

**CITY OF WEST COVINA****PLANNING COMMISSION**

**JUNE 24, 2020, 7:00 PM
SPECIAL MEETING**

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

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

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings.

On June 11, 2020, the Los Angeles County Public Health Officer issued a revised Health Officer Order directing, among other things, that all persons living within the Los Angeles County Public Health Jurisdiction remain in their residences whenever practicable. Pursuant to the Order, people leaving their residences must strictly comply with specified social (physical) distancing protocols.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, the City Council Chambers will have limited seating available on a first-come, first-served basis for members of the public to attend the Planning Commission meeting in person. All persons attending the meeting shall wear cloth face coverings and shall observe social distancing protocols. Members of the public may also watch Planning Commission meetings live through the West Covina City YouTube channel at www.westcovina.org/LIVE.

If you are experiencing symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, or sore throat, the City requests that you participate in the meeting from home by watching the meeting via the City's YouTube channel ([//www.westcovina.org/LIVE](http://www.westcovina.org/LIVE)) and/or providing public comments by email or telephone. If you are in the group of individuals who are at high-risk for severe illness from COVID-19, including those over the age of 65 and those with underlying health conditions, please consider participating in the meeting from home.

In lieu of attending the meeting in person, members of the public can submit public comments to the City Clerk at City_Clerk@westcovina.org. The subject line should specify either "Oral Communications – 6/24/2020" or "Public Hearing Item # [X] – 6/24/2020". Please include your full name and address in your e-mail. The City

Clerk will read emails received by 6:30 P.M. the day of the meeting out loud into the public record. All comments received will be made part of the official public record of the meeting.

If you wish to address the Commission by telephone during Oral Communications or a public hearing, you may contact the City Clerk by email City_Clerk@westcovina.org or by telephone (626) 939-8433 by 6:30 P.M. on the day of the meeting to advise the City Clerk that you would like to address the Commission during Oral Communications or a public hearing.

Please be advised that members of the public will only receive one opportunity to address the Commission during Oral Communications or a public hearing – either in person, via email, or by telephone.

Please turn off all cel 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. 20-6039

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

1. Regular meeting, May 26, 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 agendaized 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. **TENTATIVE PARCEL MAP NO. 19-02 (TPM 082638)
ADMINISTRATIVE USE PERMIT NO. 19-35
SUBCOMMITTEE FOR DESIGN REVIEW NO. 19-62
TREE PERMIT NO. 20-03
CATEGORICAL EXEMPTION
APPLICANT: Jackson & Sophia Wen Trust
LOCATION: 1177 South Spring Meadow Drive
REQUEST: The project consists of a subdivision of one (1) property into two (2) separate lots, and a proposal of a new single-family residence on one of the lots (Parcel 1). The new single-family residence requires an administrative use permit (AUP) because the house proposed is two-stories and exceeds the 4,000 square-foot maximum unit size for lots between 20,000 and 24,999 square feet. Parcel 1 is proposing a new 4,671 square foot two-story single family residence, and Parcel 2 has an existing 7,088 square foot two-story single family residence. A tree removal permit is required for the proposed removal of 21 trees currently located on the existing lot's front yard.**
3. **TENTATIVE PARCEL MAP NO. 82866 / TPM No. 20-01
CATEGORICAL EXEMPTION
APPLICANT: Greg Fick
LOCATION: 711 N Azusa Avenue
REQUEST: The project consists of a Tentative Parcel Map to subdivide an 18,763 square foot lot into two lots, located in the "Neighborhood Commercial" (N-C). Parcel 1 is proposed to be a 10,394 square foot lot and Parcel 2 is proposed to be an 8,369 square foot lot. The existing site is currently improved with a 5,720 square foot commercial building, parking lot, and landscaping. No new construction is proposed.**
4. **CODE AMENDMENT NO. 20-04
GENERAL EXEMPTION
LOCATION: Citywide
REQUEST: The proposed code amendment consists of certain amendments to the Zoning section of the West Covina Municipal Code to modify development standards within the Residential-Agriculture (RA) 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).**

NON-HEARING ITEMS - None

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.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming - July 14, 2020

6. CITY COUNCIL ACTION:

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

ADJOURNMENT

A G E N D A

ITEM NO.

DATE: 06/24/2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: MINUTES

A G E N D A

ITEM NO. 1.

DATE: 06/24/2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, May 26, 2020

Attachments

Minutes 5.26.20

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**TENTATIVE PARCEL MAP NO. 19-02 (TPM 082638)****ADMINISTRATIVE USE PERMIT NO. 19-35****SUBCOMMITTEE FOR DESIGN REVIEW NO. 19-62****TREE PERMIT NO. 20-03****CATEGORICAL EXEMPTION****APPLICANT: Jackson & Sophia Wen Trust****LOCATION: 1177 South Spring Meadow Drive**

REQUEST: The project consists of a subdivision of one (1) property into two (2) separate lots, and a proposal of a new single-family residence on one of the lots (Parcel 1). The new single-family residence requires an administrative use permit (AUP) because the house proposed is two-stories and exceeds the 4,000 square-foot maximum unit size for lots between 20,000 and 24,999 square feet. Parcel 1 is proposing a new 4,671 square foot two-story single family residence, and Parcel 2 has an existing 7,088 square foot two-story single family residence. A tree removal permit is required for the proposed removal of 21 trees currently located on the existing lot's front yard.

BACKGROUND

The project site is a 66,537 square foot lot located at the corner of South Spring Meadow Drive and South Citrus Street. The lot currently has an existing two-story home. The project site is adjacent to single-family residences on the northwest, northeast, and southeast, and the South Hills Country Club Golf Course to the southwest. According to the United States Geographical Survey map, Vine Creek stream bisects the existing lot. In order to comply with State law, a condition of approval tied to the construction of the house (AUP) is included requiring the applicant to notify the California Department of Fish and Wildlife of the project and obtain their authorization prior to building permit issuance.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Residential Single Family" (R-1) and "Neighborhood - Low Density Residential" (NL)
SURROUNDING LAND USES AND ZONING	North: Residential Single Family (R-1); Residential Home South: Residential Agricultural (R-A); South Hills Country Club - Golf Course East: Residential Single Family (R-1); Residential Home West: Residential Single Family (R-1); Residential Home
CURRENT DEVELOPMENT	Single Family Residential Home
LEGAL NOTICE	Legal Notice was published in the San Gabriel Valley Tribune, and was mailed to 18 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION**Tentative Parcel Map (TPM)**

The West Covina Municipal Code (WCMC) establishes a minimum lot size, lot depth, and lot width for lots in the "Single-Family Residential" (R-1) zone. Additionally, the City is separated into various Area Districts that

also determine required lot size and dimensions. The project site is located in Area District III. Therefore, the minimum lot size required is 14,400-square feet. The minimum lot width is 90 feet and the minimum lot depth is 125 feet.

The proposed property line dividing Parcel 1 and 2 would run alongside the course of Vine Creek stream. The subdivision itself would not alter or have any impacts on the stream.

Parcel 1 is proposed to be 21,900 square feet with a minimum lot width of 107 feet and a minimum lot depth of 179 feet. Parcel 1 is a corner lot and will have 286 feet of street frontage.

Parcel 2 is proposed to be 44,637 square feet with a minimum lot width of 177 feet and a minimum lot depth of 220 feet. Parcel 2 is an interior lot and will have 177 feet of street frontage.

Vehicular access to Parcels 1 and 2 will be provided by two separate driveways on South Spring Meadow Drive.

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

The proposed lots would comply with the minimum lot size, depth, and width required by the the WCMC.

EXISTING	PROPOSED	REQUIRED/STANDARD
LOT AREA		
1.53 acres [66,537-square feet]	Parcel 1: 21,900 sq ft Parcel 2: 44,637 sq ft	14,400 sq ft
Prior to Subdivision: Lot Width: 284-feet Lot Depth: 179-feet	Width: Parcel 1 - 107 feet (min) Width: Parcel 2 - 177 feet (min) Depth: Parcel 1 - 179 feet (min) Depth: Parcel 2 - 220 feet (min)	Width: 90 feet Depth: 125 feet

Administrative Use Permit (AUP)

Proposed Single-Family Home

The existing 7,688 square foot house on Parcel 2 will be retained and no modifications to the existing house, or additional structures are being proposed.

The proposed new house on Parcel 1 requires an administrative use permit for the two-story design and because it exceeds the 4,000 square-foot maximum unit size for lots between 20,000 and 24,999 square feet.

The proposed house on Parcel 1 will feature large exterior windows, low pitched hipped roof, rounded roof tiles, stone veneer, an arched entry porch, and several balconies with decorative tile details. The interior layout would provide four bedrooms, four bathrooms, one powder room, one study room, a dining area, a living room, a den, a family area, a laundry room, a foyer, and a kitchen. The proposed house will also have an

existing 643-square foot detached pool house to be converted into storage space.

The proposed home on Parcel 1 and the existing home on Parcel 2 would comply with development standards as follows:

	Proposed (Parcel 1)	Proposed (Parcel 2) - Existing House	Standard
Lot Coverage	24%	16%	35%
Floor Area Ratio (FAR)	21%	16%	35%
Setbacks			
First Floor			
Front:	104.5 feet	27 feet	25 feet
Rear:	37 feet	79 feet	5 feet
Side 1:	12.5 feet (SW)	58.5 feet (SW)	7 feet
Side 2:	14 feet (NE)	58 feet (NE)	7 feet
Second Floor			
Front:	104.5 feet	36 feet (approx)	30 feet
Rear:	37 feet	79 feet	25 feet
Side 1:	14.5 feet (SW)	58.5 feet (SW)	10 feet
Side 2:	14 feet (NE)	68 feet (NE) (approx)	10 feet
Height	25 feet	25 feet	25 feet

Staff Survey of Surrounding Residences

Staff review of the neighborhood surrounding the subject property found that the area consists of single-story and second-story houses that were constructed from 1950 to 1994. Staff conducted a survey of 12 homes surrounding the subject property. The houses in the survey are located on Spring Meadow Drive, Citrus Street, Far View Lane, and Larkhill Drive.

The following chart shows the mean and median lot size, square footage of the homes, number of bedrooms, and floor area ratio of the surveyed homes. The mean is the average of all 12 homes, and the median is the number that falls directly in the middle of listed in numerical order.

	LOT SIZE	FLOOR AREA	NUMBER OF BEDROOMS	FLOOR AREA RATIO
MEAN	54,339 sq ft	3,937 sq ft	3.9	18.5%
MEDIAN	56,061 sq ft	3,309 sq ft	4	17.6%
SUBJECT PROPERTY PARCEL 1	21,900 sq	4,671 sq ft	5	18.26%
SUBJECT PROPERTY PARCEL 2	44,637 sq ft	7,688 sq ft	8	15.87%
The house, as proposed, would be 18.5% larger than the average size of the				

surrounding surveyed homes.

Although the proposed home would be approximately 18.5% larger than the average size house within the surveyed area, there are three other homes in the immediate neighborhood that is larger than the proposed house. The largest house in the surveyed area is 7,688 square feet. Therefore, the proposed house exhibits massing and design elements reasonably consistent with the character of the neighborhood.

Subcommittee for Design Review

The Subcommittee for Design Review met on May 26, 2020 and determined to forward the Subcommittee Design Review application to Planning Commission to be reviewed concurrently with the tentative parcel map. The following is a discussion of Subcommittee Guidelines for new two-story additions:

1. Design the two-story house or addition so that all setbacks, including second story, have been met. The proposed two-story single-family homes are in compliance with all applicable setback requirements.

The proposed house complies with all setback requirements. The proposed first story of the house will be 104.5-feet from the front property line, 12.5 feet from the south-west side property line, 14-feet from the north-east property line, and 37-feet from the rear property line. The second story is setback 104.5-feet from the front property line, 14.5-feet from the south-west side property line, 14.5 feet from the north-east side property line, and the 37-feet from the rear property line.

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

The subject property is located in a neighborhood that is composed of predominately two-story homes. The proposed first floor ceiling height is 9.5-feet in height and the proposed second floor ceiling height is 9-feet. The proposed house would have a 2,270 square foot first-floor and a 1,729-square foot second floor. The proposed plate height for the second floor is 6-inches lower than the first floor plate height and the proposed first floor area is larger than the second floor area for the proposed home.

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

The proposed two-story home abuts single-story and two-story homes with extensive landscaping in between.

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

The site is located in a predominately two-story neighborhood. The proposed house will provide sufficient first floor and second floor setbacks.

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

The applicant is proposing balconies on the north, south, east, and west sides of the proposed house. The

proposed balconies will have minimal privacy impacts; the balcony on the west side will be overlooking the street, the balcony on the south (front) will be overlooking the interior of the subject property, the balcony on the east will be overlooking the front entrance of the home on Parcel 2, while the balcony on the north (rear) will be screened by extensive landscaping located on both the subject lot and the neighboring property to the north.

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

All proposed windows include stucco trim.

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

The city sent out a public hearing notice to 18 property owners and occupants within the 300-foot radius.

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

The applicant has applied for Tree Removal Permit 20-03 to remove 21 trees on Parcel 1. All the trees proposed to be removed are not significant or heritage trees. The applicant is required to submit a landscape plan with proposed tree replacement plantings prior to building permit issuance.

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

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

Tree Removal Permit

The project will require the removal of 22 trees, 16 of which are considered Significant trees by Section 26-294, Division 9 of the WCMC because they are at least 12" in caliper and are located within the front yard of the existing lot. The significant trees proposed for removal include: nine 14" Queen Palm trees, three 12" Sweet Gum trees, three 16" Mexican Palm trees, and one 12" fruit tree. The applicant is proposing to install five 36" box-sized Fruitless Olive trees, three 36" box-sized Forest Pansy Redbud trees, and 31 15-gallon size Carolina Laurel Cherry trees as replacement, in addition to the installation of several shrubs and a variety of ground cover to enhance the landscaping for Parcel 1.

REQUIRED FINDINGS

Tentative Parcel Map

Before an application for a tentative parcel map may be granted, the following findings must be made:

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

The proposed map is consistent with the "Neighborhood Low" land use designation of the West Covina General Plan in that the proposed residential project results in the development of residences at a density of 6.4

dwelling units per acre (overall). The "Neighborhood Low" designation allows densities of up to 8.0 dwelling units per acre.

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

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

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

Adequate provisions have been incorporated into the design to accommodate the required development standards for single-family houses. The site has access from Spring Meadow Drive. Parcel 1 and Parcel 2 comply with the minimum lot size, lot width, and lot depth requirements per the West Covina Municipal Code development standards.

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

The proposed subdivision design results in two lots. There are no known topographic or biological constraints to the development. Parcel 1 and 2 can readily support residential development at the proposed density level. The proposed density complies with the "Neighborhood Low" General Plan land use designation.

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

There are no known endangered, threatened or rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal or migration corridors present on site. Vine Creek stream runs along the north property line. The subdivision itself would not have an impact on the Vine Creek stream.

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

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

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

There are no known easements on the property that would be affected by the implementation of the proposed project. Access to each lot will be provided via separate driveways along Spring Meadow Drive.

Administrative Use Permit No. 19-35 (Parcel 1)

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

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

The proposed house is consistent with the Neighborhood Low (up to 8 dwelling units per acre) General Plan

designation and "Single Family Residential" (R-1) zoning in that it consists of the construction of one single-family home on each lot. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District III.

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

The neighborhood consists of one-story and second-story houses in a variety of architectural styles. The proposed house will exhibit a Mediterranean architectural style and will be similar in exterior as the existing house on the proposed Parcel 2. The proposed house on Parcel 1 will feature large exterior windows, low-pitched hipped roof, tile roof material, stone veneer, decorative tile details, and several balconies.

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

The proposed house will be accessible from a new driveway on Spring Meadow Drive and will not negatively impact circulation or safety for pedestrians and vehicles. The proposed house does not have negative impacts to convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-the-way.

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

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

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

The applicant designed the house to minimize any potential privacy impacts: the window and balcony on the west side will be overlooking the street, the windows and balcony on the south (front) will be overlooking the interior of the subject property, the windows and balcony on the east will be overlooking the front entrance of the home on Parcel 2, while the windows and balcony on the north (rear) will be screened by extensive landscaping located on both the subject lot and the neighboring property to the north.

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

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

ENVIRONMENTAL DETERMINATION

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

CONCLUSION

The project consists of a subdivision of a property into two lots, with a proposal of a new 5,314 square foot single-family residence on Parcel 1. The new single-family residence requires an administrative use permit because the proposed house is two-stories and exceeds the 4,000 square foot maximum unit size for lots between 20,000 and 24,999 square feet. The existing two-story house on Parcel 2 will be retained. The proposed project complies with all West Covina Municipal Code development standards.

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt a resolution approving Tentative Parcel Map No. 19-02 (PM 082638), Administrative Use Permit No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Permit No. 20-03.

LARGE ATTACHMENTS

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

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution (TPM)

Attachment No. 2 - Resolution (AUP)

AGENDA
ITEM NO. 3.
DATE: 06/24/2020

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**TENTATIVE PARCEL MAP NO. 82866 / TPM No. 20-01****CATEGORICAL EXEMPTION****APPLICANT: Greg Fick****LOCATION: 711 N Azusa Avenue**

REQUEST: The project consists of a Tentative Parcel Map to subdivide an 18,763 square foot lot into two lots, located in the "Neighborhood Commercial" (N-C). Parcel 1 is proposed to be a 10,394 square foot lot and Parcel 2 is proposed to be an 8,369 square foot lot. The existing site is currently improved with a 5,720 square foot commercial building, parking lot, and landscaping. No new construction is proposed.

BACKGROUND

The project site is a 18,763 square foot lot located near the Azusa Avenue and Puente Avenue intersection within a developed commercial property. The project site is bordered by multi-family development on the West and North. Commercial on the South and East. Interstate 10 is located South of the property. The site is developed with a 5,720 square foot commercial building and a parking lot serving the commercial center.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Neighborhood Commercial" (N-C) and Commercial
SURROUNDING AND LAND USES AND ZONING	North: "Multi-Family" (MF-45) Apartment Housing South: "Neighborhood Commercial" (N-C) East: "Neighborhood Commercial" (N-C) West: "Multi-Family" (MF-45) Apartment Housing
CURRENT DEVELOPMENT	Commercial Building
LEGAL NOTICE	Notices of Public Hearing have been mailed to 224 owners and occupants of properties located within 300 feet of the subject site.

DISCUSSION

The West Covina Municipal Code (WCMC) establishes a minimum site size for commercial centers in the "Neighborhood Commercial" (N-C) zone. The minimum site size for the subject property is 15,000 square feet. The WCMC allows for the site size to be made of a combination of parcels that are intergrated in design and function.

Parcel 1 is proposed to be a 10,394 square foot, 75 feet wide, and 140 foot deep rectangular shaped lot. Parcel 1 will have 75 feet of street frontage.

Parcel 2 is proposed to be a 8,369 square foot, 63 feet wide, and 140 deep irregular rectangular shaped lot. Parcel 2 will have 63 feet of street frontage.

The proposed subdivision will not change the site size and the function of the commercial center. The existing site is developed with a 5,720 square foot commercial building with three tenant spaces within. The project does not involve any construction or additions to the existing building. The proposed subdivision will not create a nonconforming situation on site or cause any existing structures to be nonconforming to any West Covina Municipal Code standards.

The table below summarizes how the project compares with the West Covina Municipal Code standards:

STANDARD	PROPOSED PARCEL 1	PROPOSED PARCEL 2	REQUIRED
Building Coverage	30%	30%	50%
Setbacks			
East (front)	78 feet	78 feet	15'-0"
North	15 feet	76 feet	10'-0" (adj. to residential) / 0' adj. to nonresidential
South	64 feet	15 feet	10'-0" (adj. to residential) / 0' adj. to nonresidential
West (rear)	10 feet	10 feet	15'-0"
Landscaping	19%	25%	8%

As conditioned, a reciprocal easement agreement for access, parking, utilities, etc. would be required for the site.

REQUIRED FINDINGS

In order to approve a Tentative Parcel Map, findings are necessary for the approval of Tentative Parcel Map No. 82866 to subdivide a 18,763 square foot site into two sites. The Planning Commission must make the following findings:

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

The proposed map is consistent with the "Commercial" land use designation of the West Covina General Plan. The proposed subdivision will not change the commercial use of the site.

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

The project site is not located within any specific plan. The project is to subdivide one existing developed parcel into two parcels. The subdivision will be consistent with the General Plan Commercial land use designation as there are no changes to the nature of the existing proposed commercial use on site.

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

The commercial use for the site is long-standing. The subdivision will not change the site size, the use, and/or the function of the commercial center. The project does not involve any new development or construction.

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

The commercial use for the site is long-standing. The project does not involve any new development or construction. The density of the site will not change.

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

The site consists of a 18,763 square foot parcel that is currently developed with a 5,720 square foot commercial building. There are no known endangered, threatened or rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal or migration corridors present on site.

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

The lot has access to a public sanitary sewer system for the removal and disposal of wastewater, and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the West Covina Municipal Code, and other applicable requirements.

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

There are no known easements on the property that would be affected by implementation of the proposed project. As conditioned, a reciprocal easement agreement will be required for access, parking, utilities, and use.

GENERAL PLAN CONSISTENCY

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

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

ENVIRONMENTAL DETERMINATION

The proposal is considered to be categorically exempt, pursuant to Section 15315 (Class 15, Minor Land Division) of the California Environmental Quality Act (CEQA), as the proposal involves the subdivision

resulting in 4 or fewer lots.

CONCLUSION

The project consists of a Tentative Parcel Map to subdivide an 18,763 square foot lot into two lots, located in the "Neighborhood Commercial" (N-C). Parcel 1 is proposed to be a 10,394 square foot lot and Parcel 2 is proposed to be an 8,369 square foot lot. The existing site currently features a 5,720 square foot commercial building. No new construction is proposed. The proposed subdivision complies with Code standards and will not change the size and function of the site.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Tentative Parcel Map No. 82866.

LARGE ATTACHMENTS

Plans (Available for review by the public at the West Covina Planning Division).

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - Resolution

AGENDA
ITEM NO. 4.
DATE: 06/24/2020

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**CODE AMENDMENT NO. 20-04****GENERAL EXEMPTION****LOCATION: Citywide**

REQUEST: The proposed code amendment consists of certain amendments to the Zoning section of the West Covina Municipal Code to modify development standards within the Residential-Agriculture (RA) 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).

BACKGROUND

On February 25, 2020, the Planning Commission held a study session pertaining to Accessory Dwelling Units (ADU) and certain R-A/R-1 code standards, and adopted Resolution No. 20-6028, which initiated Code Amendment No. 20-04. Although Code Amendment No. 20-04 was brought forth because of the State's ADU mandate, the proposed Code Amendment is unrelated to the ADU Ordinance. This Code Amendment would address certain R-A/R-1 standards that the State's ADU mandate made necessary. The proposed Code Amendment was drafted based on Planning Commission direction received during the February 25, 2020 study session.

On April 28, 2020, staff presented the draft Code Amendment to the Planning Commission. The Planning Commission continued the item for discussion at a later time to allow more time for members of the public to provide comments and to allow staff to research information regarding residential parking options.

DISCUSSION

During the April 28, 2020 Planning Commission meeting, the Planning Commission expressed concerns regarding the lack of off-street parking on residential properties due to property owners being able to convert their garages into an accessory dwelling unit (ADU) without replacement parking requirements.

Section 26-402.5(b)(2) of the West Covina Municipal Code (WCMC) defines a primary driveway as "the area providing direct access from the street to the garage or carport," while Subsection (e) of the same Section limits pavement in the front yard "to the width of the garage or carport plus 6 feet on either side of the garage or carport, or 12 feet on one side of the driveway." Therefore, under the current Code, driveways are not allowed on properties that do not have a garage/carport; including properties whose garage or carport has been converted into an ADU. The proposed Code Amendment would allow driveways (20'-0" maximum width) to be installed or remain on properties without garages or carports in order to encourage off-street parking. The 20'-0" maximum driveway width would allow for the off-street parking of at least two vehicles on most properties within the City.

If parking becomes an issue on any street within the City, any property owner and/or resident may file a request for restricted street parking. Restricted street parking can encompass the following: overnight parking restrictions, permit only parking, or limited time parking. Once an application for restricted parking is filed, the City sends out a postcard survey to allow impacted property owners and/or residents. If the survey indicates that the majority of residents prefer street parking restrictions, the request is presented to the Traffic Commission for consideration.

The proposed Code Amendment that was presented to the Planning Commission on April 28, 2019 has not changed and is attached to the resolution for your review (Attachment No. 1). If the Planning Commission chooses to recommend approval of the proposed code amendment, the City Council will hold a public hearing to consider adopting the proposed amendments.

ENVIRONMENTAL DETERMINATION

The proposal is not subject to the California Environmental Quality Act (CEQA) per Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to activity that results in direct or reasonably foreseeable indirect physical change in the environment and for activity considered to be a project, 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 standards.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution recommending approval of Code Amendment No. 20-04 to the City Council.

Submitted by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - April 28, 2020 Planning Commission Staff Report

Attachment No. 3 - April 28, 2020 Minutes Excerpt

A G E N D A

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - July 14, 2020

ITEM NO. 5.a.
DATE: 06/24/2020

Attachments

Forthcoming 7.14.20
