



CITY OF WEST COVINA

PLANNING COMMISSION

**MAY 26, 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**

IN ORDER TO REDUCE THE SPREAD OF THE COVID-19 VIRUS, GOVERNOR NEWSOM HAS ISSUED EXECUTIVE ORDERS THAT TEMPORARILY SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND ALLOW COUNCIL MEMBERS TO ATTEND CITY COUNCIL MEETINGS TELEPHONICALLY. PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDERS AND DUE TO CONCERNS OVER COVID-19, THE CITY COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Public Participation: In accordance with Executive Order N-29-20 and guidance from the California Department of Public Health on gatherings, City Council Chambers will remain closed to the public. Members of the public may participate remotely in the following ways:

Public comments will be accepted via e-mail to the City Clerk at City_Clerk@westcovina.org. The subject line should specify either "Public Comment or Public Hearing – 5/26/2020". 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.

If you wish to address the Council by telephone during public comment or a public hearing, you may contact the City Clerk by email City_Clerk@westcovina.org or by telephone (626) 939-8433 by 6:00 P.M. on the day of the Commission meeting, to advise the City Clerk that you would like to address the Commission during public comment or a public hearing.

Members of the public may watch Planning Commission meetings live through the West Covina City YouTube channel at www.westcovina.org/LIVE. Planning Commission meeting videos are also posted to the City's Video Archive on <https://www.westcovina.org/departments/city-clerk/agendas-and-meetings/current-meetings-and-agendas>.

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. 20-6036

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting, April 28, 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. **CONDITIONAL USE PERMIT NO. 20-04
CATEGORICAL EXEMPTION
APPLICANT: Valencia Heights Water Company (Dave Michalko)
LOCATION: 330 S. Citrus Street (AIN: 8480-016-031;Maverick Ridge Rider Park)
REQUEST: The applicant is requesting a conditional use permit (CUP) to allow for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank.**
3. **CODE AMENDMENT NO. 20-01
CATEGORICAL EXEMPTION
LOCATION: City-wide
REQUEST: The proposed code amendments consist of certain amendments to the Zoning section of the West Covina Municipal Code to modify motion picture filming/film permit standards. This Code Amendment was reviewed by the City Council on April 21, 2020 and was forwarded back to the Planning Commission for further revisions.**

NON-HEARING ITEMS

4. **FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENT PROGRAM FILING OF
CONFORMANCE WITH THE GENERAL PLAN**

TEN-DAY APPEAL PERIOD: *Actions taken by the Planning Commission that are not recommendations to the City Council will become final after ten (10) calendar days unless a written appeal with the appropriate fee is lodged with the City Clerk's Office before close of business on the tenth day.*

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

This is the time when any member of the Commission may bring a matter to the attention of the full Commission that is within the scope of duties assigned to the Commission. Any item that was considered during the Agenda is not appropriate for discussion in this section of the agenda. **NO COMMISSION DISCUSSION OR ACTION CAN BE CONSIDERED AT THIS TIME.** If the Commission desires to discuss an issue raised by a speaker or take an action, the Commission may vote to agendize the matter for a future meeting.

ELECTION OF OFFICERS

Motion by _____, seconded by _____, to elect _____ as Chair.

Motion by _____, seconded by _____, to elect _____ as Vice Chair.

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

- a. Forthcoming - June 23, 2020
- b. Project Status Report - Subcommittee for Design Review Minutes - February 25, 2020, March 10, 2020, April 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. 1.

DATE: May 26, 2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, April 28, 2020

Attachments

PC Minutes 4.28.20

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

A G E N D A

DATE: May 26, 2020

ITEM NO.: 1

**MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, April 28, 2020 – Virtual Meeting**

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 – lead the Pledge of Allegiance.

ROLL CALL

Present: Heng, Holtz, Jaquez, Kennedy and Redholtz

Absent: **None**

City Staff Present: Tsai, Anderson, Persico, Ansari, Sherrick and Burns

APPROVAL OF MINUTES:

1. Regular meeting, April 14, 2020

The minutes were approved as submitted.

OTHER MATTERS OR ORAL COMMUNICATIONS

Esther Sapien – Letter was read into the record by Lisa Sherrick, Assistant City Clerk:

“My name is Esther Sapien, 1237 S Vanhorn Ave West Covina 91790. I am asking the Council to implement signs on sidewalks advising the public who walk their dogs to be responsible for picking up their dog poop. It should be a fine for not doing so just like in other cities. There has been an increase of dog poop lately on the sidewalks where I walk daily (near Edgewood Middle School) surrounding neighborhoods. Due to the recent virus pandemic, people are walking their dogs more & are not being responsible or considerate. They should all carry doggy bags.

Thank you very much!”

Robert Torres, Lydia de Zara, Ron Garcia, John Beshay, Sam Gutierrez, Miguel Hernandez, Veronica Hernandez, Christine Delostrinos, Alan Hernandez, Shannon Yauchzee, Fabiola Wong, and Miguel Nunez called in to wish Jeff Anderson well in his retirement. Kaiser Rangwala sent a letter and his comments were read by Ron Garcia.

PUBLIC HEARINGS

2. PRECISE PLAN NO. 19-01
 CONDITIONAL USE PERMIT NO. 19-01
 VARIANCE NO. 19-01
 TREE REMOVAL PERMIT NO. 20-01
 MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT
 APPLICANT: Matthew Livingston, Ridge Crest Real Estate, LLC
 LOCATION: 1912 West Merced Avenue
 REQUEST: The project consists of a request for approval of a precise plan to construct a 81,759 square-foot 2-story assisted living/memory care facility on the 2.27-acre site. The applicant is also requesting the approval of a Conditional Use Permit for the operation of an assisted living/memory care facility, a Variance to exceed the maximum allowed lot coverage, to exceed the height limit and to exceed the maximum front yard pavement coverage percentage, and a Tree Removal Permit for the removal of 37 trees defined as significant. The subject property is located south of the intersection of Merced Avenue and Van Horn Avenue.

The staff report was presented by Community Development Director Jeff Anderson. He informed the Commission that Mr. Robert Torres had submitted his comments by email and that email had been forwarded to the Planning Commission. He also explained the reasons for the various applications and requested that the Commission amend Conditions No. 14 and No. 4, L. in the Engineering recommendations. He also told the Commission that the applicant held two community meetings and did significant community outreach to residents in the area of the proposed development.

Commissioner Heng asked staff to review information contained in the staff report regarding Floor Area Ratio and Lot Coverage.

Chairman Redholtz opened the public hearing.

PROPONENTS:

Matthew Livingston, applicant representing Ridge Crest Real Estate, LLC, Christopher Hahn and Douglas Panache, architect were also present to answer any questions by the Commission.

Mr. Livingston spoke to the Commission regarding the proposed development. He told the Commission there was an increasing need for assisted living facilities. In addition, he told the Commission that there will be minimal traffic generated by this project and spoke about the proposed landscaping that would minimize the intrusion of the facility into the surrounding single-family neighborhood. Mr. Livingston also answered questions from the Commission.

OPPONENTS:

No one spoke in opposition.

Chairman Redholtz closed the public hearing.

There was a discussion by the Commission regarding the proposed use, and the information presented by the applicant.

Commissioners Holtz expressed his support of the project and the proposed location. He added that this location was favorable because of its close proximity to medical facilities. Commissioner Jaquez concurred with Commissioner Holtz and said he believed the demands for assisted living facilities will increase as the population ages. Commissioner Kennedy said he was supportive of the project. Commissioner Heng said she likes the design of the assisted living facility but was still concerned about the impacts on Van Horn Avenue. Chairman Redholtz expressed his support of the project and commended the applicants for the community outreach they did in preparation for this project.

Motion by Holtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6032, approving the Mitigated Negative Declaration of Environmental Impact. Motion carried 5-0.

Motion by Holtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6033, approving Precise Plan No. 20-01 and Tree Removal Permit No. 20-01, as amended. Motion carried 5-0.

Motion by Holtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6034, approving Conditional Use Permit No. 19-01, as amended. Motion carried 5-0.

Motion by Holtz, seconded by Jaquez, to waive further reading and adopt Resolution No. 20-6035, as amended. Motion carried 5-0.

Chairman Redholtz said these actions are final unless appealed to the City Council within ten (10) days.

3. CODE AMENDMENT NO. 20-04
GENERAL EXEMPTION

LOCATION: Citywide

REQUEST: The proposed code amendment consist of certain amendments to the Zoning section of the West Covina Municipal Code to modify development standards within the Residential-Agricultural (R-A) and Single-Family Residential(R-1) zones. The proposed code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

Planning Manager Jo-Anne Burns presented the staff report. She told the Commission that this code amendment had been initiated on February 25, 2020 to address R-1 development standards due to the State-mandated changes to Accessory Dwelling Units. Also during her presentation, she reviewed the proposed code for non-habitable bonus rooms and the proposed maximum driveway width.

There was a discussion regarding the differences in regulations for Accessory Dwelling Units and inhabitable bonus rooms. There was also a discussion regarding the number of dogs and cats that are allowed in the Municipal Code.

Chairman Redholtz opened the public hearing.

No one spoke in favor of, or in opposition to, the Code Amendment.

Chairman Redholtz closed the public hearing.

Motion by Kennedy to waive further reading and adopt Resolution No. 20-6036.

Commissioner Heng expressed her concern for driveways without garages. She said she was concerned that this code amendment would increase the need for street parking by residents. Commissioner Holtz also expressed his concern that some residents are unable to park their vehicles in the driveway because their recreational vehicles are parked on there. Commissioner Heng requested Commissioner Kennedy amend his motion to address her concerns with the Code Amendment.

There was a discussion by the Commission regarding the proposed Code Amendment.

Commissioner Kennedy withdrew his motion. There was further discussion regarding how this code amendment would affect the Accessory Dwelling Unit Ordinance. City Attorney Tsai commented that a motion to continue this matter to a date certain was her recommendation.

Motion by Jaquez, seconded by Kennedy, to continue this matter to June 23, 2020. Motion carried 5-0.

NON-HEARING ITEMS

4. STUDY SESSION – REQUEST TO INITIATE A CODE AMENDMENT
PLANNING COMMUNITY DEVELOPMENT NO. 1 (WOODSIDE VILLAGE)

Community Development Director Jeff Anderson presented the staff report. During his presentation he reviewed the history of Woodside Village and told the Commission that the development standards for Planned Community Development No. 1 should be adopted into the Zoning code. There was a short discussion by the Commission regarding this matter.

Motion by Redholtz, seconded by Jaquez, to adopt Resolution No. 20-6036 initiating Code Amendment No. 20-04. Motion carried 5-0.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

Chairman Redholtz said he had worked with Community Development Director Jeff Anderson for many years and complimented him on his ability to handle the Planning Commission and West Covina residents. He wished Mr. Anderson his best in his retirement. The other Commissioners also spoke about their experience with Mr. Anderson and wished him well. Mr. Anderson thanked them for their comments and good wishes.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming – May 12, 2020 none but some on second meeting in May.
- b. Subcommittee for Design Review Minutes – February 11, 2020

Mr. Anderson said there were no matters scheduled for the May 12, 2020 regular meeting but there are for the May 26, 2020 meeting.

6. CITY COUNCIL ACTION:

Mr. Anderson said the City Council requested further action by the Planning Commission with regarding Code Amendment No. 20-01, Film Permits.

ADJOURNMENT

Community Development Director Jeff Anderson adjourned the meeting at 9:20 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

ADOPTED AS SUBMITTED ON:

ADOPTED AS AMENDED ON:

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 20-04

CATEGORICAL EXEMPTION

APPLICANT: Valencia Heights Water Company (Dave Michalko)

LOCATION: 330 S. Citrus Street (AIN: 8480-016-031;Maverick Ridge Rider Park)

REQUEST: The applicant is requesting a conditional use permit (CUP) to allow for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank.

BACKGROUND

The project site is a 14,146 square-foot parcel improved with a water pump station operated by the Valencia Heights Water Company. The water pump station was initially approved in 1996 through CUP 483. CUP 483 was then amended in 2001 through CUP 01-02 to allow for the replacement of the water well. The site abuts Maverick Ridge Rider Park along the north, east, and west, and abuts single-family residential properties to its south.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Residential Single Family" (R-1) and "Parks & Open Space" (POS)
SURROUNDING LAND USES AND ZONING	North: Residential Single Family (R-1); Maverick Ridge Rider Park South: Residential Single Family (R-1); Single Family Homes within the Animal Keeping Overlay Zone East: Residential Single Family (R-1); Maverick Ridge Rider Park West: Residential Single Family (R-1); Maverick Ridge Rider Park
CURRENT DEVELOPMENT	Valencia Heights Water Company Facility
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 22 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting a conditional use permit (CUP) to allow for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank. The proposed fuel storage tank would be within the existing 14,146 square-foot Valencia Heights Water Company station, in between the Maverick baseball field and the Equestrian Center.

According to the applicant, the need for fuel to power generators could be critical in emergency situations. The proposed fuel storage tank would be utilized for emergencies should there be a long-term loss of power to any of the Valencia Heights Water Company's pumping facilities. The proposed fuel storage tank and axillary equipment is not anticipated to result in any change in the current noise level during the station's normal operation.

The height of the proposed fuel storage tank is 5 feet, 6 inches tall with a 12 foot tall steel vent. The fuel storage tank would not be visible from off-site as the property is surrounded by a chain-link fence with shrubs installed for screening. The proposed fuel storage tank and equipment would be set back 18 feet, 9 inches from the southeast property line, and 42 feet, 9 inches from the closest residential property.

REQUIRED FINDINGS

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

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

The proposed fuel tank at the existing facility is necessary to power the pump in the event of a power outage. The fuel storage tank is necessary to avoid water service interruptions for residents located south of the facility and throughout the Valencia Water Heights Company service area, if an emergency should occur and the main power source the facility is disconnected. Providing a backup power source is crucial to ensure general well-being of the community by having a reliable water source during an emergency.

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

The applicant will obtain Building permits and Fire Department approval for the fuel storage tank and axillary equipment, and will obtain the necessary inspections throughout the construction process. Therefore, will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. Furthermore, the addition of the fuel storage tank is not anticipated to generate additional noise within the vicinity during the stations normal operation.

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

The existing site is adequate in size to accommodate the addition of the fuel storage tank. Since the water pump station is longstanding and the proposed fuel storage tank is ancillary the existing use, the project will be compatible with the other surrounding land uses. In addition, the site is screened with a fence and landscaping, and would not be predominately visible from off-site.

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

As the facility is existing and usually unmanned because of it's simplistic nature. The upgrades will not generate a substantial amount of vehicular traffic nor alter present circulation patterns. Existing conditions also provide efficient and safe public access and circulation.

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

The granting of the conditional use permit to allow for the upgraded operation of a public utility

station and yard, including the installation of a new fuel storage tank will not adversely affect the West Covina General Plan since the proposed use does not conflict with the site's land use designation of "Residential Single Family." The project would be consistent with the General Plan Policy 5.7 (Our Resilient Community), which is to "manage & develop safe, reliable, economical water supply for existing & planned new customer."

GENERAL PLAN CONSISTENCY

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

- a. Policy 5.7 Manage & develop safe, reliable, economical water supply for existing & planned new customers.
 - i) Action 5.7b - Partner with the 8 water districts to forecast demand & determine appropriate facility needs.

ENVIRONMENTAL DETERMINATION

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

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 20-04.

LARGE ATTACHMENTS

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

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Business Operations Plan

PLANNING COMMISSION

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 20-04

CONDITIONAL USE PERMIT NO. 20-04

CATEGORICAL EXEMPTION

APPLICANT: Valencia Heights Water Company (Dave Michalko)

LOCATION: 330 S. Citrus Street (AIN: 8480-016-031;Maverick Ridge Rider Park)

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 for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank on certain property described as follows:

Assessor Parcel No. 8480-016-031 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 26th day of May 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 for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank.
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 the proposed upgrades will occupy an existing water company site.

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 fuel tank at the existing facility is necessary to power the pump in the event of a power outage. The fuel storage tank is necessary to avoid water service interruptions for residents located south of the facility and throughout the Valencia Water Heights Company service area, if an emergency should occur and the main power source the facility is disconnected. Providing a backup power source is crucial to ensure general well-being of the community by having a reliable water source during an emergency.
 - b. The applicant will obtain Building permits and Fire Department approval for the fuel storage tank and axillary equipment, and will obtain the necessary inspections throughout the construction process. Therefore, will not be detrimental to the health, safety, peace, or general welfare of surrounding residents or business owners. Furthermore, the addition of the fuel storage tank is not anticipated to generate additional noise within the vicinity during the stations normal operation.

- c. The existing site is adequate in size to accommodate the addition of the fuel storage tank. Since the water pump station is longstanding and the proposed fuel storage tank is ancillary the existing use, the project will be compatible with the other surrounding land uses. In addition, the site is screened with a fence and landscaping, and would not be predominately visible from off-site.
 - d. As the facility is existing and usually unmanned because of it's simplistic nature. The upgrades will not generate a substantial amount of vehicular traffic nor alter present circulation patterns. Existing conditions also provide efficient and safe public access and circulation.
 - e. The granting of the conditional use permit to allow for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank will not adversely affect the West Covina General Plan since the proposed use does not conflict with the site's land use designation of "Residential Single Family." The project would be consistent with the General Plan Policy 5.7 (Our Resilient Community), which is to "manage & develop safe, reliable, economical water supply for existing & planned new customer."
- 2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 20-04 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 May 26, 2020.
- b. Comply with all conditions of approval from CUP 483 and CUP 01-02.
- c. Comply with all applicable sections of the West Covina Municipal Code.
- d. Comply with all requirements of the "Single-Family Residential" (R-1) Zone and all other applicable standards of the West Covina Municipal Code.
- e. Conditional Use Permit No. 20-04 allows for the upgraded operation of a public utility station and yard, including the installation of a new fuel storage tank.
- f. The existing pump station is 14,146-square feet. Any addition or modification of the use shall require the submittal of a new conditional use permit.
- g. Noise levels shall not exceed the ambient noise level by more than (5) five decibels as measured outside of the tenant space.
- h. The applicant shall preserve the existing landscaping and fence screening on-site from any nearby streets and adjacent properties. The applicant shall replace the fence and/or landscaping to maintain the screening.
- i. 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.
- j. 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.
- k. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.
- l. The operation of the facility shall comply with the West Covina Noise Ordinance.
- m. 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.

- n. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.

o. 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. Structural design shall comply with the 2020 Los Angeles County Building Codes. Plans shall be submitted for plan check and required permit for above ground fuel tank and electrical system shall be obtained from the Building & Safety Division prior to start of construction.
3. Separate application(s), plan check(s), and permit(s) is/are required for:
 - i. Grading (see Engineering Division for requirements)
 - ii. Retaining walls (see Engineering Division for requirements)
 - iii. Required masonry or concrete perimeter walls or trash enclosures.
 - iv. Fire sprinkler/Alarm systems (see Fire Department Prevention Bureau for requirements)
4. A soils and geology report may be required to address the potential for and the mitigation measures of any seismic induced landslide/liquefaction. Soils report shall address foundation design and site preparation requirements.
5. All new on-site utility service lines shall be underground. WCMC 23-273.
6. All work shall be completed with a valid permit and in accordance with applicable Building Regulations. Final building inspection and approvals shall be completed prior to the use of the storage tank.

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 26th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: May 26, 2020

EXPIRATION DATE:

MAY 26, 2022 if not used

Herb Redholtz, Chairman
Planning Commission

Mark Persico, Secretary
Planning Commission



Sylvia Beltran, Chairwoman
Daniel Liese, Vice-Chairman
Curtis Feese, Treasurer
Wayne Partee, Secretary
John Akerboom, Director
Robert Ghirelli, Director
Ronald Wheeler, Director

P. David Michalko, General Manager
Gloria Galindo, Office Manager

April 13, 2020

Mr. Herb Redholtz, Planning Commission Chair
1444 West Garvey Avenue
West Covina, CA 91790

RE: Conditional Use Permit No. 20-04, Response to questions, April 7, 2020

Dear Chairman Redholtz, and fellow Commissioners:

In light of the ongoing COVID 19 pandemic, this CUP could not be more timely or important to Valencia Heights Water Company (Company). The Company belongs to two emergency response groups, a statewide water agency group, CALWARN, and a local group made up of 20 LA County water agencies, PWAG, both focused on mutual assistance.

The PWAG group began regular conference calls on March 16, 2020, to address concerns and actions needed to protect the health and safe of the water agencies' staff, ensure the delivery of portable water to our customers, and identify the challenges we may be facing. One of the items on the agenda for the first meeting, was a discussion on fuel supplies. Although, it appears now that there could be some relief in sight, things continue evolve rapidly, and should there be a long-term loss of power to any of our pumping facilities, the need for fuel to power generators could be critical.

This is the sole purpose for this project and the fuel storage. Below, I have addressed your specific questions.

- a) The purpose of installing the new fuel storage equipment.
As stated above, this is part of the Company's Emergency Preparedness planning. The Company's Emergency Response Plan includes preparation for what is called a "black sky event" where the power grid would be unable to provide power for multiple days. Fuel for generators will help to mitigate this or a similar event.
- b) How is it to be operated?
The facility operates like any fuel pump/gas station facility.
- c) Who will operate it?
The fuel tanks will only be operated by Company field personnel to fuel Company equipment.
- d) How often will it be used?
The facilities will likely be used several times a week (less than once a day) to fuel trucks and equipment. Although the storage is for emergency preparedness the fuel must be turned over regularly or it will go bad



- e) Will the new equipment make any noise?
There will be no change in noise levels at the site.

f) Other-

During the past several years, many things have changed in what a water agency would consider normal operations. Southern California Edison (Edison) is no longer the reliable source of energy that it once was. The Company has already experienced power outages in excess of 24 hours. Along with the new Public Safety Power Shutoffs (PSPS) being practiced by Edison, it is just a matter of time until we lose power for an extended period of time, requiring the use of a generator.

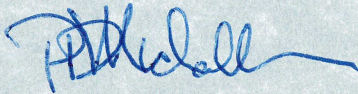
The Company has multiple scenarios to plan for with power outages, Edison equipment failure, a wind event which could either result in damage to Edison facilities or necessitate a PSPS, wildland fire, or an earthquake.

Should the worst case scenario take place, the states' "fuel set-aside" program recommends 7 to 9 days of fuel storage and the ability to take/receive bulk deliveries.

I hope this provides sufficient information as to the importance and critical need for this addition to our shop facilities. Should you have further questions, please do not hesitate to contact me. While no one saw the pandemic coming, it highlights the fact that we don't know when the next emergency will strike. Should the next emergency jeopardize our ability to pump water, having fuel readily available is important to our operations which is why we need to have this project completed.

I can be reached at 626-332-8935 or by email at dmichalko@vhwc.org should you wish for further assistance.

Sincerely,



P. David Michalko, General Manager
Valencia Heights Water Company

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CODE AMENDMENT NO. 20-01

CATEGORICAL EXEMPTION

LOCATION: City-wide

REQUEST: The proposed code amendments consist of certain amendments to the Zoning section of the West Covina Municipal Code to modify motion picture filming/film permit standards. This Code Amendment was reviewed by the City Council on April 21, 2020 and was forwarded back to the Planning Commission for further revisions.

BACKGROUND

On January 21, 2020, the City Council adopted Resolution No. 2020-05 to initiate a Code Amendment to Section 26-281 of the West Covina Municipal Code (WCMC) pertaining to film permit standards.

On February 11, 2020, the Planning Commission held a study session to discuss the film permit code standards and directed staff to modify the number of days filming is allowed in residential and non-residential zones, and to modify the filming activity timeframe for non-residential zones. The ordinance was prepared based on the comments received from the Planning Commission during the study session.

On March 10, 2020, the Planning Commission held a public hearing to consider Code Amendment No. 20-01. During the hearing Mr. Lucas Purcell pointed out that the draft Code Amendment does not limit the amount of filming days allowed in non-residential zones. The Planning Commission voted 5-0 to approve Resolution No. 20-6030 recommending the City Council adopt Code Amendment No. 20-01 as presented.

On April 21, 2020, the City Council held a public hearing to consider Code Amendment No. 20-01. During the hearing the City Council expressed some concerns that the proposed Code Amendment does not place specific limits on the amount of filming days allowed in non-residential zones. The City Council provided the following direction:

- The City Council felt that the language needed further refinement in order to make it easier to understand; the language pertaining to filming in residential and non-residential zones should be made consistent.
- Limiting filming in residential zones to 5 days including set up seems too restrictive.
- Filming in non-residential zones should be regulated in the number of filming days, similar to the language regulating filming in residential zones.
- Allowing filming 20 times per year or 20 days at a time, with only 7 days in between activities in nonresidential zones is excessive.

The City Council voted 5-0 to forward Code Amendment No. 20-01 back to the Planning Commission for further revisions.

DISCUSSION

The proposed changes to the zoning code need to balance all the City's economic development priorities. Allowing for additional filming on commercial properties in some cases could be a disincentive to reuse of the property. For example, if the revenue from filming are substantial, a property owner has little incentive to reuse the property for its intended more economically beneficial commercial use. This is particularly important in the Auto Plaza BID area, where the City is encouraging new vehicle sales as the primary land use.

The City does not generate significant revenue from film permits. Film permit costs need to be competitive with other cities in the region if the City wishes to attract more filming. Additionally, having reasonable fees supports filming is an ancillary use of the property. A potential problem occurs when filming is the primary use of the property because the City loses sales tax revenues and receives only minimal revenue from the film permit.

The proposed Ordinance has been revised based on the City Council direction:

- **Residential Zones** - The previous version of the draft Ordinance allowed for 5 days of filming activity including setup and dismantling. The revised version does not include setup and dismantling in the allotted 5 days. In addition, the language has been revised so that it is clear that 90 days is the required "cool-off" period; the existing Code requires 3 months.
- **Non-Residential Zones** - The previous version of the draft Ordinance did not limit the amount of days allowed per activity; it limited the amount of times per calendar with only a 7-day "cool-off" period. The language in the revised version is similar to the texts for filming in residential zones. Staff has included place-holders in the number of filming days allowed and the amount of days required in between filming activities ("cool-off" period). Since the City Council felt that both 20 times and/or 20 days is too many and 7 days in between activities is too short, staff is recommending that the Planning Commission select a figure within the following range:
 - *Days*: a timeframe limit within the 8 to 15 day range would be reasonable.
 - *"Cool-off" Period*: a "cool-off" period within the 30 to 60 day range would be reasonable.

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, respectively. The amendment to the West Covina Municipal Code would not result in a physical change in the environment because it would simply revise existing film permit standards.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution recommending approval of Code Amendment No. 20-01 to the City Council.

Submitted by: Jo-Anne Burns

Attachments

Attachment No. 1 - Approval Resolution

Attachment No. 2 - Planning Commission Resolution No. 20-6030

Attachment No. 3 - 4/21/20 City Council Staff Report

**PLANNING COMMISSION
RESOLUTION NO. 20-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WEST COVINA, CALIFORNIA, RECOMMENDING TO THE CITY
COUNCIL APPROVAL OF CODE AMENDMENT NO. 20-01, CODE
AMENDMENT RELATED TO FILM PERMIT STANDARDS**

CODE AMENDMENT NO. 20-01

GENERAL EXEMPTION

APPLICANT: City of West Covina

LOCATION: Citywide

WHEREAS, on the 21st day of January 2020, the City Council initiated a code amendment related to film permit standards; and

WHEREAS, the Planning Commission, did on February 11, 2020, conduct a study session to consider the initiated code amendment; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 10th day of March 2020, conduct a duly advertised public hearing as prescribed by law. At the conclusion of the public hearing, the Planning Commission approved Planning Commission Resolution No. 20-6030, recommending that the City Council approve Code Amendment No. 20-01; and

WHEREAS, on the 21st day of April 2020, the City Council conducted a duly noticed public hearing as prescribed by law regarding this ordinance and forwarded Code Amendment No. 20-01 back to the Planning Commission for further revisions; and

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

1. The City's provisions for film permits were last updated in March 7, 2000.
2. It is necessary to amend the municipal code because the current filming standards are too restrictive.
3. The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, in that the

proposed action consists of a code amendment, which does not have the potential for causing a significant effect on the environment.

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

SECTION NO. 1: The above recitals are true and correct and are incorporated herein as if set forth herein in full.

SECTION NO. 2: Based on the evidence presented and the findings set forth, Code Amendment No. 20-01 is hereby found to be consistent with the West Covina General Plan and the implementation thereof, and that the public necessity, convenience, general welfare, and good zoning practices require Code Amendment No. 20-01.

SECTION NO. 3: Based on the evidence presented and the findings set forth, the Planning Commission of the City of West Covina hereby recommends to the City Council of the City of West Covina that it approves Code Amendment No. 20-01 to amend Chapter 26 (Zoning) of the West Covina Municipal Code as shown on Exhibit "A."

SECTION NO. 4: The Secretary is instructed to forward a copy of this Resolution to the City Council for their attention in the manner as prescribed by law and this Resolution shall go into force and effect upon its adoption.

[continued on next page]

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 26th day of May, 2020, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: May 26, 2020

Herb Redholtz, Chairman
Planning Commission

Mark Persico, Secretary
Planning Commission

EXHIBIT A

ORDINANCE NO. 2471

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT NO. 20-01, RELATED TO FILM PERMIT STANDARDS

WHEREAS, the City's provisions for film permits were last updated on March 7, 2000; and

WHEREAS, on January 21, 2020, the City Council initiated a code amendment related to film permit standards; and

WHEREAS, on February 11, 2020, the Planning Commission conducted a study session to discuss potential revisions to the film permit standards; and

WHEREAS, on March 10, 2020, the Planning Commission conducted a duly noticed public hearing as prescribed by law regarding proposed Code Amendment No. 20-01. At the conclusion of the public hearing, the Planning Commission approved Planning Commission Resolution No. 20-6030, recommending that the City Council approve Code Amendment No. 20-01; and

WHEREAS, on April 21, 2020, the City Council conducted a duly noticed public hearing as prescribed by law regarding this ordinance and forwarded Code Amendment No. 20-01 back to the Planning Commission for further revisions; and

WHEREAS, on May 26, 2020, the Planning Commission conducted a duly noticed public hearing as prescribed by law regarding proposed Code Amendment No. 20-01. At the conclusion of the public hearing, the Planning Commission approved Planning Commission Resolution No. 20-____, recommending that the City Council approve Code Amendment No. 20-01; and

WHEREAS, on _____, 2020, the City Council conducted a duly noticed public hearing as prescribed by law regarding this ordinance approving Code Amendment No. 20-01; and

WHEREAS, based on review of the State CEQA Guidelines, the City Council finds and determines that the ordinance is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment; and

WHEREAS, the City Council has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Subsection (a) of Section 26-281 of Chapter 26, Article VI, Division 6 of the West Covina Municipal Code is hereby amended to read as follows:

(a) *Applicability.* A film permit may be approved by the planning director without notice or hearing for the following filming:

- (1) In single- and multi-family residential zones, filming for up to ~~three (3)~~ five (5) days, not including any setup and dismantling, ~~in any three (3) months~~ with a minimum of 90 days in between each time period, on any one (1) property.
- (2) In all other zoning districts, filming of up to ~~five (5) days~~ 15 days, not including any setup and dismantling, ~~in any three (3) months~~ with a minimum of ## days in between each time period, on any one (1) property or shopping center.
- (3) All filming, including any setup and dismantling, shall be done between the hours of 7:00 a.m. and 9:00 p.m. in residential zones, and between the hours of 6:00 a.m. and 11:00 p.m. in all other zoning districts. Film permit activities may extend outside these hours if the planning director finds that there will be no adverse impacts to nearby residents or business owners.
- (4) Filming which involves no exceptions to the general filming conditions in Section 26-280(e) above

SECTION 2: The City Clerk shall certify to the passage of this ordinance and shall cause the same to be published as required by law.

SECTION 3: This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2020.

Tony Wu
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

ATTACHMENT NO. 1

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST COVINA)

I, Lisa Sherrick, Assistant City Clerk of the City of West Covina, do hereby certify the foregoing Ordinance, being Ordinance No. 2471, was introduced at the _____, 2020 regular Council meeting and adopted at a regular meeting of the City Council on _____, 2020, by the following roll call vote:

AYES:
 NOES:
 ABSENT:
 ABSTAINED:

Lisa Sherrick
Assistant City Clerk

**PLANNING COMMISSION
RESOLUTION NO. 20-6030**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WEST COVINA, CALIFORNIA, RECOMMENDING TO THE CITY
COUNCIL APPROVAL OF CODE AMENDMENT NO. 20-01, CODE
AMENDMENT RELATED TO FILM PERMIT STANDARDS**

CODE AMENDMENT NO. 20-01

GENERAL EXEMPTION

APPLICANT: City of West Covina

LOCATION: Citywide

WHEREAS, on the 21st day of January 2020, the City Council initiated a code amendment related to film permit standards; and

WHEREAS, the Planning Commission, did on February 11, 2020, conduct a study session to consider the initiated code amendment; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 10th day of March 2020, conduct a duly advertised public hearing as prescribed by law; and

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

1. The City's provisions for film permits were last updated in March 7, 2000.
2. It is necessary to amend the municipal code because the current filming standards are too restrictive.
3. The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, in that the proposed action consists of a code amendment, which does not have the potential for causing a significant effect on the environment.

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

SECTION NO. 1: The above recitals are true and correct and are incorporated herein as if set forth herein in full.

SECTION NO. 2: Based on the evidence presented and the findings set forth, Code Amendment No. 20-01 is hereby found to be consistent with the West Covina General Plan and the implementation thereof, and that the public necessity, convenience, general welfare, and good zoning practices require Code Amendment No. 20-01.

SECTION NO. 3: Based on the evidence presented and the findings set forth, the Planning Commission of the City of West Covina hereby recommends to the City Council of the City of West Covina that it approves Code Amendment No. 20-01 to amend Chapter 26 (Zoning) of the West Covina Municipal Code as shown on Exhibit "A."

SECTION NO. 4: The Secretary is instructed to forward a copy of this Resolution to the City Council for their attention in the manner as prescribed by law and this Resolution shall go into force and effect upon its adoption.

I HEREBY CERTIFY, that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 10th day of March, 2020, by the following vote.

AYES: Holtz, Heng, Redholtz, Kennedy, Jacquez

NOES: None

ABSTAIN: None

ABSENT: None

DATE: March 10, 2020



Herb Redholtz, Chairman
Planning Commission



Jeff Anderson, Secretary
Planning Commission

EXHIBIT A

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT
NO. 20-01, RELATED TO FILM PERMIT STANDARDS**

WHEREAS, the City's provisions for film permits were last updated in March 7, 2000;
and

WHEREAS, on the 21st day of January 2020, the City Council initiated a code amendment
related to film permit standards; and

WHEREAS, the Planning Commission, did on February 11, 2020, conduct a study session
to consider the initiated code amendment; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 10th day
of March 2020, conduct a duly advertised public hearing as prescribed by law to make
recommendations to the City Council to approve Code Amendment No. 20-01; and

WHEREAS, the City Council, upon giving the required notice, did on the ____ day of
_____, conduct a duly advertised public hearing as prescribed by law on the proposed
ordinance; and

WHEREAS, based on review of the State CEQA Guidelines, the City Council finds and
determines that the proposed ordinance is statutorily exempt from the California Environmental
Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines, which provides that
CEQA only applies to projects that have the potential for causing a significant effect on the
environment; and

WHEREAS, the City Council has duly considered all information presented to it,
including written staff reports and any testimony provided at the public hearing, with all testimony
received being made a part of the public record.

**WHEREFORE, THE MAYOR AND THE CITY COUNCIL OF THE CITY OF
WEST COVINA HEREBY ORDAINS AS FOLLOWS:**

SECTION NO. 1: Subsection (a) of Section 26-281 of Chapter 26, Article VI, Division 6 of the West Covina Municipal Code is hereby amended to read as follows:

(a) *Applicability.* A film permit may be approved by the planning director without notice or hearing for the following filming:

- (1) In single- and multi-family residential zones, filming for up to ~~three (3)~~ five (5) days, including any setup and dismantling, in any three (3) months on any one (1) property.
- (2) In all other zoning districts, filming of up to ~~five (5) days~~ 20 times per production/film and/or application in a calendar year with a minimum of seven (7) days in between each time period. ~~including any setup and dismantling, in any three (3) months on any one (1) property or shopping center.~~
- (3) All filming, including any setup and dismantling, shall be done between the hours of 7:00 a.m. and 9:00 p.m. in residential zones, and between the hours of 6:00 a.m. and 11:00 p.m. in all other zoning districts. Film permit activities may extend outside these hours if the planning director finds that there will be no adverse impacts to nearby residents or business owners.
- (4) Filming which involves no exceptions to the general filming conditions in Section 26-280(e) above

SECTION NO. 2: That the City Clerk shall certify to the passage of this ordinance and shall cause the same to be published as required by law.

SECTION NO. 3: This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED this _____.

Tony Wu
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk, of the City of West Covina, custodian of the original records, which are public records which I maintain custody and control for the City of West Covina do hereby certify the foregoing Ordinance, being Ordinance No. _____ as passed by the City Council of the City of West Covina, signed by the Mayor of said Council, and attested by the Assistant City Clerk, at a regular meeting of the City Council held on the _____, and that the same was passed by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

Lisa Sherrick
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 21, 2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: PUBLIC HEARING TO CONSIDER CODE AMENDMENT NO.
20-01 FOR FILM PERMIT STANDARDS**

RECOMMENDATION:

That Planning Commission recommends that the City Council consider a Zoning Code Amendment as follows:

ORDINANCE NO. 2471 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT NO. 20-01, RELATED TO FILM PERMIT STANDARDS

BACKGROUND:

On January 21, 2020, the City Council adopted Resolution No. 2020-05 to initiate a Code Amendment to Section 26-281 of the West Covina Municipal Code (WCMC) pertaining to film permit standards.

On February 11, 2020, the Planning Commission held a study session to discuss the film permit code standards and directed staff to modify the number of days filming is allowed in residential and non-residential zones, and to modify the filming activity timeframe for non-residential zones. The ordinance was prepared based on the comments received from the Planning Commission during the study session.

On March 10, 2020, the Planning Commission held a public hearing to consider Code Amendment No. 20-01. During the hearing Mr. Lucas Purcell pointed out that the draft Code Amendment does not limit the amount of filming days allowed in non-residential zones. The Planning Commission voted 5-0 to approve Resolution No. 20-6030 recommending the City Council adopt Code Amendment No. 20-01 as presented.

DISCUSSION:

The proposed changes to the zoning code need to balance all the City's economic development priorities. Allowing for additional filming on commercial properties in some cases could be a disincentive to reuse of the property. For example, if the revenue from film permits is substantial, a property owner has little incentive to reuse the property for a better/higher use. This is particularly important in the Auto Plaza BID area, where the City is encouraging new vehicle sales as the primary land use. The City does not generate significant revenue from film permits. Film permit costs need to be competitive with other cities in the region if the City wishes to attract more filming. Additionally, having reasonable fees supports filming is an ancillary use of the property. A potential problem occurs when filming is the primary use of the property because the City loses sales tax revenues and receives only minimal revenue from the film permit.

The proposed ordinance provides the following changes to Section 26-281 of Division 6 of Article VI of Chapter 26 of the WCMC:

- The number of filming days for residential zones will be increased from 3 days to 5 days.
- The number of filming days for non-residential zones will be increased from 5 days to 20 times per production with a minimum of 7 days in between each time period.
- The hours for filming in non-residential zones will be revised from 7:00 am to 9:00 pm to 6:00 am to 11:00 pm.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve the Planning Commission's recommendation; or
2. Provide alternative direction

ENVIRONMENTAL REVIEW:

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, respectively. The amendment to the West Covina Municipal Code would not result in a physical change in the environment because it would simply revise existing film permit standards.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

The proposed code amendment will have no fiscal impact. Applicants will be required to pay fees to cover any staff costs as well as hard costs required to process applications.

Attachments

Attachment No. 1 - Ordinance No. 2471

Attachment No. 2 - Planning Commission Resolution No. 20-6030

Attachment No. 3 - Mar. 10, 2020 Planning Commission Minutes

Attachment No. 4 - March 10, 2020, Planning Commission Staff Report

CITY COUNCIL GOALS & OBJECTIVES:

Enhance the City Image and Effectiveness

City of West Covina
Memorandum
A G E N D A

ITEM NO. 4.

DATE: May 26, 2020

TO: Planning Commission

FROM: Planning Division

**SUBJECT: FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENT PROGRAM FILING
OF CONFORMANCE WITH THE GENERAL PLAN**

BACKGROUND:

The Capital Improvement Program (CIP) identifies the proposed major projects or purchases over Fiscal Year 2020-2021. Typically, the CIP is considered with the budget every year. Capital improvements are those individual construction projects and purchase of land, equipment, and contract services that need to be addressed in the new fiscal year or future years.

Pursuant to California Government Code Section 65401, the CIP “shall be submitted to the county or city planning agency for review.... as to conformity with the adopted general plan...” The Planning Commission fulfills the role of “planning agency” for this purpose. Once the Planning Commission finds the CIP consistent with the General Plan, the proposed CIP will be presented to the City Council for adoption and appropriate funding for the ensuing year CIP projects.

Projects for Fiscal Year 2020-2021

Buildings

- City Yard Back-up Generator
- Dispatch Center Renovation (roof, workstations, HVAC)
- Police Building - Forensic Lab Upgrade, Jail, Detective Bureau, Roof, HVAC
- Fire Station 1 - Headquarters Replacement
- Fire Stations 2, 3, 4, & 5 - Renovation (kitchen, roof, flooring, bays)
- City Hall - repainting exterior, parking garage waterproofing and repair, interior remodel, parking lot resurfacing
- Door Access - Phase II
- City Council Chamber Seating Replacement
- City Yard Renovations (parking lot, block wall, and roof)
- City Hall Replacement and Upgrade of Pumps for Storm Water Lift Station

General

- BKK Radio Tower Monitoring System & Improvements
- Community Development Permitting System
- Citywide Enterprise Resource Planning Software System
- Auto Pulse Resuscitation System
- Defibrillators
- Comprehensive Zoning and Subdivision Code Revision
- Fire Department - Replace Mobile Data Computers
- Replace Fire Department Turnout Gear (coats & pants)

- Replace Fire Station Alerting System

Parks - Playground and Field

- Orangewood Park - security fencing, restroom improvements
- Del Norte Park - Dog Park Renovation
- Pour and Play Playgrounds - Del Norte, Palm View, Aroma, and Walmardo Parks
- Parks Security Cameras and Lighting
- Shadow Oak Park - lower parking lot & restrooms
- Resurfacing of Tennis Courts at Del Norte Park
- Restroom Improvements and Upgrades for all City Parks
- Resurfacing of Basketball Courts at Gingrich
- Cortez Park - repair trash enclosure and replace football goal post
- Del Norte Park - roof replacement of pony snack bar, demo southwest snack bar, dog park improvements, restroom improvements, repair trash enclosure
- Friendship Park - Replace Flooring and Interior Paint, Roof Replacement, Repair Trash Enclosure
- Walmarado Park - resurface basketball courts, restroom improvements
- Park drinking fountains, picnic area renovation (ADA, covers, tables)
- Paseo Lighting Replacement/Repairs

Regional

- Lark Ellen and Badillo - Traffic Signal Improvement with Los Angeles County
- La Puente Road/Forecastle - New Traffic Signal with City of Walnut
- Lark Ellen and Grovecenter - Pedestrian Improvements with City of Covina
- Azusa Avenue Street Rehabilitation (North - South City Limits) (Synchronize signals regionally - Azusa, Covina, Industry, LA County)

Sewer

- Sewer System Management Plan Update
- CIPP Lining Program
- Sewer Main Replacement - Portions Glenview Road, Michelle Street, and Azusa Avenue
- Sewer Main Replacement - Portion of Azusa Avenue
- Sewer Main Replacement - Portion of Citrus Street
- Sewer System Controls and Power- Program

Streets and Sidewalks

- Pavement Management Plan Update
- Annual Concrete Sidewalk and Curb and Gutter Repair Program
- Annual Concrete Sidewalk and Stamped Concrete Replacement
- Median Landscaping
- Bus Stop Enhancement Program - Annual Program
- ADA Curb Access Ramp Program
- Street Lights LED's Conversion Program
- Residential Street Rehabilitation - Annual Program
- Green Street Projects / Stormwater Improvements
- Catch Basin Trash Capture Device Installation Program
- Christ Lutheran - Left Turn Pocket on Citrus
- Merced/Sunset Avenues - Left Turn
- Merced/Valinda - Left Turn
- Glendora/Merced Avenues - Left Turn

Vehicles

- Hybrid Vehicle for Fleet
- Fleet Vehicle Safety Equipment Upgrade
- Police Vehicle Replacement
- Replace 1994 City Yard Dump Truck

DISCUSSION:

Overall, the proposed projects included in the CIP are consistent with the intent of the existing General Plan of supporting growth and development, providing municipal services and improving/maintaining infrastructure and quality of life and safety. The CIP fulfills the following goals of the General Plan:

Our Prosperous Community:

Action 2.3a - Invest in infrastructure and improve the public realm.

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

Our Accessible Community:

Action 4.2b - Review capital improvement projects to ensure that needs of non-motorized travelers are considered in planning, programming, design, reconstruction, retrofit, maintenance, construction, operations, and project development.

Our Resilient Community:

Action 5.8b - Preserve the longevity and sound condition through evaluation and maintenance of the sewer infrastructure.

Action 5.8.c - Pursue construction of new or replacement sewer lines consistent with the City's Sewer System Management Plan.

Policy 5.9 - Provide adequate facilities and services for the collection, transfer, recycling, and disposal of refuse.

Our Active Community:

Policy 8.8 - Increase safety in public parks.

Action 8.8a - Provide adequate lighting; maintaining land-scaping to maximize visibility; remove graffiti as soon as possible; remove trash, debris, weeds, etc. from public areas with ongoing maintenance of those public areas; and conduct regular police patrols and provide public safety information.

Action 8.8b - Continue to use the Capital Improvements Program to plan for the identification of available resources for park facility repair, upgrades, and replacements through the budget process.

ENVIRONMENTAL ANALYSIS:

The California Environmental Quality Act (CEQA, Section 21000, et seq. of the California Public Resources Code), requires that the potential impacts of projects that will have a physical impact on the environment be analyzed prior to their construction. State CEQA Guidelines Sections 15061(b)(3) and 15378 exempts projects that have no potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The Planning Commission's action involves determining the consistency of the Fiscal Year 2020-2021 Capital Improvement Program with the City's General Plan. It does not directly authorize the construction of the individual projects enumerated in the listing. Therefore, the determination of consistency will not have a direct effect on the environment. As such, the potential action qualifies for this exemption and no further environmental review is required.

CONCLUSION:

Environmental documentation for projects will be prepared or initiated prior to start of construction. The resolution attachment lists all the projects in the CIP for the next year and a summary of the status of their environmental clearance.

RECOMMENDATION:

Staff recommends that the Planning Commission find the Fiscal Year 2020-2021 budget of the draft Five-Year CIP, as outlined in the attached pages in conformance with the General Plan.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Resolution of General Plan Consistency

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

R E S O L U T I O N N O . 20-

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY
OF WEST COVINA, CALIFORNIA, FINDING THE FISCAL YEAR
2020-2021 CAPITAL IMPROVEMENT PROGRAM IN
CONFORMANCE WITH THE GENERAL PLAN PURSUANT TO
SECTION 65401 OF THE GOVERNMENT CODE**

WHEREAS, the proposed 2020-2021 Fiscal Year (FY) by the Capital Improvement Program (CIP) includes projects in various locations throughout the City of West Covina; and

WHEREAS, the Planning Commission of the City of West Covina has heretofore reviewed as required by Section 65401 of the Government Code, a list of projects being planned or constructed in 2020-2021 FY by the CIP conformity with the General Plan; and

WHEREAS, the Planning Commission of the City of West Covina is the planning agency for the City; and

WHEREAS, all projects listed in Exhibit A are located in the City of West Covina and are consistent with policies of the City; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred; and

WHEREAS, the Planning Commission on the 26th day of May 2020, reviewed the report and attachments for the 2020-2021 FY CIP to determine consistency with the General Plan

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

1. The determination of the General Plan consistency for the 2020-2021 FY CIP is exempt from the California Environmental Quality Act (CEQA, section 21000 et seq. of the Public Resources Code) because the action is not a project under CEQA.
2. The 2020-2021 FY CIP as contained in the Draft Five-Year CIP has been reviewed with particular to its conformity with the General Plan
3. Said 2020-2021 FY CIP is in conformity with the General Plan, pursuant to Section 65401 of the Government Code. The proposed CIP provided in "Exhibit

A” has been found to serve the implementation of the following goals and policies of the General Plan:

Our Prosperous Community:

Action 2.3a - Invest in infrastructure and improve the public realm.

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

Our Accessible Community:

Action 4.2b - Review capital improvement projects to ensure that needs of non-motorized travelers are considered in planning, programming, design, reconstruction, retrofit, maintenance, construction, operations, and project development.

Our Resilient Community:

Action 5.8b - Preserve the longevity and sound condition through evaluation and maintenance of the sewer infrastructure.

Action 5.8.c - Pursue construction of new or replacement sewer lines consistent with the City’s Sewer System Management Plan.

Policy 5.9 - Provide adequate facilities and services for the collection, transfer, recycling, and disposal of refuse.

Our Active Community:

Policy 8.8 - Increase safety in public parks.

Action 8.8a - Provide adequate lighting; maintaining landscaping to maximize visibility; remove graffiti as soon as possible; remove trash, debris, weeds, etc. from public areas with ongoing maintenance of those public areas; and conduct regular police patrols and provide public safety information.

Action 8.8b - Continue to use the Capital Improvements Program to plan for the identification of available resources for park facility repair, upgrades, and replacements through the budget process.

4. This Resolution shall constitute this Commission’s report and recommendation to the City Council as require by the Government Code.
5. The Planning Commission also finds and determines that the projects identified in Exhibit A do not qualify as a project or are categorically exempt from the requirements of the California Environmental Quality Act of 1970, as amended, and the guidelines promulgated thereunder pursuant to Sections 15261, 15262 15301, 15302, and 15303 of Division 6 of Title 14 of the California Code of Regulations.
6. The Secretary of this Commission shall certify to the adoption of this Resolution and forthwith transmit a certified copy to the City Council, as the report required to meet California Government Conde 65401.

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 26th day of May, 2020 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE:

Herb Redholtz, Chairman
Planning Commission

Mark Persico, Secretary
Planning Commission

EXHIBIT A

Order	Category	Five-Year Funding Schedule					Five-Year Total Program	Unfunded
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
B	BUILDINGS	\$100,000	\$100,000	\$250,000	\$100,000	\$350,000	\$900,000	\$24,510,000
G	GENERAL	\$320,000	\$0	\$0	\$0	\$125,000	\$445,000	\$3,260,000
P	PARKS PLAYGROUNDS AND FIELDS	\$880,000	\$340,000	\$340,000	\$340,000	\$340,000	\$2,240,000	\$7,750,000
R	REGIONAL	\$1,964,232	\$2,725,000	\$3,000,000	\$0	\$0	\$7,689,232	
SW	SEWER	\$2,392,600	\$2,292,600	\$2,152,600	\$2,152,600	\$2,000,000	\$10,990,400	
S	STREETS AND SIDEWALKS	\$4,777,148	\$3,642,148	\$3,642,148	\$3,717,148	\$3,642,148	\$19,420,740	\$620,000
T	TRAFFIC SIGNALS	\$590,000	\$670,000	\$170,000	\$270,000	\$140,000	\$1,840,000	\$1,950,000
V	VEHICLES	\$105,000	\$0	\$0	\$0	\$0	\$105,000	\$690,000
TOTALS		\$11,128,980	\$9,769,748	\$9,554,748	\$6,579,748	\$6,597,148	\$43,630,372	\$38,780,000

Fund No. Fund Description

122 Prop C
124 GT = gas tax
128 TDA = transportation development act
131 CDBG = Community Development Block Grant
161 CT = construction tax
170 PDF A = park dedication fund
171 PDF B = park dedication fund
172 PDF C = park dedication fund
174 PDF E = park dedication fund
175 PDF F = park dedication fund
177 PDF H = park dedication fund
183 CCS = Coastal Sage Scrub
188 Citywide MD = maintenance district
224 Measure R
235 Measure M
237 SB 1 = Senate Bill
Measure W = stormwater improvemnet fund

CAPITAL IMPROVEMENT PROGRAM

CATEGORY: BUILDINGS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
B-1	ADA Access - Public Facilities	\$500,000	CDBG	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
B-2	City Hall - Seismic Retrofit	\$250,000	CT					\$250,000
B-3	Replace Emergency Generator at City Hall	\$150,000	CT			\$150,000		
	TOTAL BUILDING PROJECTS	\$900,000		\$100,000	\$100,000	\$250,000	\$100,000	\$350,000

	UNFUNDED PROJECTS	
UF-B	City Yard Back-up Generator	\$100,000
UF-B	Dispatch Center Renovation (Roof, workstations, HVAC)	\$500,000
UF-B	Police Building - Forensic Lab Upgrade, Jail, Detective Bureau, Roof, HVA	\$1,200,000
UF-B	Fire Station 1 - Headquarters Replacement	\$15,000,000
UF-B	Fire Station 2 - Renovation (Kitchen, Roof, Flooring, Bays)	\$650,000
UF-B	Fire Station 3 - Renovation (Kitchen, Roof, Flooring, Bays)	\$900,000
UF-B	Fire Station 4 - Renovation (Kitchen, Roof, Flooring, Bays)	\$900,000
UF-B	Fire Station 5 - Renovation (Kitchen, Roof, Flooring, Bays)	\$1,500,000
UF-B	City Hall - Repainting Exterior	\$400,000
UF-B	City Hall - Parking Garage waterproofing and repair	\$750,000
UF-B	City Hall - interior remodel	\$1,000,000
UF-B	City Hall Parking Lot Resurfacing	\$125,000
UF-B	Door Access - Phase II	\$250,000
UF-B	City Council Chamber Seating Replacement	\$400,000
UF-B	City Yard Renovations (Parking Lot, Block Wall and Roof)	\$750,000
UF-B	City Hall Replacement & Upgrade of pumps for Storm Water Lift Station	\$85,000
	TOTAL UNFUNDED PROJECTS	\$24,510,000

CAPITAL IMPROVEMENT PROGRAM

CATEGORY: GENERAL

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
G-1	BKK Radio Tower Monitoring System & Improvements	\$125,000	CT					\$125,000
G-2	Community Development Permitting system	\$320,000	SB 2 - Grant	\$320,000				
	TOTAL GENERAL PROJECTS	\$125,000		\$320,000	\$0	\$0	\$0	\$125,000

	UNFUNDED PROJECTS	
UF-G	Citywide Enterprise Resource Planning software system	\$2,000,000
UF-G	Auto Pulse Resuscitation System	\$75,000
UF-G	Defibrillators	\$250,000
UF-G	Comprehensive Zoning & Subdivision Code Revision	\$450,000
UF-G	Fire Dept - Replace Mobile Data Computers	\$35,000
UF-G	Replace Fire Department Turnout Gear (coats & pants)	\$175,000
UF-G	Replace Fire Station Alerting System	\$275,000
	TOTAL UNFUNDED GENERAL PROJECTS	\$3,260,000

CAPITAL IMPROVEMENT PROGRAM
CATEGORY: PARKS PLAYGROUNDS AND FIELDS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	ORANGEWOOD PARK							
P-1	Security Fencing, Restroom Improvements	\$300,000	PDF F	\$300,000				
	DEL NORTE							
P-2	Dog Park Renovation	\$80,000	Measure A	\$80,000				
	POUR AND PLAY PLAYGROUNDS							
P-3	Del Norte, PalmView, Aroma & Walmardo Parks	\$500,000	Measure A	\$500,000				
	GALSTER PARK							
P-4	Tot Lot Replacement	\$340,000	Measure A		\$340,000			
	FRIENDSHIP PARK							
P-5	Tot Lot Replacement	\$340,000	Measure A			\$340,000		
	GINGRICH PARK							
P-6	Tot Lot Replacement	\$340,000	Measure A				\$340,000	
	CALIFORNIA PARKETTE							
P-7	Tot Lot Replacement	\$340,000	Measure A					\$340,000
	TOTAL PARK PLAYGROUNDS AND FIELDS PROJECTS	\$2,240,000		\$880,000	\$340,000	\$340,000	\$340,000	\$340,000

	UNFUNDED PROJECTS	
UF-P	Parks security cameras & lighting @ \$75,000 each	\$1,200,000
UF-P	Shadow Oak Park - lower parking lot & restrooms	\$1,500,000
UF-P	Resurfacing of Tennis Courts at Del Norte	\$40,000
UF-P	City Parks Restroom Improvements & Upgrades	\$1,000,000
UF-P	Resurfacing of Basketball Courts at Gingrich	\$40,000
UF-P	Lighting	\$295,000
UF-P	Cortez Park - Repair Trash Enclosure & Replace Football Goal Post	\$50,000
UF-P	Del Norte Park - Roof Replacement of Pony Snack Bar, Demo South West Snack Bar, Dog Park Improvements, Restroom Improvements, Repair Trash Enclosure	\$500,000
UF-P	Friendship Park - Replace Flooring and Interior Paint, Roof Replacement, Repair Trash Enclosure	\$325,000
UF-P	Walmardo Park - Resurface Basketball Courts, Restroom Improvements	\$250,000
UF-P	Park drinking fountains, picnic area renovation (ADA, Covers, tables) Citywide @ \$150,000	\$2,400,000
UF-P	Paseo Lighting Replacement/Repairs	\$150,000
	TOTAL UNFUNDED PARK PLAYGROUNDS FIELDS PROJECTS	\$7,750,000

CAPITAL IMPROVEMENT PROGRAM

CATEGORY: REGIONAL

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
R-1	Lark Ellen and Badillo - Traffic Signal Improvements with County of LA	\$200,000	Measure R		\$200,000			
R-2	La Puente Road/Forecastle - New Traffic Signal with City of Walnut	\$400,000	Measure R	\$200,000				
			City of Walnut	\$200,000				
R-3	Lark Ellen and Grovescenter - Pedestrian Improvements with City of Covina	\$91,232	Measure R	\$52,616				
			City of Covina	\$38,616				
R-4	Azusa Ave Street Rehabilitation (North - South City Limits) (Synchronize signals regionally - Azusa, Covina, Indusry, LA County)	\$6,998,000	Prop C	\$200,000	\$500,000	\$750,000		
			STPL	\$875,000	\$1,000,000	\$750,000		
			Measure M	\$298,000	\$500,000	\$750,000		
			Measure R	\$100,000	\$525,000	\$750,000		
	TOTAL REGIONAL PROJECTS	\$7,689,232		\$1,964,232	\$2,725,000	\$3,000,000	\$0	\$0

CAPITAL IMPROVMENT PROGRAM

CATEGORY: SEWER

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
SW-1	Sewer System Management Plan Update	\$75,000	SF	\$75,000				
SW-2	CIPP Lining Program	\$610,400	SF	\$152,600	\$152,600	\$152,600	\$152,600	
SW-3	Sewer Main Replacement - Portions Glenview Rd, Michelle St., and Azusa Ave.	\$9,500,000	SF	\$1,500,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
SW-4	Sewer Main Replacement - Portion of Azusa Ave.	\$295,000	SF	\$295,000				
SW-5	Sewer Main Replacement - Portion of Citrus St.	\$230,000	SF	\$230,000				
SW-6	Sewer System Controls and Power - Program	\$280,000	SF	\$140,000	\$140,000			
	TOTAL SEWER PROJECTS	\$10,990,400		\$2,392,600	\$2,292,600	\$2,152,600	\$2,152,600	\$2,000,000

CAPIUTAL IMPROVEMNET PROGRAM
CATOGORY: STREETS AND SIDEWALKS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
S-1	Pavement Management Plan Update	\$75,000	GT				\$75,000	
S-2	Annual Concrete Sidewalk and Curb and Gutter Repair Program	\$900,000	Measure M	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
S-3	Annual Concrete Sidewalk and Stamped Concrete Replacement	\$350,000	TDA	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
S-4	Median Landscaping	\$2,000,000	Measure R	\$500,000	\$250,000	\$250,000	\$250,000	\$250,000
			Citywide MD	\$500,000				
S-5	Bus Stop Enhancement Program - Annual Program	\$110,000	Prop C	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000
S-6	ADA Curb Access Ramp Program	\$100,000	CDBG	\$100,000				
S-8	Street Lights LED's Conversion Program	\$300,000	Measure R	\$300,000				
S-9	Residential Street Rehabilitation - Annual Program	\$10,335,740	GF	\$567,148	\$567,148	\$567,148	\$567,148	\$567,148
			SB1	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
S-10	Green Street Projects / Stormwater Improvements	\$5,000,000	Measure W	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
S-11	Catch Basin Trash Capture Device Installation Program	\$250,000	SF	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	TOTAL STREET PROJECTS	\$19,420,740		\$4,777,148	\$3,642,148	\$3,642,148	\$3,717,148	\$3,642,148

	UNFUNDED PROJECTS	
UF-S	Christ Lutheran - Left Turn Pocket on Citrus	\$50,000
UF-S	Merced/Sunset Avenues - Left Turn	\$190,000
UF-S	Merced/Valinda - Left Turn	\$190,000
UF-S	Glendora/Merced Avenues - Left Turn	\$190,000
	TOTAL UNFUNDED STREET PROJECTS	\$620,000

CAPITAL IMPROVEMENT PROGRAM

CATEGORY: TRAFFIC SIGNALS

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
T-1	Traffic Signal at Cameron/Barranca	\$450,000	Measure M	\$450,000				
T-2	Traffic Signal at Cameron/Citrus	\$500,000	Measure M		\$500,000			
T-3	Update Traffic & Engineering Surveys	\$100,000	Measure R				\$100,000	
T-4	Video Detection Citywide	\$250,000	Measure R	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
T-5	Traffic Signal Controller Replacement & Backup Battery	\$420,000	GT	\$60,000	\$90,000	\$90,000	\$90,000	\$90,000
T-6	Installation of Traffic Control Devices	\$120,000	GT	\$30,000	\$30,000	\$30,000	\$30,000	
	TOTAL TRAFFIC SIGNAL PROJECTS	\$1,840,000		\$590,000	\$670,000	\$170,000	\$270,000	\$140,000

	UNFUNDED PROJECTS	
UF-T	GPS Emergency Pre-emption System	\$1,500,000
UF-T	Cameron and Orange - Traffic Signal Improvements	\$450,000
	TOTAL UNFUNDED TRAFFIC SIGNALS	\$1,950,000

CAPITAL IMPROVEMENT PROGRAM

CATEGORY: VEHICLES

Project No.	Description of Item	Cost of Item	Funding Sources	Five-Year Funding Schedule				
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
V-3	Hybrid Vehicle for Fleet	\$40,000	AQMD	\$40,000				
V-4	Fleet Vehicle Safety Equipment Upgrade	\$65,000	GT	\$30,000				
			Sewer	\$35,000				
	TOTAL VEHICLES PROJECTS	\$105,000		\$105,000	\$0	\$0	\$0	\$0

UNFUNDED PROJECTS		
UF-V	Police vehicle replacement	\$500,000
UF-V	Replace 1994 City Yard Dump Truck	\$190,000
	TOTAL UNFUNDED PROJECTS	\$690,000

City of West Covina
A G E N D A

ITEM NO. 5. a.

DATE: May 26, 2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - June 23, 2020

Attachments

Forthcoming 6.23.20

AGENDA NO. 5. a.

DATE: May 26, 2020

FORTHCOMING PLANNING COMMISSION HEARING

June 9, 2020

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

None

C. NON-HEARING ITEMS

None

June 23, 2020

A. CONSENT CALENDAR

None

B. PUBLIC HEARINGS

(1)

CODE AMENDMENT NO. 20-01

FILM PERMITS

APPLICANT:

City Initiated

LOCATION:

Citywide

(2)

TENTATIVE PARCEL MAP NO. 82866 (TPM NO. 20-01)

711 N AZUSA AVENUE

APPLICANT:

Greg Fick

LOCATION:

711 N. Azusa Avenue

C. NON-HEARING ITEMS

(3)

STUDY SESSION

GUIDELINES FOR WIRELESS FACILITIES IN THE PUBLIC RIGHT-OF-WAY

City of West Covina
A G E N D A

ITEM NO. 5. b.

DATE: May 26, 2020

TO: Planning Commission

FROM: Planning Division

SUBJECT: Project Status Report - Subcommittee for Design Review Minutes - February 25,
2020, March 10, 2020, April 28, 2020

Attachments

Subcommittee Mins. 2.25.20

Subcommittee Mins. 3.10.20

Subcommittee Mins. 3.10.20

**WEST COVINA PLANNING COMMISSION
SUBCOMMITTEE DESIGN REVIEW BOARD
PLANNING CONFERENCE ROOM – ROOM 208
REGULAR MEETING
Tuesday, February 25, 2020
6:30 p.m.**

MINUTES

- 1. ROLL CALL** - Commissioners Jaquez and Kennedy were present
- 2. APPROVAL OF MINUTES** - None
- 3. OTHER MATTERS OR ORAL COMMUNICATIONS**
- 4. REVIEW ITEMS**

(A) **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. This project was forwarded to the Planning Commission by the Subcommittee and reviewed by the Planning Commission on February 11, 2020. The applicant has revised the plan to extend the porch along the front of the house and added windows on the front elevation.

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

(B) **APPLICANT:** Gabriel Flores
 LOCATION: 843 E. Lucille Avenue
 PROPOSAL: Subcommittee Design Review No. 20-03;
 The applicant is proposing to demolish the existing fire-damaged house, and to construct a new 2,380 square-foot single-story house and 447 square-foot attached garage.

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

- (C) APPLICANT: Javier Hernandez
 LOCATION: 2915 Hillside Drive
 PROPOSAL: Subcommittee Design Review No. 20-04;
 The applicant is proposing to construct a 300 square foot first-floor addition and 300 square foot second-floor addition to the east side of the existing 5,276 square foot two-story house. This project also requires a Conditional Use Permit because the house exceeds the maximum unit size by more than 25-percent.

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

- (D) APPLICANT: Maria Porter
 LOCATION: 1032 S. Bubbling Well Road
 PROPOSAL: Subcommittee Design Review No. 20-08;
 The applicant is proposing to construct a 161 square foot master bedroom addition along the front of the existing single-story house. The project plans also include an 844 square foot addition and 56 square foot patio cover at the rear (east) of the existing house.

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

5. ADJOURNMENT

Adjourn at 6:57 p.m.

**WEST COVINA PLANNING COMMISSION
SUBCOMMITTEE DESIGN REVIEW BOARD
PLANNING CONFERENCE ROOM – ROOM 208
REGULAR MEETING
Tuesday, March 10, 2020
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:** Jennie H. Ng
 LOCATION: 2501 W. Havenbrook Street
 PROPOSAL: Subcommittee Design Review No. 19-46;
 The applicant is requesting to construct a 572 square foot second-story addition to the existing single-story single family residence. The applicant is also requesting to construct a 526 square foot addition to the first floor.

Commissioners Heng and Jaquez felt that it was not necessary to forward the application to the Planning Commission as recommended by staff. They provided direction to proceed with the neighbor notification as required by the AUP process and allow the neighbors to decide if a hearing is necessary.

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

- (B) **APPLICANT:** Octavio Hernandez
 LOCATION: 122 S. Ashdale Street
 PROPOSAL: Subcommittee Design Review No. 20-11;
 The applicant is proposing to construct a 370 square foot addition to an existing single-story single family residence.

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

- 5. ADJOURNMENT**

Adjourn at 6:50 p.m.

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

MINUTES

- 1. ROLL CALL** - Commissioners Heng and Jaquez were present.
- 2. APPROVAL OF MINUTES** - February 25, 2020 and March 10, 2020
- 3. OTHER MATTERS OR ORAL COMMUNICATIONS**
- 4. REVIEW ITEMS**

(A)	APPLICANT:	Ricardo Ulloa
	LOCATION:	2316 W Cedarwood St.
	PROPOSAL:	Subcommittee Design Review No. 20-15; The applicant is proposing to convert an existing 360 square foot garage into an ADU and add an additional 250 square foot for a total area of 610 square feet.

Commissioners Heng and Jaquez recommended for the applicant to swap the location of the main entrance with the sliding windows in the living room.

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

5. ADJOURNMENT

Adjourn at 6:53 p.m.