



CITY OF WEST COVINA

PLANNING COMMISSION

**APRIL 14, 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**

Governor Newsom issued Executive Orders (N-25-20 and N-29-20), which temporarily suspend certain requirements of the Brown Act. Pursuant to the Executive Orders, Planning Commission members may attend Planning Commission meetings telephonically and the Planning Commission is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On March 19, 2020, the Governor issued Executive Order N-33-20, directing that all individuals living in the State of California stay at home or their place of residence except as needed to maintain the continuity of operations of designated federal critical infrastructure sectors.

Consistent with the Governor's Executive Orders, please be advised that the City Council Chambers are closed to the public and that some, or all, of the West Covina Planning Commission Members may attend this meeting telephonically.

Due to the essential nature of Planning Commission meetings in conducting official City business, the April 14, 2020 Planning Commission meeting will take place as scheduled, with the following changes and additional opportunities to participate:

1. CHAMBERS CLOSED TO THE PUBLIC. The Council Chambers will be closed to the public.

2. E-MAILED PUBLIC COMMENT. Members of the public that wish to address the Planning Commission during public comment or a public hearing may submit public comments via e-mail to the

Planning Commission at: City_Clerk@westcovina.org. The subject line should specify "Public Comment - 4/14/20.". Please include your full name and address in your e-mail. The City Clerk will read emails received by 6:00 P.M. the day of the Planning Commission meeting out loud into the public record.

All email comments must be received by 6:00 P.M. the day of the meeting.

3. TELEPHONIC ACCESSIBILITY. If you wish to address the Planning Commission by telephone during public comment or a public hearing, you may contact the City Clerk by email or by telephone to advise the City Clerk that you would like to address the Planning Commission during public comment or a public hearing.

If e-mailing such request, please send an e-mail by 6:00 P.M. on the day of the Planning Commission meeting to City_Clerk@westcovina.org that includes your name, contact number, and item you wish to comment on, and you will be called during public comment. The subject line of your e-mail should specify "Public Comment-4/14/20".

If you would like to make such a request by phone, please contact the City Clerk at [\(626\) 939-8433](tel:(626)939-8433) by no later than 6:00 P.M. on the day of the Planning Commission meeting to make the request and provide your name, contact number, and the item you wish to speak on.

You must submit your phone number by 6:00 P.M. on the day of the meeting, if you wish to speak.

4. LIVE STREAM/RECORDING OF PLANNING COMMISSION MEETINGS. Member of the public may watch Planning Commission meetings live through the West Covina City YouTube channel at www.westcovina.org/LIVE. Planning Commission meetings are also posted to the City's YouTube channel after each meeting.

The City of West Covina thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

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. 20-6031

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular Meeting, March 10, 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

2. **CODE AMENDMENT NO. 20-02**
GENERAL EXEMPTION
LOCATION: Citywide
REQUEST: The proposed code amendment consists of certain amendments to the Zoning section of the West Covina Municipal Code to modify commercial (nonresidential) uses and standards.

NON-HEARING ITEMS

3. **STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE GUIDELINES**
4. **GENERAL PLAN ANNUAL REPORT FOR 2019**

This report is an annual report required by State law for the progress of the General Plan. The report was presented to the City Council on March 17, 2020. The Housing Element report has been sent to the Department of Housing and Community Development and the General Plan report has been sent to the State Office of Planning and Research.

The report is provided to the Planning Commission to inform the Commission of the data in the reports. No action is required.

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. Forthcoming - April 28, 2020
- b. Project Status Report - April 14, 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

A G E N D A

ITEM NO. 1.

DATE: 04/14/2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular Meeting, March 10, 2020

Attachments

Minutes 3.10.20

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**CODE AMENDMENT NO. 20-02****GENERAL EXEMPTION****LOCATION: Citywide****REQUEST: The proposed code amendment consists of certain amendments to the Zoning section of the West Covina Municipal Code to modify commercial (nonresidential) uses and standards.****BACKGROUND**

The Planning Commission initiated a code amendment on January 28, 2020 at the request of staff. Over the past year, staff has noted requests for land uses that were not allowed in certain zones. Due to the popularity of online shopping, the amount tenant space for retail has been curtailed leaving empty tenant spaces that were once utilized by retail uses. At the time that the code amendment was initiated, staff presented recommended revisions to the Code.

A study session was held by the Planning Commission on February 25, 2020. At that time, staff presented two additional items to be added to the code amendment. At the conclusion of the study session, the Commission directed staff to prepare a code amendment to be presented at a public hearing.

DISCUSSION

Staff has worked with the City Attorney's office to draft the proposed changes to the Code. The proposed code amendment would modify the land uses allowed in various nonresidential zones in the City, revise standards for screen walls in commercial areas (between parking areas and streets), revise the landscape standard in the M-1 zone, and revise the separation standard of Tattooing uses and residential uses.

The following are the changes to the land use matrix (WCMC Section 26-597).

1. Add Catering service as allowed use in the Office Professional Zone.
2. Add Delicatessens as allowed use in the Office Professional Zone
3. Add Ice Cream Stores as allowed use in the Office Professional Zone
4. Add Tutoring facility as allowed use in the Office Professional Zone
5. Add Indoor Recreation Facility with a conditional use permit in the Neighborhood Commercial and C-2 (Medium Commercial) Zone
6. Add Veterinary Hospital with a conditional use permit in the Office Professional Zone
7. Allow Postal Services as an allowed use in the Office Professional Zone and change from an administrative use permit to an allowed use in the Neighborhood Commercial Zone.
8. Deletion of the Incidental Retail Uses matrix (26-598.5) into the land use matrix including;
 - Move Coffee/Snack Shop as an allowed use in the Office Professional and Public Building Zones
 - Move Pharmacies and add an allowed use in all commercial zones and the Public Building Zone
 - Move Barber and Beauty Shops as an allowed use in the Office Professional and Public Building Zones

Currently, the Municipal Code (Section 26-575) requires that a 36-inch high block wall be constructed on the outside perimeter of all off-street parking areas that are visible from a public street. The intent of this standard

was likely to screen automobile headlights at night or to provide screening into parking area. The proposed code amendment would revise the standard to require parking areas to be screened from public streets using means such as land contouring, low-profile walls, shrub plantings or similar screens or a combination. The new standard continues to provide screening but allows the applicant a variety of methods to achieve the screening.

The Municipal Code currently requires that a minimum of 8 percent of a property be landscaped in all nonresidential zones. This category includes the Manufacturing (M-1) Zone. In considering 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 often ends up at the middle or the back of the lot and may not be appreciated or maintained over time. The draft amendment has been prepared reducing that requirement to four (4) percent with at least 75% of that landscaping being within 50 feet of a public street. This will led to development with visible landscaping that is more likely to be maintained over time.

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 abuts areas that are zoned residential but are improved with non-residential uses such as parking lots. The proposed code amendment has been prepared to require a separation from residential uses, but not from residential zones.

The proposed amendment has been drafted and the code text is attached to the resolution for your review (Attachment No. 1). If the Planning Commission chooses to recommend approval of the proposed code amendment, the City Council will hold a public hearing to consider adopting the proposed amendments.

ENVIRONMENTAL DETERMINATION

The proposal is not subject to the California Environmental Quality Act (CEQA) per Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to activity that results in direct or reasonably foreseeable indirect physical change in the environment and for activity considered to be a project. The amendment to the West Covina Municipal Code would not result in a physical change in the environment because it would revise land use and development standards in nonresidential zones.

STAFF RECOMMENDATIONS

Based on direction, staff recommends that the Planning Commission adopt a resolution recommending approval of Code Amendment No. 20-02 to the City Council.

Submitted by: Jeff Anderson, Community Development Director

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Staff Report 2.25.20

Attachment No. 3 - Staff Report 2.25.20

*City of West Covina**Memorandum***A G E N D A****ITEM NO. 3.****DATE: 04/14/2020****TO:** Planning Commission**FROM:** Planning Division**SUBJECT: STUDY SESSION - DESIGN REVIEW SUBCOMMITTEE GUIDELINES**

BACKGROUND:

On February 11, 2020, the Planning Commission reviewed a Subcommittee for Design Review application to allow an entry porch and front door on the side of the single-family residence. The current Subcommittee for Design Review guidelines are for the design of the front elevation.

On March 10, 2020, the Planning Commission reviewed the first and second-story Design Review Subcommittee Guidelines and directed Planning Staff to draft new guidelines for the first story and the second story of a single-family residence.

DISCUSSION:

The Planning Commission reviewed the following new Guidelines on March 10, 2020.

One-Story Guideline

The front elevation of houses should be designed to engage the street through the placement of a door, windows and the front porch as well as other architectural features that define the elevation as the front of the house.

Two-story Guideline

Incorporate the One-Story Guidelines in the architectural design for Two-Story Houses and Additions.

The handouts for both the Design Review Subcommittee Guidelines for One-Story Houses and Additions (Attachment No. 1) and for Two-Story Houses and Additions (Attachment No. 2) have been updated and provided to you in the attachments.

RECOMMENDATION:

Planning Staff recommends adoption of the Updated Guidelines.

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - One-Story Guidelines

Attachment No. 2 - Two-Story Guidelines

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**GENERAL PLAN ANNUAL REPORT FOR 2019**

This report is an annual report required by State law for the progress of the General Plan. The report was presented to the City Council on March 17, 2020. The Housing Element report has been sent to the Department of Housing and Community Development and the General Plan report has been sent to the State Office of Planning and Research.

The report is provided to the Planning Commission to inform the Commission of the data in the reports. No action is required.

BACKGROUND

Each California city is required to have an adopted General Plan. Pursuant to California State law, a General Plan must have seven required elements, including Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. The Housing Element is the only element that has a statutory requirement to be updated periodically. While the General Plan Update is typically managed by the Planning Division, the required Elements also include policies for other Departments including Engineering (Circulation and Safety), Public Services (Open Space), Community and Economic Development (Housing), Fire, and Police.

On December 20, 2016, the City Council adopted an updated General Plan and certified the Environmental Impact Report (EIR). Included with its adoption was an implementation program (policies and actions) to guide future decision-making on development, resource management, public safety, public services, and general community well-being.

State Government Code Section 65400 requires an annual report be given to the legislative body on the status of implementing the goals of the General Plan to be presented to the City Council each year prior to April 1st. This report also covers the efforts made during the last year in implementing the programs of the Housing Element as well as actual building permit activity.

An Annual Report was reviewed by the City Council on March 17, 2020, reviewing the policies and actions taken in 2019. This Annual Report provides information on policies and actions for 2019. This report will allow the City Council and community to evaluate General Plan policies and actions, as well as provide information on the Housing Element.

DISCUSSION**ESTIMATED DEVELOPMENT POTENTIAL**

In the "Our Well Planned Community" chapter of the General Plan, estimates are provided for the amount of development in the City over the 20-year horizon of the General Plan. Projected growth is divided geographically with the majority being in the Downtown district. In addition to the Downtown, the General

Plan also identifies other areas in the City where growth can be accommodated. These areas are divided into three categories; districts, corridors, and neighborhood centers. Downtown is included in the Districts category. The Development Chart is included as Attachment No. 1. The chart also includes the forecasted development identified in the General Plan and the cumulative number of units and/or square footage constructed in 2019. Units and square footage constructed are reported based on the issuance of building permits, rather than certificates of occupancy so as to be consistent with the Housing Element reporting. This allows staff to reliably and regularly track actual development against the amount of development that was studied in the Program Environmental Impact Report (EIR) and in the General Plan.

During 2019, two development projects were issued building permits in one of the districts, corridors or neighborhood centers. One of these, Chick-Fil-A (4,200 square feet), was issued in the Downtown area and the other for a retail/commercial building (1,850 square feet) at 1030 S. Glendora Avenue on the South Glendora corridor. Therefore, the City remains within the build capacity studied in the Program EIR for all districts, corridors and neighborhood centers. An additional development issued permits last year is the U-Stor-It public storage facility at Lark Ellen Avenue and W. Garvey Avenue S. Since this location is not in one of the areas identified for growth in the General Plan, it is not included in the chart.

GENERAL PLAN POLICIES STATUS

Through this reporting process, the Planning Division provides annual updates on the progress of the City in meeting the goals, policies, and actions identified in the General Plan (including the Housing Element). Staff updated the chart (Attachment No. 2) listing the goals, policies, and actions of the General Plan, as well as their current status. Items marked “Ongoing” are actions with no definitive end date. Items marked “In Progress” have been initiated but not yet completed. Items marked “Completed” have been implemented. Items marked “Not Initiated” have not been started. The General Plan and Housing Element include a menu of goals and objectives allowing the City to evaluate and select actions to focus on in the near future. To allow the General Plan to stay a valuable tool for staff and the community, goals and objectives should be modified from time to time so that the menu continues to be relevant.

HOUSING ELEMENT

The Housing Element is one of the seven required Elements of a General Plan. It is unique in that it is the only Element that is required to be updated at regular intervals and is required to be certified by the California Department of Housing and Community Development (HCD). The Housing Element was modified as part of the General Plan update process and was adopted by the City Council in 2016. HCD certified the revised Housing Element on April 5, 2017.

One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number up among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 2014-2021 period was 831 housing units across all income categories (very low income = 217, low income = 129, moderate income = 138 and above moderate income = 347). The requirement of the City is to provide information that the zoning in the City allows for at least that many housing units be constructed. This information is provided in the Housing Element and is part of the evaluation of HCD prior to certifying a Housing Element.

Staff has completed the required HCD forms to report on the new housing construction activity and the progress on the programs included in the Housing Element. This Housing Element term is from 2014 to 2021. This information is provided in Attachment No. 2. In 2019, building permits were issued for 50 new housing units (one new single-family house, 42 multi-family units on Cameron, and 7 accessory dwelling units). This increases the number of units issued permits in this term to 719 units. During this review period there have been several housing developments constructed in the City, the largest of which is the 450-unit Colony

development on Glendora Avenue. All of the units have been market rate units (i.e., above moderate income), with no affordable units being constructed in that time frame.

CONCLUSION

This report covers the implementation of the goals of the General Plan for 2019, as well as development progress made within the adopted EIR and Housing Element.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission receive and file the report.

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - General Plan Development Chart

Attachment No. 2 - General Plan Policy Chart

Attachment No. 3 - Housing Element Progress Report

A G E N D A

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - April 28, 2020

ITEM NO. 5.a.
DATE: 04/14/2020

Attachments

Forthcoming. 4.28.20

A G E N D A

TO: Planning Commission
FROM: Planning Division
SUBJECT: Project Status Report - April 14, 2020

ITEM NO. 5.b.
DATE: 04/14/2020

Attachments

Project Status Report - 4.14.20
