foot lot located at terminus of the Rio Verde Drive cul-de-sac. The lot is currently vacant. The project site is adjacent to single-family residences on the west and south, the Walnut Creek Wash to the north, and a school to the east.

ITEM	DESCRIPTION
<b>ZONING AND GENERAL PLAN</b>	"Single Family Residential" (R-1) and Neighborhood Low.
<b>SURROUNDING ZONING AND LAND USES</b>	<b>North:</b> "Single Family Residential" (R-1); <i>Education</i> <b>South:</b> "Single Family Residential" (R-1) and "Open Space (O-P); <i>single family residences and Cortez Park</i> <b>East:</b> "Single Family Residential"; <i>Education</i> <b>West:</b> "Single Family Residential"; <i>single family residences</i>
<b>CURRENT DEVELOPMENT</b>	Vacant Lot
<b>LEGAL NOTICE</b>	Notices of Public Hearing have been mailed to 24 owners and occupants of properties located within 300 feet of the subject site.

**Neighborhood Outreach**

The applicant hosted a community meeting on January 15, 2020, to present their project and invited all the neighbors in the surrounding area. The meeting was held at Cortez Park Senior Center. The meeting was attended by two neighbors, Planning Division staff, and two Planning Commissioners.

## DISCUSSION

### Tentative Parcel Map

The Municipal Code establishes a minimum lot size, lot depth, and lot width for lots in the "Single-Family Residential" (R-1) zone. Additionally, the City is separated into various Area Districts that also determine required lot size and dimensions. The project site is located in Area District IIa. Therefore, the minimum lot size requirement is 9,450-square feet. The minimum lot width is 74 feet. The minimum lot depth is 110 feet.

Parcel A is proposed to be a 19,383-square foot, 120-foot wide and 152-foot deep triangular shaped lot. Parcel A will have 42 feet of street frontage.

Parcel B is proposed to be a 17,223-square foot lot, 108-foot wide, 142-foot deep irregular rectangle shaped lot. Parcel B will have 20-feet of street frontage.

Vehicular access to Parcels A and B will be provided by a 24-foot wide shared driveway on Rio Verde Drive.

Conditions of approval have been included in the resolution requiring the applicant to do street improvements per Engineering Division requirements. The Building Division requires that all utilities be provided with an easement for maintenance between the two lots.

EXISTING	PROPOSED	REQUIRED / ALLOWED
<b>LOT AREA</b>		
.80 acres [36,606-square feet]	<b>Parcel A:</b> 19,383 sq ft <b>Parcel B:</b> 17,223 sq ft	<b>Minimum Lot Size:</b> 9,450 sq ft
Prior to Subdivision: Lot Width: 303-feet Lot Depth:	Width: <b>Parcel A</b> - 120 feet Width: <b>Parcel B</b> - 108 feet  Depth: <b>Parcel A</b> - 152 feet Depth: <b>Parcel B</b> - 142 feet	<b>Minimum Width:</b> 74 feet <b>Minimum Depth:</b> 110 feet

### Administrative Use Permit (AUP)

#### *Proposed Single-Family Homes*

The proposed homes require an administrative use permit for the two-story design and maximum unit size exception (proposed house exceeds 3,999 square feet).

The neighborhood consists of one-story houses in a variety of architectural styles. The two proposed houses will exhibit a Mediterranean architectural style and will be similar in exterior and interior design.

The proposed house on Parcel A will feature large exterior windows, low pitched tiled roof, stone veneer, and a 324-square foot elevated deck on the west elevation. The interior layout would provide five bedrooms, six bathrooms, one study room, a gym room, great room, and a kitchen. The proposed house will also have a 642-square foot detached 3-car garage.

The house on Parcel B will also feature large exterior windows, low pitched tiled roof, and stone veneer. The interior layout would provide five bedrooms, six and a half bathrooms, one study room, a gym room, great room, and a kitchen. The proposed house will have a 642-square foot detached 3-car garage.

The proposed homes on Parcel A and B would comply to development standards as follows:

	Proposed (Parcel A)	Proposed (Parcel B)	Standard
<b>Lot Coverage</b>	18%	18%	35%
<b>Floor Area Ratio (FAR)</b>	21%	23%	35%
<b>Setbacks</b>			
<b>First Floor</b>			
<b>Front:</b>	54 feet	73 feet	25 feet
<b>Rear:</b>	22 feet	36 feet	5 feet
<b>Side 1:</b>	47 feet (North)	26 feet (East)	5 feet
<b>Side 2:</b>	54 feet (South)	12 feet (West)	5 feet
<b>Second Floor</b>			
<b>Front:</b>	69 feet	77 feet	30 feet
<b>Rear:</b>	25 feet	38 feet	25 feet
<b>Side 1:</b>	39 feet (North)	25 feet (East)	10 feet
<b>Side 2:</b>	43 feet (South)	13 feet (West)	10 feet
<b>Height</b>	25 feet	25 feet	25 feet

### ***Staff Survey of Surrounding Residences***

Staff review of the neighborhood surrounding the subject property found that the area consists of single-story houses that were constructed from 1948 to 1998. Staff conducted a survey of 20 homes surrounding the subject property. The houses in the survey are located on Rio Verde Drive and Montezuma Way. The properties surveyed featured single-story houses with two-car garages.

The following chart shows the mean and median lot size, square footage of the homes, number of bedrooms, and floor area ratio of the surveyed homes. The mean is the average of all 20 homes, and the median is the number that falls directly in the middle of listed in numerical order.

	<b>LOT SIZE</b>	<b>FLOOR AREA</b>	<b>NUMBER OF BEDROOMS</b>	<b>FLOOR AREA RATIO</b>
<b>MEAN</b>	10,789 sq ft	1,665 sq ft	2.9	16%
<b>MEDIAN</b>	9,854 sq ft	1,539 sq ft	3	16%
<b>SUBJECT PROPERTY PARCEL 1</b>	19,383 sq ft	4,142 sq ft	5	21%
<b>SUBJECT PROPERTY PARCEL 2</b>	17,223 sq ft	4,002 sq ft	5	23%
Both houses, as proposed, would be 2.4 times larger than the average size of the surrounding surveyed homes.				

Although the proposed homes would be about two and a half times larger than the average size of the surrounding surveyed homes, the proposed homes will be built on a lot, twice as large as the average lot size in the area. The largest house in the surveyed area is 2,366 square feet.

### ***Subcommittee for Design Review***

The Subcommittee for Design Review met on February 11, 2020 and determined to forward the Subcommittee Design Review application to Planning Commission to be reviewed concurrently with the tentative parcel map. The following is a discussion of Subcommittee Guidelines for new two-story additions:

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

The proposed two-story single-family homes are in compliance with all applicable setback requirements.

Parcel A: The first story of the house will be 65-feet from the front property line, 47 feet from the north side property line, 54-feet from the south property line, and 22-feet from the rear property line. The second story is setback 69-feet from the front property line, 10-feet from the north side property line, 39 feet from the south side property line, and the 25-feet from the rear property line.

Parcel B: The first story of the house will be 73-feet from the front property line, 11-feet 9-inches

from the west side property line, 26-feet from the east side property line, approximately 36-feet from the rear property line. The second story is setback 69-feet from the front property line, 12-feet 11-inches from the west side property line, 25 feet from the east side property line, and 38 feet from the rear property line.

***2. In area that is predominantly one story, it is encouraged that the size of the second story be reduced in relation to the ground floor. A smaller second floor will not appear as massive or boxy. (Plate height shall be consistent with the first story of the house)***

The subject property is located in a neighborhood that is predominately one-story. The subject property abuts the Walnut Creek wash to the north, Christ Lutheran Church and School to the east, Cortez Park to the south, and single-family residences to the west. The first floor ceiling heights are 10-feet in height and the second floor ceiling height is 9-feet. Parcel A has a 2,442-square foot floor and a 1,700-square foot second floor, Parcel B has a 2,270-square foot first floor and 1,727-square foot second floor. The plate height for the second floor is reduced by a foot and the first floor area is larger than the second floor area for both proposed homes.

***3. New two-story additions can result in privacy impacts to neighboring properties. Design the second story to reduce or eliminate the need for windows on the side elevations. High windows that allow light in but restrict views onto neighboring properties may also reduce privacy impacts. In an area that is predominately one story, the elements of the house usually emphasize the horizontal. Many modern two-story designs emphasize the vertical through two-story porches with tall columns, tall windows, and two-story front elevations with no horizontal breaks. These elements are generally out-of-character with a one-story neighborhood.***

The proposed two-story homes abut single-story homes to the west and south of the subject property. For Parcel A, to reduce privacy impacts to the neighboring single-story, the house has been setback 69-feet from the front property line and only features one mid-size window that is placed for the bath tub. Parcel B, to reduce privacy impacts all windows on the second floor are small bathroom windows. For Parcel A, the large windows on the second floor will face the Christ Luthern Church and School. For Parcel B, the large windows will face the house on Parcel A and the Walnut Creek wash.

***4. When adding a second-story elevation in a one-story area, it is encouraged to provide a significant second-story setback on the front elevation. By adding back the second story from the first story, the front of the house wil fit better in the context of a one-story neighborhood.***

For Parcel A, the first story is setback 54 from the front property line and the second story is setback 69 feet from the front property line. For Parcel B, the first story front setback is 73 feet and the second story setback is 77 feet.

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

The applicant is not proposing a balcony on Parcel B. For Parcel A, the applicant proposed a deck that will overlook The Christ Lutheran Church and School and Cortez Park.

***6. When designing a second-story addition, consider that all sides of the second story are visible.***

***Window treatment on second-story windows is encouraged.***

All proposed windows include stucco trim. In addition, the windows facing towards the single-story houses are small bathroom windows to reduce privacy impacts.

***7. Discuss your proposed house or addition with adjacent neighbors. An administrative use permit or conditional use permit requires written notification to all property owners and residents within 300-feet of the property.***

The applicant held a community meeting on January 15, 2020 at the Cortez Senior Center and invited all neighbors within the surrounding area.

***8. Landscaping that is removed or destroyed during the construction process shall be replaced prior to final inspection.***

The applicant has indicated that the existing oak tree will remain. All other trees in the area will be removed during construction and replaced prior to final.

***9. Provide the City-owned parkway width for the strip of property between the private property and the street. (This area is to allow for sidewalks or the widening of the street.)***

The applicant has illustrated the city-owned parkway width on the site plan.

## **REQUIRED FINDINGS**

### **Tentative Parcel Map**

***1. That the proposed map is consistent with the general plan and any applicable adopted specific plans.***

The proposed map is consistent with the "Neighborhood Low" land use designation of the West Covina General Plan in that the proposed residential project results in the development of residences at a density of 6.4 dwelling units per acre (overall). The "Neighborhood Low" designation allows densities of up to 8.0 dwelling units per acre.

***2. The design or improvement of the proposed subdivision is consistent with the general and applicable adopted specific plans.***

The proposed design results in two lots, each of which meets the requirement of the Municipal Code for "Single-Family Residential" (R-1), Area District IIa zone. Future improvements of the lots will be subject to the regulations of the West Covina General Plan and Municipal Code.

***3. The site is physically suitable for the type of development.***

The site consists of a 36,606-square foot lot surrounded by residential homes on the west, a school to the east, a park to the south, and the walnut creek wash to the north. Adequate provisions have been incorporated into the design to accommodate the required development standards for single-family houses. The site has access from Rio Verde Drive. Parcel A and Parcel B comply with the minimum lot size, lot width, and lot depth requirements per the West Covina Municipal Code development standards.

***4. The site is physically suitable for the proposed density of development.***

The proposed subdivision design results in two lots, one with 20-feet and one with 42-feet frontage with adequate automobile access. There are no known topographic or biological constraints to the development. Thus there are no physical constraints to development of the site, which can readily support residential development at the proposed density level.

***5. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidable injure fish, wildlife or their habitat.***

The site consist of a 36,606-square foot parcel that is currently vacant. There are no known endangered, threatened or rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal or migration corridors present on site.

***6. Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.***

The proposed map and improvements will have access to public sanitary sewer system for the removal and disposal of wastewater, and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the Municipal Code, the Uniform Building Code and other applicable requirements.

***7. The design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.***

There are no known easements on the property that would be affected by implementation of the proposed project. Access to the site will be provided via Rio Verde Avenue.

Before an application for an administrative use permit for a second story addition may be granted, the following findings must be made:

**Administrative Use Permit No. 19-31 (Parcel A)**

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

The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District IIa.

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

The neighborhood consists of one-story houses and feature a variety of architectural styles. The two proposed two-story house features a Mediterranean architectural style. The two-story house will feature large exterior windows, low pitch and tiled roof, stucco with stone veneer.

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

The proposed house will be accessible from a new driveway off of Rio Verde Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property with setbacks that comply with those required by the Municipal Code. The proposed house does not have negative effects on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.

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

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

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

The applicant designed the house to minimize any potential privacy impact. The windows on the second floor that face the single-story houses are setback far enough to avoid any privacy impact and most of the windows are small windows. The only large window is for the master bath, more specifically for the spa. The proposed deck will be constructed to face the Christ Lutheran Church and School and is setback 69 feet to the rear property line. No retaining walls are proposed.

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

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

**Administrative Use Permit No. 20-03 (Parcel B)**

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

The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District IIa.

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

The neighborhood consists of one-story houses and feature a variety of architectural styles. The two



proposed two-story house features a Mediterranean architectural style. The two-story house will feature large exterior windows, low pitch and tiled roof, stucco with stone veneer.

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

The proposed house will be accessible from a new driveway off of Rio Verde Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property with setbacks that comply with those required by the Municipal Code. The proposed house does not have negative effects on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.

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

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

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

The applicant designed the house to minimize any potential privacy impact. The windows on the second floor that face the single-story houses are setback far enough to avoid any privacy impact and most of the windows are small windows. No retaining walls are proposed.

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

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

## **ENVIRONMENTAL DETERMINATION**

The proposal is considered to be categorically exempt, pursuant to Section 15303 (Class 1, New Construction) and Section 15315 (Class 15, Minor Land Divisions) of the California Environmental Quality Act (CEQA), as the proposal involves the construction of new single-family dwelling units and a residential subdivision resulting in 4 or fewer lots.

## **CONCLUSION**

The project consists of a subdivision of a property into two lots, with a proposal of a single-family residence on each lot. Each single-family residence requires an administrative use permit. Parcel A is proposing a 4,142 square foot two-story single family residence and Parcel B is proposing a 4,002 square foot two-story single family residence. The proposed project meets the West Covina Municipal Code development standards. Although, the proposed houses would be 2.4 times larger than the average size of the surrounding neighborhood, the houses have been designed to meet development standards and avoid any potential privacy impacts.

## **STAFF RECOMMENDATIONS**

Planning Staff recommends that the Planning Commission adopt a resolution approving Tentative Parcel No. 82784 and Administrative Use Permit Nos. 19-31 and No. 20-03.

## **LARGE ATTACHMENTS**

Plans are available for review at the Planning Division counter at the West Covina City Hall Room 208.

**Submitted by:** Rene Aguilar, Planning Assistant

---

### **Attachments**

Attachment No. 1 - TPM No. 82784 Approval Resolution

Attachment No. 2 - AUP No. 19-31 Approval Resolution

Attachment No. 3 - AUP No. 20-03 Approval Resolution

---

**PLANNING COMMISSION**

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA,  
CALIFORNIA, APPROVING ADMINISTRATIVE USE PERMIT NO. 20-03**

---

**ADMINISTRATIVE USE PERMIT NO. 20-03**

**CATERGORICAL EXEMPTION**

**APPLICANT:** Oliver Roan

**LOCATION:** 2445 Rio Verde Drive

---

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 an administrative use permit to allow the construction of a two-story single-family residence on:

Parcel B of Tentative Parcel Map No. 82784; and

WHEREAS, the Planning Commission upon giving the required notice did on the 25<sup>th</sup> day of February, 2020, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, concurrent with this application, a tentative parcel map has been requested to allow the two lot subdivision; and

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

1. The applicant is requesting the approval of an administrative use permit to allow the construction of a two-story single-family residence. The property is located in Area District IIa.
2. Appropriate findings for approval of an administrative use permit are as follows:
  - a. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.
  - b. The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which harmonious in scale and mass with surrounding residences.

- c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.
  - d. The development can be adequately served by existing or required infrastructure and services.
  - e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees, and other buffering landscaping materials.
  - f. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.
3. The proposal is considered to be categorically exempt, pursuant to Section 15303 (Class 1, New Construction) of the California Environmental Quality Act (CEQA), as the proposal involves the construction of a two-story single-family residence.

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

1. On the basis of the evidence presented, both oral and documentary, for Administrative Use Permit No. 20-03, the Planning Commission makes the following findings:
- a) The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District IIa.
  - b) The neighborhood consists of one-story houses and feature a variety of architectural styles. The two proposed two-story house features a Mediterranean architectural style. The two story house will feature large exterior windows, low pitch and tiled roof, stucco with stone veneer.
  - c) The proposed house will be accessible from a new driveway off of Rio Verde Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property with setbacks that comply with those required by the Municipal Code. The proposed house does not have negative effects on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.
  - d) The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed two-story house is not anticipated to require additional infrastructure

or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

- e) The applicant designed the house to minimize any potential privacy impact. The windows on the second floor that face the single-story houses are setback far enough to avoid any privacy impact and most of the windows are small windows. The only large window is for the master bath, more specifically for the spa. No retaining walls are proposed.
  - f) The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes a new two-story house that would not impede any scenic views from surrounding properties.
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the Administrative Use Permit 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 administrative use permit shall not be effective for any purpose until the owner of the property involved (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this precise plan and tree removal permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
  - 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
  - 5. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Administrative Use Permit No. 20-03 is approved, subject to the following conditions:
    - a. Comply with administrative use permit reviewed by the Planning Commission on February 25, 2020.
    - b. Approval of this Administrative Use Permit is contingent upon and shall not become effective unless and until Tentative Parcel Map No. 82784 is approved and the final map is recorded.

- c. Comply with the development standards of "Single-Family Residential" (R-1) Zone, Area District I and all applicable provisions of the West Covina Municipal Code.
- d. This approval allows for the construction of a new 4,002 square foot two-story single-family residence. The construction of a new 642 square foot detached 3-car garage. The house will include 5 bedrooms, and 6 and a half bathrooms.
- e. Final plans shall include the location of the water heater. Water heater enclosures, if proposed, must be consistent with the house in materials and colors. Mechanical equipment is not permitted on the roof.
- f. Air conditioning and heating ducting shall not be exposed on roofs per WCMC Sec. 26-409. Roof-mounted mechanical equipment is not permitted.
- g. That any proposed change to the approved administrative use permit shall be reviewed by the Planning, Public Works, Fire and Police Departments, and the written authorization of the Community Development Director shall be obtained prior to implementation.
- h. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the house.
- i. The applicant shall sign an affidavit accepting all conditions of this approval.
- j. All outstanding fees and any required development impact fees shall be paid prior to the issuance of a building permit.
- k. Building Division Requirements:
  - 1. All conditions of approval as approved by the Planning shall appear as notes on the plans submitted for building plan check and permits.
  - 2. Building design shall comply with the Current Edition of the California Building Code (CBC) and the California Residential Code for single family occupancy.
  - 3. Submit complete construction plans to Building Division for formal plans review.
  - 4. Separate application(s), plan check(s), and permit(s), is/are required for (where applicable):
    - a) Plumbing
    - b) Mechanical
    - c) Electrical

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. (if applicable).
7. Compliance to California Green Building Code will be required. Submit design for review at formal plans review.
8. Separate plumbing, mechanical, and electrical plan check may be required. Submit design for review at formal plans review.
9. Drainage patterns shall be directed away from building structures and property lines. A drainage path shall be provided to go around the building addition.
10. Construction shall be protected and screened from public view and the property shall remain free of trash and debris.
11. An occupancy separation shall be provided between the garage and dwelling unit.
12. All utilities shall be provided with an easement for maintenance between the two lots.
13. West Covina Municipal Code requires fire sprinklers for the projects as defined by the California Building Code. WCMC 7-18.13
  1. Fire sprinklers shall be installed in proposed portions of the building including attached garages and other enclosed structures.

1. Engineering Division Requirements:

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 Rio Verde Drive contiguous to subject property.
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. The developer shall either deposit a \$3,100.00 prior to the issuance of building permits or provide street rehabilitation work up to centerline or all street contiguous to subject property.
7. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas. Show on plans the existing drainage easement/channel.
8. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.
9. 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) 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.
10. Submit Parcel Map in accordance with provision of the Subdivision Map Act and West Covina Municipal Code Chapter 20 – Subdivisions.
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. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of final subdivision map. The estimated park fee is about \$21,900 (438 x 2 lots x unit price of a developed lot).
13. Submit Hydrology study to determine appropriate drainage system.
14. Submit Soils report.



15. Submit Will Service letter from water purveyor.

16. Access easement in favor of Parcel B is required and shall be to the satisfaction of the City Engineer and City Attorney shall be recorded with the Los Angeles County Recorder.

m. Fire Requirements

1. NFPA 13D/13R/13 Fire Sprinkler System.
2. New Fire Flow Test Extinguishers.
3. Ensure 1 fire hydrant within 600 feet of property line.
4. Hard-wired smoke and carbon monoxide detectors required.

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 25<sup>th</sup> day of February, 2020 by the following

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE:

EXPIRATION DATE:

February 25, 2022, if not used

---

Herd Redholtz, Chairman  
Planning Commission

---

Jeff Anderson, Secretary  
Planning Commission

**PLANNING COMMISSION**

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA,  
CALIFORNIA, APPROVING ADMINISTRATIVE USE PERMIT NO. 20-03**

---

**ADMINISTRATIVE USE PERMIT NO. 20-03**

**CATERGORICAL EXEMPTION**

**APPLICANT:** Oliver Roan

**LOCATION:** 2445 Rio Verde Drive

---

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 an administrative use permit to allow the construction of a two-story single-family residence on:

Parcel B of Tentative Parcel Map No. 82784; and

WHEREAS, the Planning Commission upon giving the required notice did on the 25<sup>th</sup> day of February, 2020, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, concurrent with this application, a tentative parcel map has been requested to allow the two lot subdivision; and

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

1. The applicant is requesting the approval of an administrative use permit to allow the construction of a two-story single-family residence. The property is located in Area District IIa.
2. Appropriate findings for approval of an administrative use permit are as follows:
  - a. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.
  - b. The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which harmonious in scale and mass with surrounding residences.

- c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.
  - d. The development can be adequately served by existing or required infrastructure and services.
  - e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees, and other buffering landscaping materials.
  - f. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.
3. The proposal is considered to be categorically exempt, pursuant to Section 15303 (Class 1, New Construction) of the California Environmental Quality Act (CEQA), as the proposal involves the construction of a two-story single-family residence.

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

1. On the basis of the evidence presented, both oral and documentary, for Administrative Use Permit No. 20-03, the Planning Commission makes the following findings:
- a) The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District IIa.
  - b) The neighborhood consists of one-story houses and feature a variety of architectural styles. The two proposed two-story house features a Mediterranean architectural style. The two story house will feature large exterior windows, low pitch and tiled roof, stucco with stone veneer.
  - c) The proposed house will be accessible from a new driveway off of Rio Verde Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property with setbacks that comply with those required by the Municipal Code. The proposed house does not have negative effects on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.
  - d) The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed two-story house is not anticipated to require additional infrastructure

or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

- e) The applicant designed the house to minimize any potential privacy impact. The windows on the second floor that face the single-story houses are setback far enough to avoid any privacy impact and most of the windows are small windows. The only large window is for the master bath, more specifically for the spa. No retaining walls are proposed.
  - f) The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes a new two-story house that would not impede any scenic views from surrounding properties.
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the Administrative Use Permit 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 administrative use permit shall not be effective for any purpose until the owner of the property involved (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this precise plan and tree removal permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
  - 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
  - 5. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Administrative Use Permit No. 20-03 is approved, subject to the following conditions:
    - a. Comply with administrative use permit reviewed by the Planning Commission on February 25, 2020.
    - b. Approval of this Administrative Use Permit is contingent upon and shall not become effective unless and until Tentative Parcel Map No. 82784 is approved and the final map is recorded.

- c. Comply with the development standards of "Single-Family Residential" (R-1) Zone, Area District I and all applicable provisions of the West Covina Municipal Code.
- d. This approval allows for the construction of a new 4,002 square foot two-story single-family residence. The construction of a new 642 square foot detached 3-car garage. The house will include 5 bedrooms, and 6 and a half bathrooms.
- e. Final plans shall include the location of the water heater. Water heater enclosures, if proposed, must be consistent with the house in materials and colors. Mechanical equipment is not permitted on the roof.
- f. Air conditioning and heating ducting shall not be exposed on roofs per WCMC Sec. 26-409. Roof-mounted mechanical equipment is not permitted.
- g. That any proposed change to the approved administrative use permit shall be reviewed by the Planning, Public Works, Fire and Police Departments, and the written authorization of the Community Development Director shall be obtained prior to implementation.
- h. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the house.
- i. The applicant shall sign an affidavit accepting all conditions of this approval.
- j. All outstanding fees and any required development impact fees shall be paid prior to the issuance of a building permit.
- k. Building Division Requirements:
  - 1. All conditions of approval as approved by the Planning shall appear as notes on the plans submitted for building plan check and permits.
  - 2. Building design shall comply with the Current Edition of the California Building Code (CBC) and the California Residential Code for single family occupancy.
  - 3. Submit complete construction plans to Building Division for formal plans review.
  - 4. Separate application(s), plan check(s), and permit(s), is/are required for (where applicable):
    - a) Plumbing
    - b) Mechanical
    - c) Electrical

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. (if applicable).
7. Compliance to California Green Building Code will be required. Submit design for review at formal plans review.
8. Separate plumbing, mechanical, and electrical plan check may be required. Submit design for review at formal plans review.
9. Drainage patterns shall be directed away from building structures and property lines. A drainage path shall be provided to go around the building addition.
10. Construction shall be protected and screened from public view and the property shall remain free of trash and debris.
11. An occupancy separation shall be provided between the garage and dwelling unit.
12. All utilities shall be provided with an easement for maintenance between the two lots.
13. West Covina Municipal Code requires fire sprinklers for the projects as defined by the California Building Code. WCMC 7-18.13
  1. Fire sprinklers shall be installed in proposed portions of the building including attached garages and other enclosed structures.

1. Engineering Division Requirements:

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 Rio Verde Drive contiguous to subject property.
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. The developer shall either deposit a \$3,100.00 prior to the issuance of building permits or provide street rehabilitation work up to centerline or all street contiguous to subject property.
7. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas. Show on plans the existing drainage easement/channel.
8. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.
9. 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) 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.
10. Submit Parcel Map in accordance with provision of the Subdivision Map Act and West Covina Municipal Code Chapter 20 – Subdivisions.
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. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of final subdivision map. The estimated park fee is about \$21,900 (438 x 2 lots x unit price of a developed lot).
13. Submit Hydrology study to determine appropriate drainage system.
14. Submit Soils report.



15. Submit Will Service letter from water purveyor.

16. Access easement in favor of Parcel B is required and shall be to the satisfaction of the City Engineer and City Attorney shall be recorded with the Los Angeles County Recorder.

m. Fire Requirements

1. NFPA 13D/13R/13 Fire Sprinkler System.
2. New Fire Flow Test Extinguishers.
3. Ensure 1 fire hydrant within 600 feet of property line.
4. Hard-wired smoke and carbon monoxide detectors required.

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 25<sup>th</sup> day of February, 2020 by the following

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE:

EXPIRATION DATE:

February 25, 2022, if not used

---

Herd Redholtz, Chairman  
Planning Commission

---

Jeff Anderson, Secretary  
Planning Commission

**PLANNING COMMISSION**

**RESOLUTION NO. 20-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA,  
CALIFORNIA, APPROVING ADMINISTRATIVE USE PERMIT NO. 20-03**

---

**ADMINISTRATIVE USE PERMIT NO. 20-03**

**CATERGORICAL EXEMPTION**

**APPLICANT:** Oliver Roan

**LOCATION:** 2445 Rio Verde Drive

---

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 an administrative use permit to allow the construction of a two-story single-family residence on:

Parcel B of Tentative Parcel Map No. 82784; and

WHEREAS, the Planning Commission upon giving the required notice did on the 25<sup>th</sup> day of February, 2020, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, concurrent with this application, a tentative parcel map has been requested to allow the two lot subdivision; and

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

1. The applicant is requesting the approval of an administrative use permit to allow the construction of a two-story single-family residence. The property is located in Area District IIa.
2. Appropriate findings for approval of an administrative use permit are as follows:
  - a. The lot and proposed development is consistent with the general plan, zoning, and meets all other applicable code requirements.
  - b. The development utilizes building materials, color schemes, and a roof style which blend with the existing structure, if any, and results in a development which harmonious in scale and mass with surrounding residences.

- c. The development is sensitive and not detrimental to convenience and safety of circulation for pedestrians and vehicles.
  - d. The development can be adequately served by existing or required infrastructure and services.
  - e. The design of the structure has given consideration to the privacy of surrounding properties through the usage and placement of windows and doors, cantilevers, decks, balconies, minimal retaining walls, trees, and other buffering landscaping materials.
  - f. The development is sensitive to the natural terrain, minimizes necessary grading, de-emphasizes vertical massing which could disrupt the profile of a natural slope, and does not impede any scenic vistas or views open to the public or surrounding properties.
3. The proposal is considered to be categorically exempt, pursuant to Section 15303 (Class 1, New Construction) of the California Environmental Quality Act (CEQA), as the proposal involves the construction of a two-story single-family residence.

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

1. On the basis of the evidence presented, both oral and documentary, for Administrative Use Permit No. 20-03, the Planning Commission makes the following findings:
- a) The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District IIa.
  - b) The neighborhood consists of one-story houses and feature a variety of architectural styles. The two proposed two-story house features a Mediterranean architectural style. The two story house will feature large exterior windows, low pitch and tiled roof, stucco with stone veneer.
  - c) The proposed house will be accessible from a new driveway off of Rio Verde Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property with setbacks that comply with those required by the Municipal Code. The proposed house does not have negative effects on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.
  - d) The lot is adequately served by existing infrastructure (streets, sewer, water, etc.). The proposed two-story house is not anticipated to require additional infrastructure

or services beyond that provided for the existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

- e) The applicant designed the house to minimize any potential privacy impact. The windows on the second floor that face the single-story houses are setback far enough to avoid any privacy impact and most of the windows are small windows. The only large window is for the master bath, more specifically for the spa. No retaining walls are proposed.
  - f) The proposal is sensitive to the natural terrain in that there are no major terrain modifications. Any necessary precise grading for construction will require that a grading permit be obtained from the Engineering Division. The project proposes a new two-story house that would not impede any scenic views from surrounding properties.
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the Administrative Use Permit 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 administrative use permit shall not be effective for any purpose until the owner of the property involved (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this precise plan and tree removal permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
  - 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
  - 5. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Administrative Use Permit No. 20-03 is approved, subject to the following conditions:
    - a. Comply with administrative use permit reviewed by the Planning Commission on February 25, 2020.
    - b. Approval of this Administrative Use Permit is contingent upon and shall not become effective unless and until Tentative Parcel Map No. 82784 is approved and the final map is recorded.

- c. Comply with the development standards of "Single-Family Residential" (R-1) Zone, Area District I and all applicable provisions of the West Covina Municipal Code.
- d. This approval allows for the construction of a new 4,002 square foot two-story single-family residence. The construction of a new 642 square foot detached 3-car garage. The house will include 5 bedrooms, and 6 and a half bathrooms.
- e. Final plans shall include the location of the water heater. Water heater enclosures, if proposed, must be consistent with the house in materials and colors. Mechanical equipment is not permitted on the roof.
- f. Air conditioning and heating ducting shall not be exposed on roofs per WCMC Sec. 26-409. Roof-mounted mechanical equipment is not permitted.
- g. That any proposed change to the approved administrative use permit shall be reviewed by the Planning, Public Works, Fire and Police Departments, and the written authorization of the Community Development Director shall be obtained prior to implementation.
- h. Prior to requesting a final inspection by the Building Division, the Planning Division shall inspect the house.
- i. The applicant shall sign an affidavit accepting all conditions of this approval.
- j. All outstanding fees and any required development impact fees shall be paid prior to the issuance of a building permit.
- k. Building Division Requirements:
  - 1. All conditions of approval as approved by the Planning shall appear as notes on the plans submitted for building plan check and permits.
  - 2. Building design shall comply with the Current Edition of the California Building Code (CBC) and the California Residential Code for single family occupancy.
  - 3. Submit complete construction plans to Building Division for formal plans review.
  - 4. Separate application(s), plan check(s), and permit(s), is/are required for (where applicable):
    - a) Plumbing
    - b) Mechanical
    - c) Electrical

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. (if applicable).
7. Compliance to California Green Building Code will be required. Submit design for review at formal plans review.
8. Separate plumbing, mechanical, and electrical plan check may be required. Submit design for review at formal plans review.
9. Drainage patterns shall be directed away from building structures and property lines. A drainage path shall be provided to go around the building addition.
10. Construction shall be protected and screened from public view and the property shall remain free of trash and debris.
11. An occupancy separation shall be provided between the garage and dwelling unit.
12. All utilities shall be provided with an easement for maintenance between the two lots.
13. West Covina Municipal Code requires fire sprinklers for the projects as defined by the California Building Code. WCMC 7-18.13
  1. Fire sprinklers shall be installed in proposed portions of the building including attached garages and other enclosed structures.

1. Engineering Division Requirements:

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 Rio Verde Drive contiguous to subject property.
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. The developer shall either deposit a \$3,100.00 prior to the issuance of building permits or provide street rehabilitation work up to centerline or all street contiguous to subject property.
7. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas. Show on plans the existing drainage easement/channel.
8. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.
9. 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) 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.
10. Submit Parcel Map in accordance with provision of the Subdivision Map Act and West Covina Municipal Code Chapter 20 – Subdivisions.
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. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of final subdivision map. The estimated park fee is about \$21,900 (438 x 2 lots x unit price of a developed lot).
13. Submit Hydrology study to determine appropriate drainage system.
14. Submit Soils report.



15. Submit Will Service letter from water purveyor.

16. Access easement in favor of Parcel B is required and shall be to the satisfaction of the City Engineer and City Attorney shall be recorded with the Los Angeles County Recorder.

m. Fire Requirements

1. NFPA 13D/13R/13 Fire Sprinkler System.
2. New Fire Flow Test Extinguishers.
3. Ensure 1 fire hydrant within 600 feet of property line.
4. Hard-wired smoke and carbon monoxide detectors required.

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 25<sup>th</sup> day of February, 2020 by the following

AYES:

NOES:

ABSENT:

ABSTAIN:

DATE:

EXPIRATION DATE:

February 25, 2022, if not used

---

Herd Redholtz, Chairman  
Planning Commission

---

Jeff Anderson, Secretary  
Planning Commission

**PLANNING DEPARTMENT STAFF REPORT**

**SUBJECT**

**CONDITIONAL USE PERMIT NO. 20-01**

**CATEGORICAL EXEMPTION**

**APPLICANT: Plaza West Covina, LP (Allison Mack)**

**LOCATION: 112 Plaza Drive, Suite 2066**

**REQUEST: The applicant is requesting a conditional use permit to allow a 2,403 square foot multi-purpose convention venue/banquet facility in the Urban Center Zone (Downtown Plan).**

**BACKGROUND**

The subject tenant space is located within the Plaza West Covina Shopping Center, on the second floor located across from H&M. The Plaza West Covina Shopping Center is approximately 71 acres and is comprised of several parcels of land located between West Covina Parkway, Sunset Avenue, the San Bernardino Freeway (I-10) and Vincent Avenue.

<b>Item</b>	<b>Description</b>
Zoning and General Plan	Zoning: Urban Center Zone (Downtown Plan) General Plan: Commercial
Surrounding Land Uses and Zoning	North: Urban Center Zone (Downtown Plan); Plaza West Covina parking lot; East: Urban Center Zone (Downtown Plan); Sears South: Urban Center Zone (Downtown Plan); JC Penney West: Urban Center Zone (Downtown Plan); Best Buy and Macy's
Current Development	Tenant Space within the Plaza West Covina Shopping Center; Subject tenant space is unoccupied
Legal Notice	Public Hearing Notices have been mailed to 246 owners and occupants of properties within 300 feet of the subject site

Plaza West Covina received approval for the proposed use on August 27, 2019 at a different tenant space, Suite 420. The business did operate in that location (near Red Robin). However, due to a new tenant leasing that space, Plaza West Covina is proposing to relocate to a different tenant space. Conditional Use Permits are approved for specific geographic locations and the proposed location requires notification of surrounding tenants.

## DISCUSSION

The applicant is proposing to operate a 2,403-square foot multipurpose convention venue/banquet facility called OneSpace. The subject tenant space is located on the second floor across from H&M. OneSpace has been classified as a conventional hall. The Downtown Plan requires the approval of a conditional use permit for conventional halls. OneSpace is designed to provide a location for business meetings, training sessions, and/or celebrations.

The lay-out of equipment within the facility would be flexible according to the client's needs. The standard hours of operation are consistent with mall hours: Monday-Saturday from 8:00 a.m. to 9:00 p.m. and Sunday from 8:00 a.m. to 7:00 p.m. The facility, however, would like the option to lease/rent the space for events that go beyond the standard hours of operation. Condition of Approval No. 5.1. in the resolution limits the hours of operation to 8:00 a.m. through 11:00 p.m., daily. The 11:00 p.m. limit is consistent with the hours of operation for restaurants within the shopping center and with the previous approval. According to the applicant, a portable barrier will be erected when the rest of the mall is closed to prevent OneSpace patrons from wandering around the mall and to direct them to the nearest exit.

### Parking

The Plaza West Covina includes 3,190,770 square feet of floor area. The shopping mall includes parking throughout the perimeter of the shopping mall with an additional parking structure on the south end. The shopping mall provides 5,936 parking spaces. The current uses require 5,487 parking spaces.

Since the proposed use is an open area that would be flexible depending on the needs of the business or person leasing the space, the use would utilize the parking calculation for "places of public assembly," which requires 1 parking space for every 40 square feet of floor area. The proposed use requires 61 parking spaces, an increase of 52 parking spaces over a retail use in the same tenant space. The shopping mall with the proposed use will require 5,539 parking spaces (397 parking space surplus).

## REQUIRED FINDINGS

Findings necessary for the 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 that will contribute to the general well-being of the neighborhood or community.***

The proposed multipurpose conference venue/banquet facility use will provide a unique and needed service to the community. The proposed use will be compatible and will complement the surrounding uses within the shopping mall.

***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.***

There is no evidence that any detrimental effects could be anticipated in terms of noise, litter, or other nuisances. The use is primarily internal to the site and away from residential uses. Parking for the site is sufficient to accommodate the proposed use. The change from a retail to a multipurpose conference venue/banquet facility use with expanded operating hours are not expected to adversely affect other uses within the mall and the surrounding areas. No additional square footage would be added to the building.

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

No changes in square footage are proposed for the tenant space and building. The proposed use will integrate well with the surrounding uses. The parking spaces provided onsite have been adequate for the site and the proposed use, as conditioned, would not significantly affect demand.

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

Access to the site is ample, with four major street access points on Vincent Avenue, West Covina Parkway, Sunset Avenue, and W. Garvey Avenue South, and other internal streets. No effect on required infrastructure will result from the proposed use. The proposed use is not anticipated to increase the amount of traffic to an unreasonable level.

***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.***

The granting of the Conditional Use Permit to allow the operation of a multi-purpose convention venue/banquet facility will not adversely affect the West Covina General Plan, since the proposed use does not conflict with the site's "Commercial" land use designation. The project is consistent with the following General Plan policies:

Policy 2.1 Maintain and enhance the City's current tax base.

Policy 2.4 Building on and grow West Covina's regional appeal.

## **GENERAL PLAN CONSISTENCY**

The City's General Plan Land Use Element designates the subject property for Commercial Uses. The project is consistent with the following General Plan policies:

Policy 2.1 Maintain and enhance the City's current tax base.

Policy 2.4 Build on and grow West Covina's regional appeal.

## **ENVIRONMENTAL DETERMINATION**

The project is a Categorical Exemption, Class 1 (Section 15301: Existing facilities) pursuant to the requirements of the California Environmental Quality Act of 1970 (CEQA) since the project site involves only interior tenant improvements with no change to the exterior of the building or expansion of the floor area.

## **CONCLUSION**

The proposal of the multi-purpose convention venue/banquet facility is an innovative use that would offer a unique service to the City of West Covina. The proposed non-retail use is compatible with the existing uses in the Plaza West Covina and the neighboring residential uses. The location of the tenant space allows for customer parking on the south side shopping center.

## **STAFF RECOMMENDATIONS**

Staff recommends that the Planning Commission adopt resolutions approving Conditional Use Permit No. 20-01.

**Submitted by:** Camillia Martinez, Assistant Planner

---

### **Attachments**

Attachment No. 1 - Resolution

Attachment No. 2 - Business Operations Plan

Attachment No. 3 - Submitted Plans

---

PLANNING COMMISSION

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 20-01

---

CONDITIONAL USE PERMIT NO. 20-01

CATEGORICAL EXEMPTION

**APPLICANT:** Plaza West Covina, LP (Allison Mack)

**LOCATION:** 112 Plaza Drive, Suite 2066

---

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

Allow a multipurpose convention venue/banquet facility use in an existing 2,403 square foot tenant space on certain property described as follows:

Assessor Parcel No. 8474-007-037 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 25<sup>th</sup> day of February 2020, 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 a convention venue/banquet facility use within an existing 2,403 square-foot tenant space in the "Urban Center Zone" (Downtown Plan).
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) in that it consists of interior tenant improvements in order to operate the requested use.

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

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a conditional use permit:
  - a. The proposed use is consistent with the "Commercial" General Plan designation and the "Urban Center" Zone in the Downtown Plan. The proposed multipurpose conference venue/banquet facility use will provide a unique and needed service to the community. The proposed use will be compatible and will complement the surrounding uses within the shopping mall.
  - b. There is no evidence that any detrimental effects could be anticipated in terms of noise, litter, or other nuisances. The use is primarily internal to the site and away from residential uses. Parking for the site is sufficient to accommodate the proposed use. The change from a retail to a multipurpose conference venue/banquet facility use with expanded



operating hours are not expected to adversely affect other uses within the mall and the surrounding areas. No additional square footage would be added to the building.

- c. No changes in square footage are proposed for the tenant space and building. The proposed use will integrate well with the surrounding uses. The parking spaces provided onsite have been adequate for the site and the proposed use, as conditioned, would not significantly affect demand.
- d. Access to the site is ample, with four major street access points on Vincent Avenue, West Covina Parkway, Sunset Avenue, and W. Garvey Avenue South, and other internal streets. No effect on required infrastructure will result from the proposed use. The proposed use is not anticipated to increase the amount of traffic to an unreasonable level.
- e. The granting of the Conditional Use Permit to allow the operation of a multi-purpose convention venue/banquet facility will not adversely affect the West Covina General Plan, since the proposed use does not conflict with the site's "Commercial" land use designation. The project is consistent with the following General Plan policies:

Policy 2.1 Maintain and enhance the City's current tax base.  
Policy 2.4 Building on and grow West Covina's regional appeal.

- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 19-08 is approved subject to the provisions of the West Covina Municipal Code provided that the physical development of the herein described property shall conform to said conditional use permit and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director before the use or occupancy of the property is commenced and before a certificate of occupancy is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.
- 3. The conditional use permit shall not be effective for any purpose until the owner of the property involved (or 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 February 25, 2020.
  - b. Comply with all applicable sections of the West Covina Municipal Code.
  - c. Comply with all requirements of the "T-5 Urban Center Zone" of the West Covina Downtown Plan & Code.
  - d. Conditional Use Permit No. 20-01 allows for an indoor multipurpose convention venue/banquet facility. Specifically, the use will offer accommodations for private events including business meetings, corporate/business training sessions, birthday parties, corporate events, wedding receptions, and other social occasions.
  - e. The facility shall not be used to operate a school, daycare, religious facility, group exercise sessions, and/or any similar operation requiring patrons to pay a membership fee, tuition, or entrance fee. Paid training sessions, seminars, or classes may be held onsite.
  - f. The facility shall only be available for use by private events. A "private event" shall mean a private party that is not open to or arranged for the general public to attend, nor arranged by a vendor for the general public, with food services as the primary use and alcohol service, dancing, and/or live entertainment being ancillary and subordinate uses. Promoters shall not be used to promote any event and cover charges shall not be established. Contracts for private events must be available on-site for presentation to law enforcement, Fire, or other City personnel upon request.
  - g. The facility is approved for 2,403-square feet. Any addition or modification of the use shall require the submittal of a new conditional use permit.
  - h. Alcohol sales shall not be conducted within the facility. If alcohol is proposed to be consumed on the premises as a part of a private event and a one-day permit or license is required by the California Department of Alcoholic Beverage Control (ABC), the event coordinator shall obtain the required one-day ABC permit/license.
  - i. All activities related to the multipurpose venue shall be conducted inside the building.

- j. Live entertainment and/or dancing are allowed as ancillary uses, at any private event but shall not be the primary use at any time and shall not be open to the public. Said dancing and live entertainment shall only occur inside the tenant space, out of the way of exits and paths of travel. The dance floor area shall consist of a removable interlocking dance floor to distinguish it as the dancing area. Live entertainment shall be limited to disc jockeys, karaoke, and live bands. No other form of live entertainment shall be permitted unless approved in writing by the Community Development Director.
- k. 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 the West Covina Municipal Code.
- l. The multipurpose venue is approved to operate seven days a week, from 8:00 a.m. to 11:00 p.m.
- m. 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.
- n. The multipurpose venue shall have a minimum of 1 employee present onsite during all events.
- o. The proposed business shall not constitute a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- p. The applicant shall comply with all applicable health and safety codes.
- q. The permit occupancy or total number of patrons to enter the multipurpose venue shall be restricted per applicable Building and Fire Codes whichever is less.
- r. Amplified sound shall not exceed levels that are plainly audible, or vibrations felt on the outside of the tenant space.
- s. Noise levels shall not exceed the ambient noise level by more than (5) five decibels as measured outside of the tenant space.
- t. 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.
- u. 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.

- v. The operation of the facility shall comply with the West Covina Noise Ordinance.
- w. 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.
- 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. Any catering company used for the venue to provide food and beverages shall obtain and maintain a separate business license to conduct business in the City of West Covina.

z. BUILDING DEPARTMENT

- 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).
- 3. Separate application(s), plan check(s), and permit(s) is/are required for:
  - i. Signs
  - ii. Fire sprinkler/Alarm systems (see Fire Department Prevention Bureau for requirements)
  - iii. Plumbing
  - iv. Mechanical
  - v. Electrical
- 4. Complete architectural plans 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 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. Drinking fountains are required and are only exempt where occupant load is less than 30 per CPC 415.2. Drinking stations only substitute 50% of those that are required.
10. Compliance with the State of California Accessibility regulations is required, including:
  - i. Accessible bathrooms (max occupancy load may be limited depending on location and number of existing mall bathrooms).

aa. FIRE DEPARTMENT

1. Provide NFPA 13D/13R/13 Fire Sprinkler System
2. Provide NFPA 72 – Fire Alarm/Fire Sprinkler Monitoring System
3. Provide NFPA 10 – Portable Fire Extinguishers
4. Provide a Knox key box and labeled master key must be maintained/provided for emergency responder access after business hours.
5. More information is needed to set Fire Department requirements. Based on size of suite and number of potential occupants, two or three exits may be required. Please provide a seating and equipment plan or contact the Fire Prevention Bureau at (626) 939-8823 for additional information.

**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 25<sup>th</sup> day of February, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: February 25, 2020

EXPIRATION DATE:

FEBRUARY 25, 2022 if not used

---

Herb Redholtz, Chairman  
Planning Commission

---

Jeff Anderson, Secretary  
Planning Commission

**ONESPAC**  
ENDLESS OPTIONS

MEETING  
SPACE

EVENT  
SPACE

LOCATIONS

CONTACT  
US

and WiFi

- No security deposit
- Floor Plans

**BOOK NOW**



*\* Operations plan/Business*

## WHAT CLIENTS ARE SAYING

“

*Very affordable prices and very convenient.*

- Victoria Andocilla  
Real Estate Agent,  
Remax Real Estate

“

*Inviting and stylish.*

- Dan D'Angelo  
Manager, American  
Red Cross

“

*Convenient and very practical. Great for company holiday parties.*

- Laura Weigand  
Community  
Engagement  
Coordinator, Tobacco-  
Free Partnership

“

*Love the open concept and event potential. We now have a modern... seminar setting.*

- Nicole "Nikki" Perez  
Manager, MAC

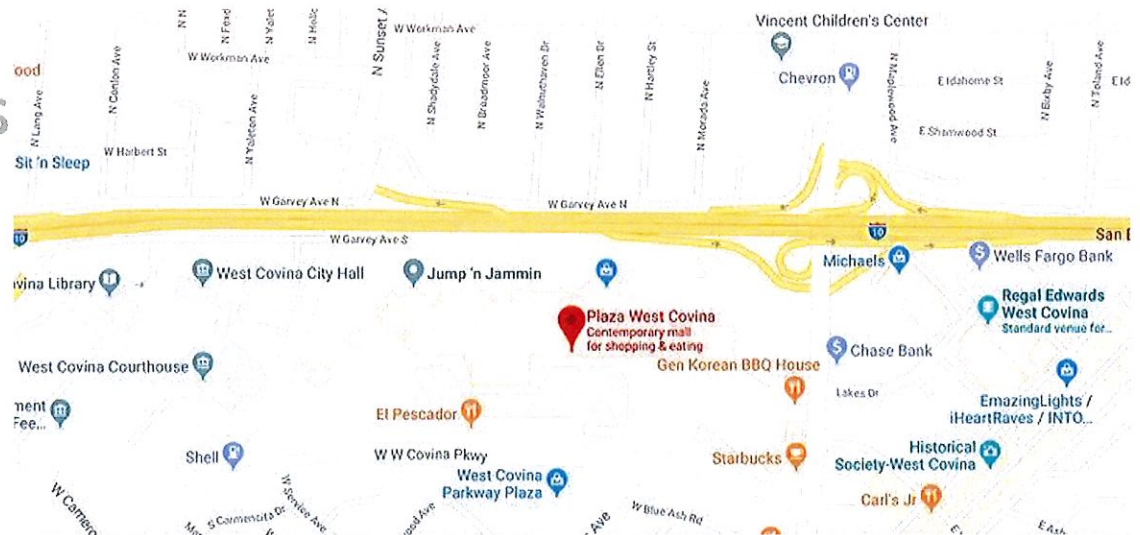
## DIRECTIONS

**Plaza West Covina**

112 Plaza Drive

West Covina, CA 91790

Ph: (626) 960-8032



**MEETING  
SPACE****EVENT  
SPACE****LOCATIONS****CONTACT  
US**Webster Dr  
Plaza

Ave W San

Bowlero West Covina

KFC

E Sanovina Ave



## SITEMAP

<a href="#">meeting space</a>	<a href="#">privacy</a>
<a href="#">event space</a>	<a href="#">terms of use</a>
<a href="#">locations</a>	<a href="#">accessibility</a>
<a href="#">contact us</a>	<a href="#">code of conduct</a>

## CONNECT WITH US

Email Address  Submit

By providing your email address, you will receive updates about OneSpace promotions and upcoming openings.

PLACEWISE DIGITAL™ NETWORK



## ROOM AND RATE INFORMATION

- \$50/hour, two hour minimum
- Rental includes tables, chairs, TV, whiteboard and WiFi
- No security deposit
- Floor Plans

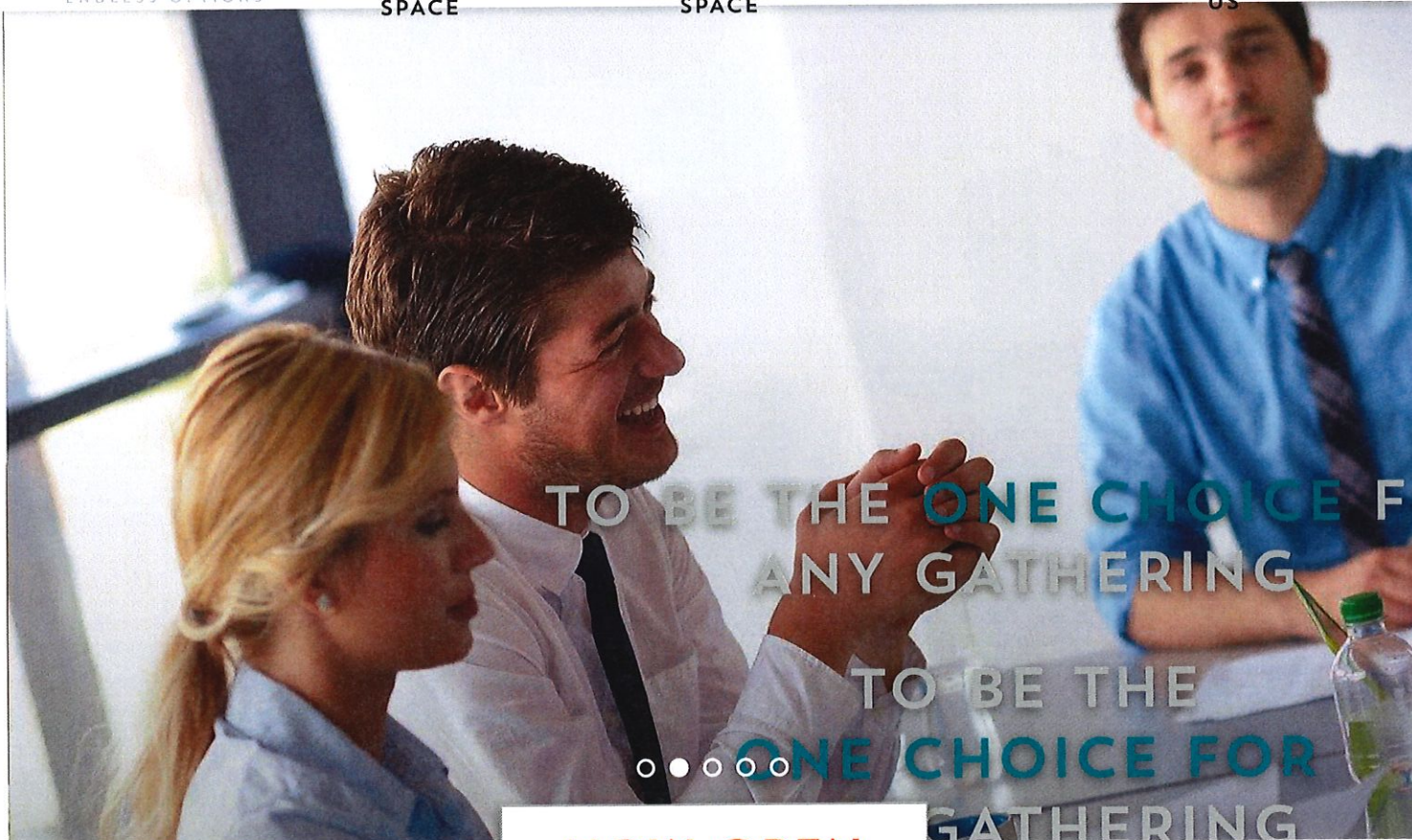
**BOOK NOW**

## ABOUT THE PROPERTY

Plaza West Covina is the dominant super-regional center in the San Gabriel Valley, offering a tremendous array of shopping, dining, fitness and personal services. Located on I-10, just 20 miles east of L.A., Plaza West Covina is a most convenient gathering spot for just about any occasion.

## ABOUT THE SPACE

The ONESPACE meeting venue at Plaza West Covina is 3,100 sq. ft. and can easily accommodate up to 50 people for a meeting, event or celebration. We offer comfortable and casual furnishings, high-speed WiFi, an 82" TV and glass whiteboards. Plaza West Covina restaurants offer an array of food and beverage packages. Available 8 am - 9 pm.



**NOW OPEN**

**FOR BIRTHDAY PARTIES TO BUSINESS  
MEETINGS AND EVERYTHING IN  
BETWEEN...**

host your next gathering at ONESPAC!

Click DISCOVER AND BOOK below.



**YOUR  
WORKPLACE  
OF  
CHOICE**

Distinctive work  
space, all to yourself -



onsite team, we give you simplicity and agility with flexible terms to make success look simple, boosting your productivity and innovation in an off-site location.



### DISTRACTION-FREE SPACE

Minimize distractions by meeting outside of a busy office, allowing your team to effectively collaborate, innovate, brainstorm and learn.



### FLEXIBLE FLOORPLANS

Change up the space to suit any meeting or event. ONESPAC's local onsite team will take care of set-up and take-down.



### TRANSPARENT PRICING

No hidden fees.  
No membership fees.  
No long-term commitment.



### CONVENIENT LOCATION

A familiar destination where you work, eat, shop and play. Easy access from the highway, with free and ample parking.

## YOUR EVENT SPACE OF CHOICE

Whether it's an intimate or large social occasion, our space is reimagined to host your most memorable event - birthdays, baby showers, celebrations, employee recognition, holiday parties, product launch or an artist open house.



MEETING  
SPACE

EVENT  
SPACE

LOCATIONS

CONTACT  
US

**UNIQUE EVENT  
SPACE**

Make your event more exciting and more "you" -with ping-pong tables, video games, life-sized Jenga - bring it, our space has you covered.

**CATERING**

Right at the property, cater from the wide selection of restaurants and other food and beverage destinations.

**TRANSPARENT  
PRICING**

No hidden fees.  
No long-term commitment.  
No set-up or take-down fees.

**CONVENIENT  
LOCATION**

A familiar destination where you work, eat, shop and play. Easy access from the highway, with free and ample parking.

**DISCOVER AND BOOK**



**CAPITAL MALL**  
Olympia, WA



**PLAZA WEST COVINA**  
West Covina, CA



**SITEMAP**

meeting space

event space

privacy

terms of use

**CONNECT WITH US**

Email Address

Submit

By providing your email address, you will receive updates about OneSpace



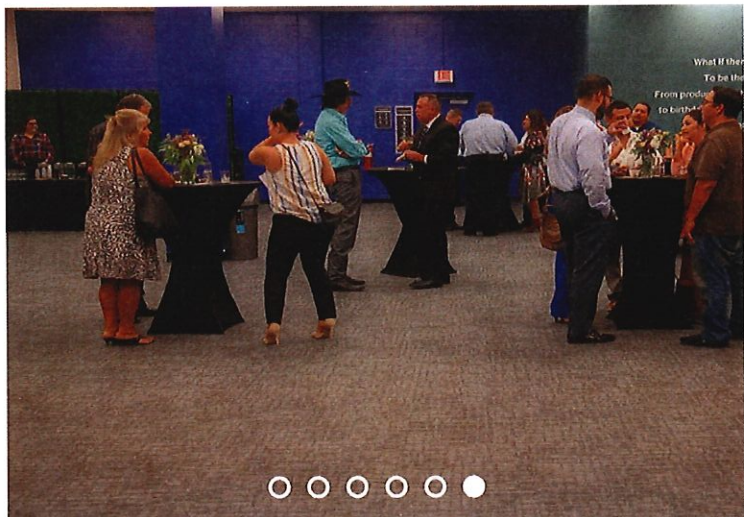
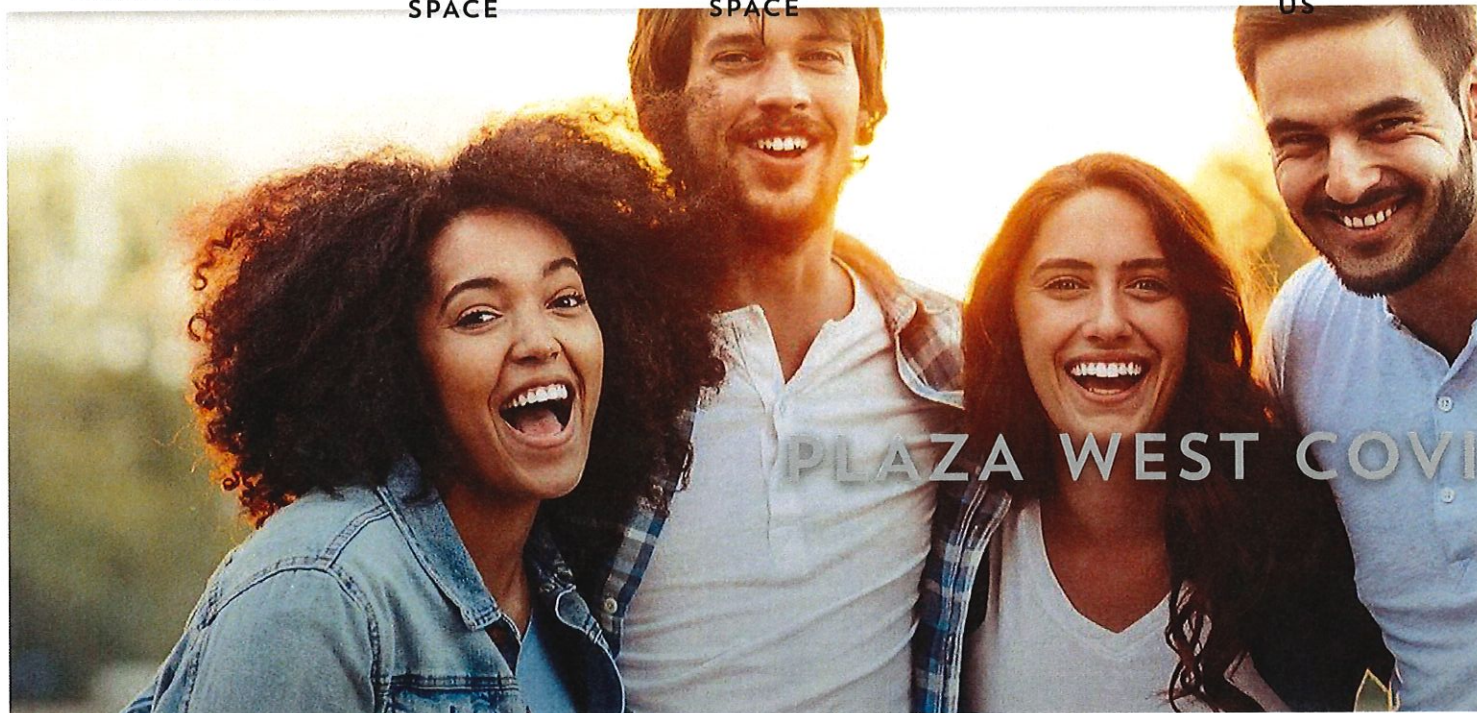
MEETING  
SPACE

EVENT  
SPACE

LOCATIONS

CONTACT  
US





NOW OPEN

## ABOUT THE PROPERTY

Plaza West Covina is the dominant super-regional center in the San Gabriel Valley, offering a tremendous array of shopping, dining, fitness and personal services. Located on I-10, just 20 miles east of L.A., Plaza West Covina is a most convenient gathering spot for just about any occasion.

## ABOUT THE SPACE

The ONSPACE meeting venue at Plaza West Covina is 3,100 sq. ft. and can easily accommodate up to 50 people for a meeting, event or celebration. We offer comfortable and casual furnishings, high-speed WiFi, an 82" TV and glass whiteboards. Plaza West Covina restaurants offer an array of food and beverage packages. Available 8 am - 9 pm.

## ROOM AND RATE INFORMATION

Onespace

# PLAZA WEST COVINA

Mail Address:

**PLAZA WEST COVINA  
MALL**  
112 Plaza Drive  
West Covina, CA 91790  
Phone: (626) 960-8032

**Note:**

This is a schematic plan only intended to show the general layout of the shopping center or part thereof. All the dimensions shown on this drawing should be field verified.

## SITE PLAN

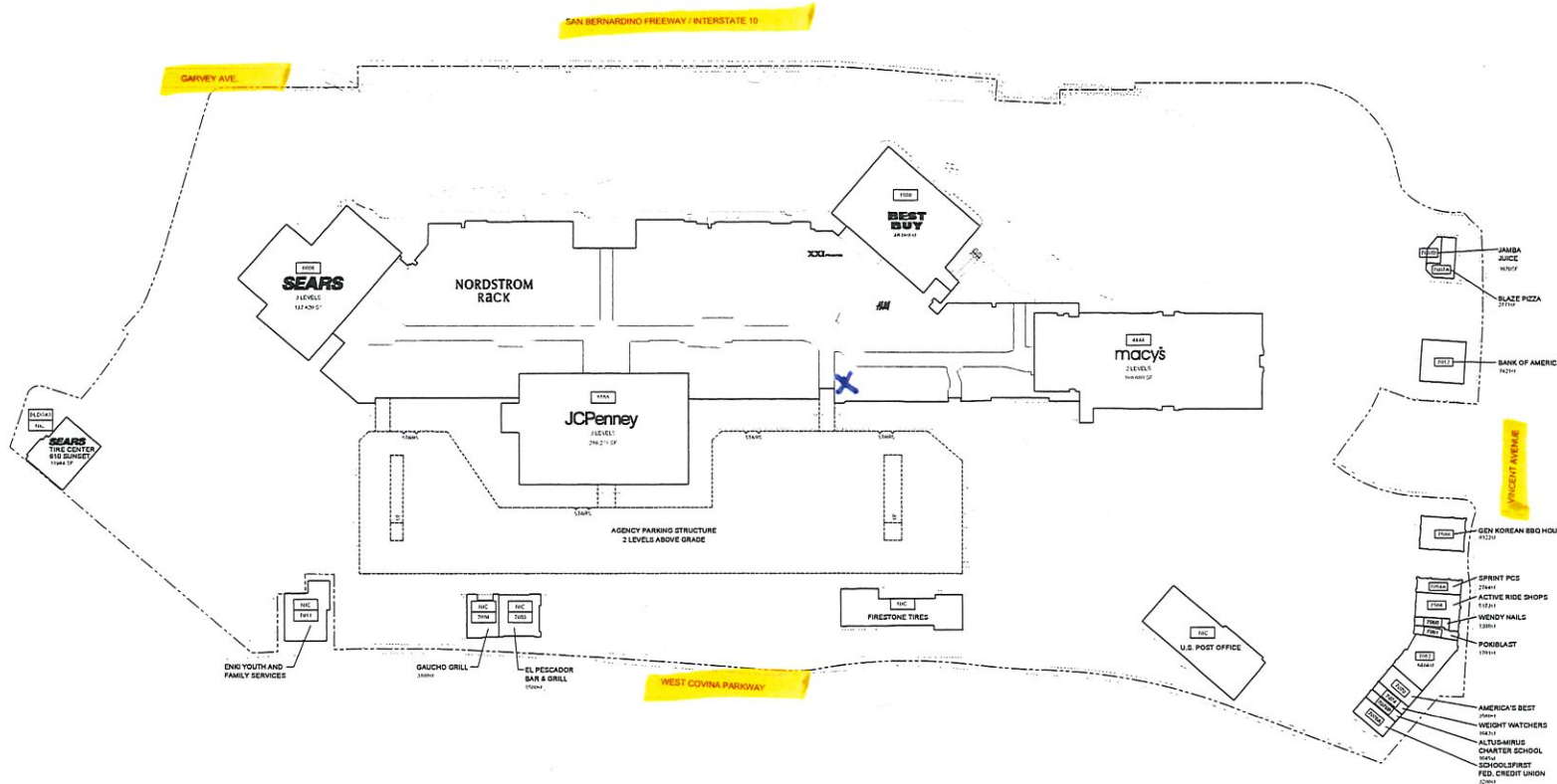
LAST UPDATED: 05.01.19



**STARWOOD RETAIL PARTNERS**  
1 E. Wacker Drive, Suite 3600  
Chicago, IL 60601  
Phone: (312) 242-3200



0 5 1 2  
SCALE: 1"=100'-0"  
@ 30x42





LEASE PLAN  
(LEVEL 2 OF 2)



STARWOOD  
RETAIL PARTNERS

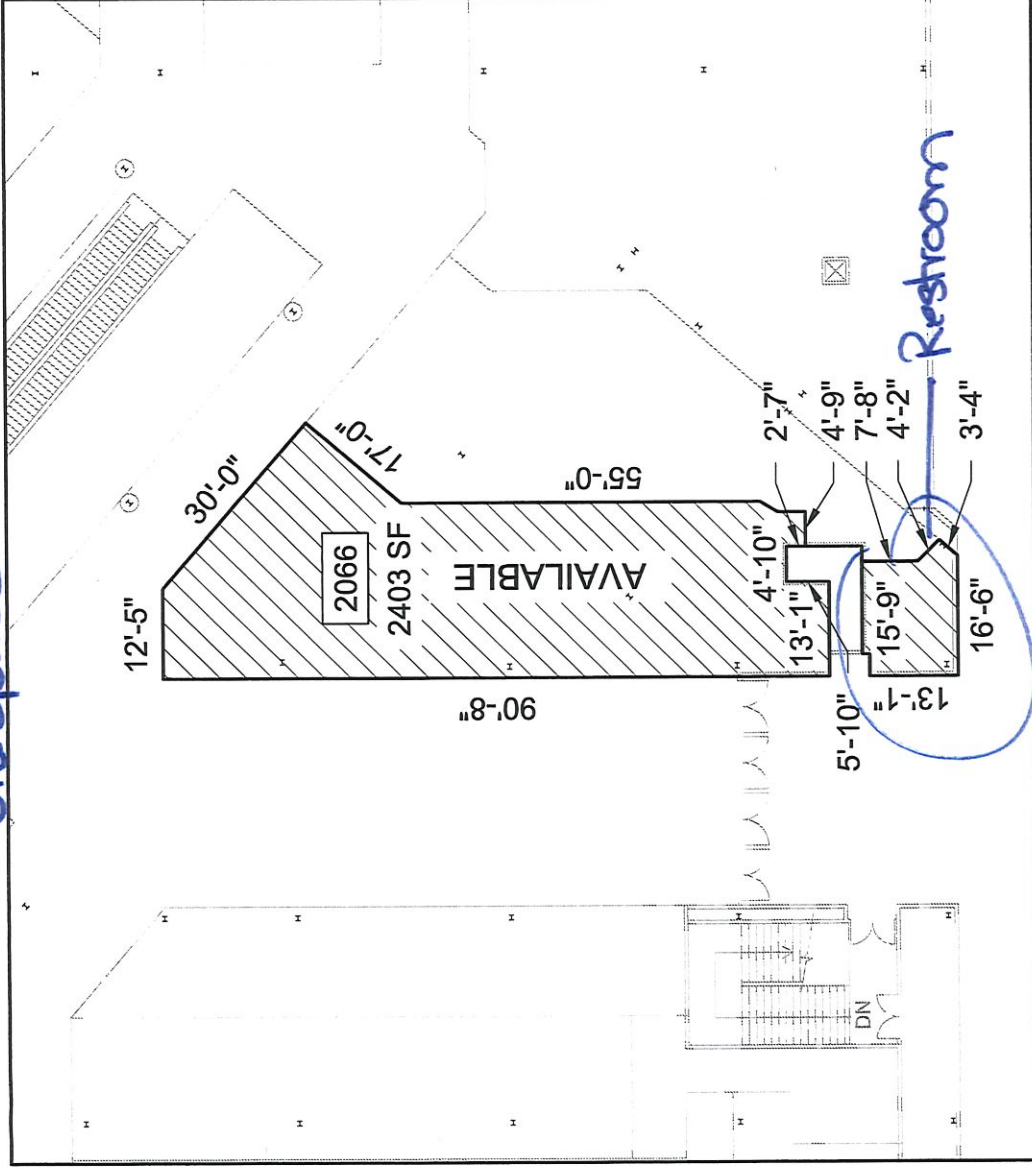


NORTH

0 .5 1 2  
SCALE: 1"=40'-0"  
@ 30x42



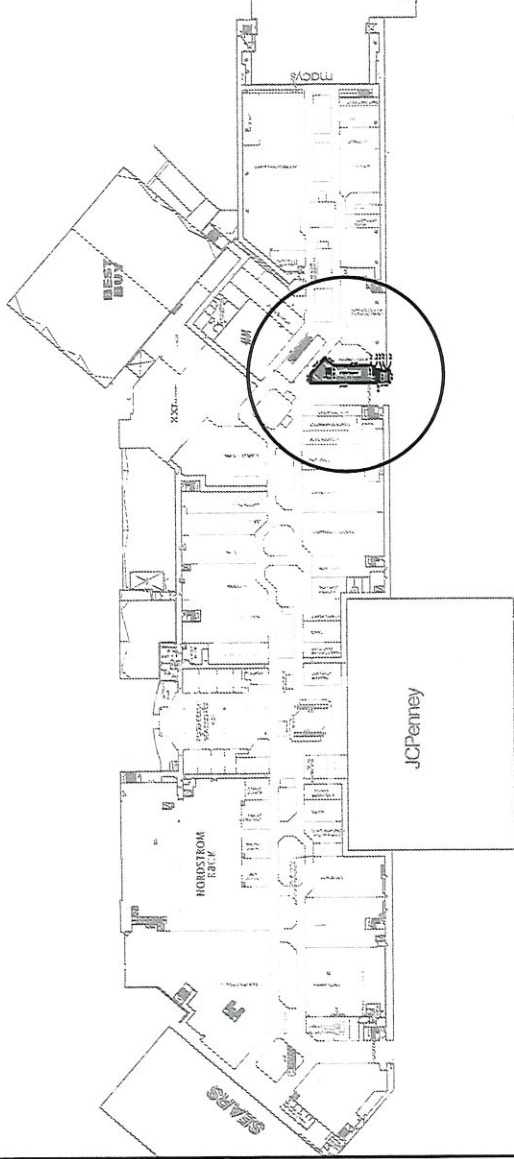
onespace



PROPERTY:  
PLAZA WEST COVINA MALL  
112 Plaza Drive, West Covina, CA 91790

TENANT:  
AVAILABLE

SPACE NO:  
2066



NOTE:  
LANDLORD CANNOT GUARANTEE THAT NO INTERNAL CHANGES HAVE BEEN MADE SINCE THESE DRAWINGS WERE DEVELOPED. IT IS RECOMMENDED THAT THE SPACE BE FIELD SURVEYED TO VERIFY ACCURACY OF THESE DRAWINGS. FAILURE TO VERIFY ACTUAL CONDITIONS SHALL BE AT SOLE RISK AND RESPONSIBILITY OF THE TENANT.

TENANT APPROVAL:

SRP LEASING APPROVAL:

DRAWN BY:



PLAN:  
SITE PLAN - LEVEL 2

DATE:

01/14/20

EXHIBIT NO:

LOD

*City of West Covina*  
*Memorandum*  
**A G E N D A**

**ITEM NO. 3.**

**TO:** Planning Commission

**DATE:** February 25, 2020

**FROM:** Planning Division

**SUBJECT: STUDY SESSION - CODE AMENDMENT NO. 19-06 STATE MANDATED  
ACCESSORY DWELLING UNITS**

---

**BACKGROUND:**

In September 2019 the State Legislature adopted Senate Bill (SB) 13 and Assembly Bills (AB) 68, 670, and 881 which were signed by Governor Newsom in October 2019 and took effect on January 1, 2020. Cities that did not adopt an ordinance pertaining to accessory dwelling units (ADUs) in compliance with State law are mandated to allow accessory dwelling units pursuant only to the State law standards described in the Government Code. Based on those actions by the state, the Planning Commission initiated Code Amendment 19-06 on November 26, 2019.

On December 17, 2019, the City Council adopted an Urgency Ordinance (Ordinance No. 2465) in compliance with the State mandated requirements. It is noted that the adopted legislation is ambiguous at best with regard to several matters. The adopted ordinance reflects the City Attorney and staff's best interpretation, keeping in mind previous directives from the Department of Housing and Community Development ("HCD") and the Legislature's overriding intent this past legislative session to deal with California's housing crisis. The urgency ordinance was has been prepared, due to time constraints, allowing the ordinance to take effect immediately so that the mandated standards were in effect on January 1, 2020. A more comprehensive code amendment was intended to follow allowing for Planning Commission study sessions, a hearing at Planning Commission and a hearing at City Council.

**DISCUSSION:**

Since the adoption of the Urgency Ordinance, staff has been reviewing the adopted standards. Since the beginning of 2020, staff has also been discussing the adopted ordinance with individuals interested in constructing ADUs. Staff has noted items to consider in the Zoning Code. The bills adopted by the State that mandate these changes were not done in cooperation or in consideration of each other. So there are inconsistencies within the Bills that have transferred as inconsistencies in the Urgency Ordinance. Subsequently, there two categories of recommendations which include, standards for the Zoning Code, and inconsistencies within the adopted Urgency Ordinance.

**Zoning Code**

The City has standards for the construction or additions to single-family properties. The following is a list of standards that the City might consider revising:

***Limit house additions with no garage or covered parking or amount of parking.*** The Municipal Code already does this in that single family construction requiring a Conditional Use Permit (CUP) or Administrative Use Permit require the house to comply with current parking standards (26-402 (e)(1)). The Commission could consider changing the standard to restrict additions to the house of a certain size (such as 200, 300, 400, or 500 square feet) if the property did not include a minimum two-car garage.

Furthermore, the Commission could also consider specifically prohibiting the addition of bedrooms if the property did not include a minimum two-car garage (the three-car garage requirement threshold is currently tied to the number of bedrooms proposed). This would eliminate the ability to add on to the house if the house did not provide the required parking (generally 2 covered spaces).

***Limit house additions when lot does not meet the minimum number of parking spaces.*** This is similar to the previous concept, except it would include the requirement for all parking spaces. Generally, the Code requires 2 covered spaces and 2 uncovered spaces per single family house (26-402(a) and (g)). The Commission could consider changing the standard to restrict additions to the house of a certain size (such as 200, 300, 400, or 500 square feet) if the property does not comply with the required number of parking spaces (generally 2 covered and 2 uncovered).

***Revise Section 26-402 (a) (Off-street parking) to remove date 1/1/93.*** This Code section requires each house to provide four off-street parking spaces and then includes a statement that the section does not apply to houses constructed prior to 1993. Nonconforming lots are allowed to remain as is unless new construction is proposed, in which case they must comply with the Code. It is suggested that the date be removed.

***Allow addition of detached bonus rooms/pool houses (not ADUs) of limited size.*** Often times, property owners ask about constructing detached bonus rooms/pool houses/rumpus rooms that they do not intend on renting out or using as habitable space, but would like to have for personal recreational purposes. Given that ADUs are now loosely allowed, property owners should be given the opportunity to construct a structure for personal use that would impact the neighborhood less significantly than an ADU. The Planning Commission may consider limiting the size of detached structures to 200, 300, or 400 square feet. In addition, the Commission may consider requiring a covenant that would necessitate the demolition of the detached structure prior to the construction of an ADU or JADU, unless the structure is proposed to be converted into an ADU.

***Establish first story maximum height requirement.*** Currently, the zoning code limits structure height in the R-1 and R-A zones to 25 feet, which is the height of a two-story structure. Staff has encountered several proposals where the house is designed and functions as a single-story but its bulk and massing is comparable to a two-story. The Planning Commission may consider establishing a 16-foot maximum single-story structure height and a 12-foot maximum exterior wall height requirement. The 16-foot maximum height is consistent with the State's maximum height for "by-right" ADUs.

***Change the maximum driveway width.*** Currently, the maximum driveway width is equal to the width of the garage plus 12 feet. Given that the State ADU law allows the conversion of garages into ADUs without replacement, properties are now left without garages. Staff is recommending that the Planning Commission adopt a 20-foot maximum driveway width.

***Prohibit Junior Accessory Dwelling Units (JADUs) from containing its own bathroom and limiting its kitchen to an efficiency kitchen.*** State law allows every single residential property to have both an ADU and a JADU. However, the State distinguishes JADUs from ADUs by limiting its size, establishing that it has to be attached to the primary residence, identifying that it may contain an efficiency kitchen, and identifying that it may share a bathroom with the primary residence. With the intention of preserving single-family residential neighborhoods, the Commission may consider prohibiting JADUs from containing its own bathroom so that the occupants would share the bathroom with the primary residence, and limiting its kitchen facilities to an efficiency kitchen containing only a counter, cabinets, a bar sink, and connections to small plug-in appliances.

***Prohibit exterior stairs, decks, and balconies for ADU/JADU.*** ADUs/JADUs are allowed to be located on the second-floor. Exterior stairs and second-floor entry decks can have privacy implications to neighboring properties. Staff is recommending that the Planning Commission consider prohibiting exterior stairs, second-floor decks and/or balconies for two-story ADUs/JADUs or ADUs/JADUs proposed on the second-floor of the primary residence.

***Consolidating and simplifying the ADU/JADU development standards and its exceptions.*** Currently, development standards are identified in the code for the construction of ADUs and JADUs. The development standards are then followed with exceptions to the standards if a different set of limitations are complied with. The West Covina Municipal Code is formatted to follow the State law format which was adopted through several (separate) bills. This format is very difficult to follow and is confusing.

Since a majority of the recommended West Covina Municipal Code revisions are applicable to the Residential-Agriculture Zone/Single-Family Residential (R-A/R-1) Zone standards, staff is recommending that the Planning Commission initiate a Code Amendment for the R-A/R-1 Zone. Once the Planning Commission agrees on the standards to be implemented, the next step will be to schedule a public hearing before the Planning Commission. After Planning Commission review, a public hearing will be scheduled for the City Council to determine if changes to the code are appropriate.

#### **RECOMMENDATION:**

Staff recommends that the Planning Commission review the information in the staff report and provide appropriate direction to staff regarding the code amendment. In addition, staff recommends that the Planning Commission adopt a resolution to initiate Code Amendment No. 20-04 to allow revisions to the Residential-Agriculture/Single-Family Residential Zone standards.

**Submitted by:** Jeff Anderson, Community Development Director

---

#### **Attachments**

Attachment No. 1 - Code Amendment No. 20-04 Initiation Resolution

---

# ATTACHMENT NO. 1

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

### R E S O L U T I O N   N O .

#### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, INITIATING CODE AMENDMENT NO. 20-04 RELATED TO REVISIONS TO THE RESIDENTIAL-AGRICULTURE ZONE AND SINGLE-FAMILY RESIDENTIAL CODE STANDARDS**

WHEREAS, on February 25, 2020, the Planning Commission considered the initiation of a code amendment related to Residential-Agriculture and Single-Family Residential Zone standards in the City of West Covina; and

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

1. The existing code standards for Residential-Agriculture and Single-Family Residential Zones were last amendment on February 18, 2020 to eliminate the Accessory Habitable Quarters (AHQ) standards. Since the adoption of the current standards, the City has identified issues related to the ADU/JADU State mandate which became effective on January 1, 2020. Addressing the issues identified is necessary for the preservation of the Residential-Agriculture and Single-Family Residential Zones.
2. The proposed action is considered to be exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, in that the proposed action consists of a code amendment, which does not have the potential for causing a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED, the Planning Commission of the City of West Covina, in conformance with Section 26-353(b) of the West Covina Municipal Code, does hereby initiate an application for Code Amendment No. 20-04 related to Residential-Agriculture and Single-Family Residential Zone standards in the City of West Covina.

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 25<sup>th</sup> day of February, 2020, by the following vote.

AYES:

NOES:

Resolution No.  
Code Amendment No. 20-04  
February 25, 2020 - Page 2

ABSTAIN: None

ABSENT: None

DATE: November 26, 2019

---

Herb Redholtz, Chairman  
Planning Commission

---

Jeff Anderson, Secretary  
Planning Commission

*City of West Covina*  
*Memorandum*  
**A G E N D A**

**ITEM NO. 4.**

**TO:** Planning Commission

**DATE:** February 25, 2020

**FROM:** Planning Division

**SUBJECT: STUDY SESSION FOR CODE AMENDMENT NO. 20-02 COMMERCIAL  
STANDARDS CLEAN-UP**

---

**BACKGROUND:**

The Planning Commission initiated a code amendment on January 28, 2020. Staff has been working on the draft code amendment text and in doing so noted additional items that could be included in this code amendment. At that time the Planning Commission directed staff to address the following issues.

- Catering service allowed use in the Office Professional Zone
- Delicatessens allowed use in the Office Professional Zone
- Ice Cream Stores allowed use in the Office Professional Zone
- Tutoring facility allowed use in the Office Professional Zone
- Indoor Recreation Facility in the Neighborhood Commercial and C-2 (Medium Commercial) Zone
- Veterinary Hospital in the Office Professional Zone
- Inclusion of the Incidental Retail Uses matrix (26-598.5) into the land use matrix including:
  - Coffee/Snack Shop
  - Pharmacies
  - Barber and Beauty Shops
- Allow Postal Services as an allowed use in the Neighborhood Commercial Zone
- Revise standards for 36-inch walls between parking spaces and streets in commercial zones (Section 26-575) to allow for landscaping and/or berms to provide the screen.

**DISCUSSION:**

Since the initiation, staff has been editing the code to prepare a draft code amendment to present to the Planning Commission at the public hearing. In drafting that code amendment, staff identified two additional items that the Commission may want to consider with this amendment. These include the following.

1. Requirement for a landscaped area minimum of eight (8) percent of the lot in a Manufacturing (M-1) zone. The Code requires a minimum of eight percent of a lot to be landscaped in all non-commercial zones. In reviewing the type of development that occurs in the Manufacturing zone, there is generally less public access to the center and rear portions of a lot than there is in a commercial zone. Much of the landscaping therefore ends up at the back or the middle of the lot and may not be appreciated or maintained over time. Staff recommends reducing that requirement to four (4) percent with at least 75% of that landscaping being within 50 feet of a public street.



2. Requirement for the separation of Tattooing uses from Residential uses. The Code currently requires that tattooing uses be separated by 300 feet from residential uses or zones. Tattooing uses are allowed in the Downtown area which includes areas that are zoned residential but are improved with non-residential uses such as parking lots. Staff recommends that the separation be from residential uses, not zones.

Staff is working on the code amendment text and anticipates a public hearing before the Planning Commission in March.

**RECOMMENDATION:**

Provide direction to staff on items further recommended to be included in Code Amendment No. 20-02.

**Submitted by:** Jeff Anderson, Community Development Director

---

**PLANNING DEPARTMENT STAFF REPORT**

---

**SUBJECT**

**ITEM TYPE (S)**

**CEQA EXEMPTION TYPE**

**APPLICANT:**

**LOCATION:**

**REQUEST:**

Forthcoming - March 10, 2020

**Submitted by:**

---

**Attachments**

Forthcoming 3.10.20

---

**FORTHCOMING PLANNING COMMISSION HEARINGS**

**March 10, 2020**

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CODE AMENDMENT NO. 20-01

FILM PERMIT STANDARDS

APPLICANT: City Initiated

LOCATION: Citywide

(2)

TENTATIVE PARCEL MAP 19-02 (PARCEL MAP NO. 082638)

SUBCOMMITTEE FOR DESIGN REVIEW NO. 19-62

ADMINISTRATIVE USE PERMIT NO. 19-35

TREE REMOVAL PERMIT NO. 20-03

SUBDIVISION OF 64,468 SQUARE FOOT LOT

APPLICANT: Jeremy Yeh

LOCATION: 1177 Spring Meadow Drive

(3)

CONDITIONAL USE PERMIT NO. 20-02

SUBCOMMITTEE FOR DESIGN REVIEW NO. 20-04

FIRST AND SECOND STORY ADDITION

APPLICANT: Javier Hernandez

LOCATION: 2915 Hillside Drive

C. NON-HEARING ITEMS

(1)

STUDY SESSION

DESIGN REVIEW GUIDELINES

**March 24, 2020**

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CODE AMENDMENT NO. 20-02

COMMERCIAL CLEAN UP

APPLICANT:

City Initiated

LOCATION:

Citywide

C. NON-HEARING ITEMS

None

*City of West Covina*  
**A G E N D A**

**ITEM NO. 5. b.**

**DATE: February 25, 2020**

**TO:** Planning Commission

**FROM:** Planning Division

**SUBJECT:** Subcommittee for Design Review Minutes - September 24, 2019, October 8, 2019,  
November 26, 2019, January 14, 2020, January 28, 2020

---

**Attachments**

Subcommittee Mins 9.24.19

Subcommittee Mins 10.8.19

Subcommittee Mins 11.26.19

Subcommittee Mins 1.14.20

Subcommittee Mins 1.28.20

---

**WEST COVINA PLANNING COMMISSION  
SUBCOMMITTEE DESIGN REVIEW BOARD  
PLANNING CONFERENCE ROOM – ROOM 208  
REGULAR MEETING  
Tuesday, September 24, 2019  
6:30 p.m.**

**MINUTES**

**1. ROLL CALL** - Commissioners Heng and Jaquez were present

**2. APPROVAL OF MINUTES**

None

**3. OTHER MATTERS OR ORAL COMMUNICATIONS**

**4. REVIEW ITEMS**

(A)    **APPLICANT:**            Hui Wang and Degang Guo  
         **LOCATION:**             2835 Panorama Court  
         **PROPOSAL:**           Subcommittee Design Review No. 19-47;  
                                     The applicant is proposing to construct a 211 square-foot master bedroom balcony located at the north side of the existing house and a 2,888 square-foot deck located northeast of the existing two-story residence.

Commissioner Heng would like to see trees planted to supplement the shrubs.

Commissioner Jaquez stated that the trees would have to be installed near the concrete strip towards the bottom of the slope in order to achieve screening of the under portion of the deck.

Motion by Jaquez, seconded by Heng that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines as conditioned.

(B)    **APPLICANT:**            Andres Bodadilla Jr.  
         **LOCATION:**             104 Buckboard Circle  
         **PROPOSAL:**           Subcommittee Design Review No. 19-35;  
                                     The applicant is proposing to construct a 1,027 square-foot first-floor addition and a 505 square-foot second-floor addition to an existing 3,462 square-foot two-story house (including 3-car garage).

Commissioner Jaquez asked for verification if there is an existing second-floor window on the north elevation. He is okay with the proposed ingress/egress window on the second-floor north elevation if there already an existing second-floor window on this side. Otherwise, he would like the window changed to clerestory or removed because of privacy concerns.

Both Commissioners Jaquez and Heng felt the installation of alternative materials along the front elevation is not necessary because only a minimal portion of the addition is visible from the street and there is no room to install alternative materials.

Motion by Heng, seconded by Jaquez that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

## **5. ADJOURNMENT**

Adjourn at 6:54 p.m.

**WEST COVINA PLANNING COMMISSION  
SUBCOMMITTEE DESIGN REVIEW BOARD  
PLANNING CONFERENCE ROOM – ROOM 208  
REGULAR MEETING  
Tuesday, October 8, 2019  
6:30 p.m.**

***MINUTES***

**1. ROLL CALL** - Chair Redholtz and Commissioner Jaquez were present

**2. APPROVAL OF MINUTES**

None

**3. OTHER MATTERS OR ORAL COMMUNICATIONS**

**4. REVIEW ITEMS**

(A)    **APPLICANT:**            Yolanda Zhang  
         **LOCATION:**             1420 S. Montezuma Way  
         **PROPOSAL:**           Subcommittee Design Review No. 19-20;  
                                     The applicant is proposing to construct a 144-square foot addition to the rear of an existing split-level house to facilitate interior improves to the residence to expand the kitchen/dining area on the first floor and master bathroom on the lower level. A 345 square-foot deck expansion at the rear of the residence and conversion of an existing carport to a garage are also being proposed. An Administrative Use Permit application was also submitted for this project.

Motion by Redholtz, seconded by Jaquez that the proposed addition, deck expansion, and conversion of carport into a garage are in accordance with the Subcommittee Design Review Board Guidelines as conditioned.

(B)    **APPLICANT:**            Tony Mendoza  
         **LOCATION:**             1050 S. Holly Place  
         **PROPOSAL:**           Subcommittee Design Review No. 19-56;  
                                     The applicant is proposing to construct a 567 square-foot addition consisting of two bedrooms each with its own bathroom. The addition would be located on the south side of the existing single-story residence.



AGENDA NO. 5. b.

DATE: February 25, 2020

Motion by Jaquez, second by Redholtz that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

**5. ADJOURNMENT**

Adjourn at 7:10 p.m.

**WEST COVINA PLANNING COMMISSION  
SUBCOMMITTEE DESIGN REVIEW BOARD  
PLANNING CONFERENCE ROOM – ROOM 208  
REGULAR MEETING**

**Tuesday, November 26, 2019**

**6:30 p.m.**

***MINUTES***

**1. ROLL CALL** - Commissioners Heng and Jaquez were present

**2. APPROVAL OF MINUTES**

- September 24, 2019 Subcommittee Design Review Board Meeting
- October 8, 2019 Subcommittee Design Review Board Meeting

Motion by Commissioner Jaquez seconded by Commissioner Heng, approved.

**3. OTHER MATTERS OR ORAL COMMUNICATIONS**

**4. REVIEW ITEMS**

- (A)    **APPLICANT:**            Raz Grinbawy  
      **LOCATION:**             2839 Muir Woods Ct.  
      **PROPOSAL:**           Subcommittee Design Review No. 19-57;  
                                      The applicant is proposing to construct a 483-square foot 1<sup>st</sup>  
                                      floor addition to the east of the existing two-story house to  
                                      allow for one new bedroom with a walk-in closet and  
                                      bathroom. An Administrative Use Permit application was  
                                      also submitted for this project.

Motion by Jaquez seconded by Heng that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

- (B)    **APPLICANT:**            Edgar Rios  
      **LOCATION:**             848 W. Blue Ash Road  
      **PROPOSAL:**           Subcommittee Design Review No. 19-58;  
                                      The applicant is proposing to convert an existing 468 square-  
                                      foot garage into an accessory dwelling unit and to construct  
                                      a 481 square-foot garage with laundry area located on the  
                                      northeast side of the existing house. A Second Unit Review  
                                      application was also submitted for this project.

Commissioner Jaquez asked that staff verify that the garage addition comply with the required 5-foot rear yard setback. Motion by Heng seconded by Jaquez that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

(C)     APPLICANT:        Yuval Nissim  
          LOCATION:        1042 E. Shamwood Street  
          PROPOSAL:        Subcommittee Design Review No. 19-70;  
                                 The applicant is proposing to construct a 241 square-foot  
                                 addition to the west side of the existing single-story house to  
                                 allow for a bedroom expansion, a walk-in closet, a bathroom,  
                                 and a powder room.

Motion by Heng seconded by Jaquez that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

**5.     ADJOURNMENT**

Adjourn at 6:58 p.m.

**WEST COVINA PLANNING COMMISSION  
SUBCOMMITTEE DESIGN REVIEW BOARD  
PLANNING CONFERENCE ROOM – ROOM 208  
REGULAR MEETING  
Tuesday, January 14, 2020  
6:30 p.m.**

***MINUTES***

**1. ROLL CALL** – Commissioners Heng and Jaquez were present.

**2. APPROVAL OF MINUTES**

- November 26, 2019 Subcommittee Design Review Board Meeting

Motion by Commissioner Jaquez seconded by Commissioner Heng, approved.

**3. OTHER MATTERS OR ORAL COMMUNICATIONS**

**4. REVIEW ITEMS**

(A)   APPLICANT:       David Ko  
      LOCATION:         1133 Promontory Place  
      PROPOSAL:       Subcommittee Design Review No. 19-42;  
                          The applicant is proposing to demolish the existing two-story house and construct a new 5,211 square-foot two-story house and 773 square-foot three-car garage. An Administrative Use Permit application was also submitted for this project.

Commissioner Jaquez and Heng were both okay with providing the applicant with the option to either revise the second-floor bedroom window on the north side to frosted and fixed, or to clerestory to mitigate privacy impacts to the north side neighbor.

Motion by Jaquez seconded by Heng that the proposed addition is in accordance with the Subcommittee Design Review Board Guidelines.

(B)   APPLICANT:       Ngoc Tran  
      LOCATION:         184 N. Willow Avenue  
      PROPOSAL:       Subcommittee Design Review No. 19-75;  
                          The applicant is proposing to demolish the existing house and garage, and to construct a new 2,218 square-foot single-story house and 428 square-foot detached garage.

Motion by Jaquez seconded by Heng to provide the applicant the option of revising the location of the front porch and front door so that it faces the street and bring the revise plans back for Subcommittee review, or forwarding the current design to the Planning Commission for review.

**5. ADJOURNMENT**

Adjourn at 7:15 a.m.

**WEST COVINA PLANNING COMMISSION  
SUBCOMMITTEE DESIGN REVIEW BOARD  
PLANNING CONFERENCE ROOM – ROOM 208  
REGULAR MEETING  
Tuesday, January 28, 2020  
6:30 p.m.**

***MINUTES***

**1. ROLL CALL** - Commissioners Heng and Jaquez were present.

**2. APPROVAL OF MINUTES**

- January 14, 2020 Subcommittee Design Review Board Meeting

Motion by Commissioner Jaquez seconded by Commissioner Heng, approved.

**3. OTHER MATTERS OR ORAL COMMUNICATIONS**

**4. REVIEW ITEMS**

(A)	APPLICANT:	Melinda & Steven Powell
	LOCATION:	2815 Mountain Ridge Road
	PROPOSAL:	Subcommittee Design Review No. 19-80; The applicant is proposing to construct a 402 square-foot balcony at the rear (east) of the existing two-story house.

Motion by Commissioner Jaquez seconded by Commissioner Heng, approved.

**5. ADJOURNMENT**

Adjourn at 6:46 p.m.