

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

**NOVEMBER 10, 2020, 7:00 PM
REGULAR MEETING**

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

**Sheena Heng, Chair
Don Holtz, Vice Chair
Gregory 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. Pursuant to the Executive Orders, Council Members may attend City Council meetings telephonically and the City Council is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On June 18, 2020, the California Department of Public Health issued guidance mandating that people in California wear cloth face coverings in specified circumstances, including when they are inside, or in line to enter, any indoor public space.

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 and participate in the Planning Commission meeting in person. All persons attending the meeting are required to wear cloth face coverings and observe social distancing protocols.

Members of the public may also watch Planning Commission the meeting live on the City's website at: <https://www.westcovina.org/departments/city-clerk/agendas-and-meetings/current-meetings-and-agendas> under the "Watch Live" tab or 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 live via the links set forth above.

REMOTE PUBLIC PARTICIPATION: In lieu of attending the meeting in person, members of the public can submit public comments via email or address the Planning Commission by telephone using the methods described below.

EMAILED PUBLIC COMMENT. Members of the public can submit public comments to the City Clerk via e-mail at City_Clerk@westcovina.org. The subject line should specify either “Oral Communications or Public Hearing – 11/10/2020”. Please include your full name and address in your e-mail. All emails received by 4:00 P.M. on the day of the Commission meeting will be posted to the City’s website under “Current Meetings and Agendas” and provided to the Planning Commission prior to the meeting. No comments will be read out loud during the meeting. All comments received by the start of the meeting will be made part of the official public record of the meeting.

TELEPHONIC ACCESSIBILITY. Members of the public that wish to address the Council by telephone during Oral Communications or a public hearing may contact the City Clerk by email City_Clerk@westcovina.org or by telephone (626) 939-8433 by 5:30 P.M. on the day of the Commission meeting for instructions regarding addressing the Planning Commission by telephone during the meeting.

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. 20-6048

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular meeting - October 13, 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. **ADMINISTRATIVE USE PERMIT NO. 20-16**
APPLICANT: Jay Sc Wu (Begopa Restaurant)
LOCATION: 1414 S. Azusa Avenue, Units B1/B2
REQUEST: The applicant is requesting approval of an administrative use permit to provide on-sale service of beer and wine in conjunction with a bone fide restaurant (Type 41).
3. **CODE AMENDMENT NO. 19-06 - Consideration of Certain Amendments Pertaining to Accessory Dwelling Units**
4. **CONDITIONAL USE PERMIT NO. 20-07**
SLIGHT MODIFICATION NO. 20-01
SUBCOMMITTEE FOR DESIGN REVIEW 20-36
CATEGORICAL EXEMPTION
APPLICANT: Gerardo Limon
LOCATION: 1208 S Hollencrest Drive
REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.
5. **CONDITIONAL USE PERMIT NO. 20-10**
CATEGORICALLY EXEMPT
APPLICANT: George Botros
LOCATION: 2847 Countrywood Lane
REQUEST: The applicant is requesting a conditional use permit for a Large Home to construct a 196 square foot first floor addition to the existing two-story single family residence. The house with the proposed addition would be 5,067 sq. ft., which exceeds the 3,999 sq. ft. maximum unit size by 1,068 sq. ft.

NON-HEARING ITEMS**6. SUBCOMMITTEE FOR DESIGN REVIEW No. 20-79****APPLICANT: Jay Summers****LOCATION: 1615 Cambridge Court****REQUEST: The applicant is proposing a 77-square foot entry porch to the existing two-story residence**

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

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

- a. Forthcoming - November 24, 2020

8. CITY COUNCIL ACTION:

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

ADJOURNMENT

A G E N D A

ITEM NO. 1.

DATE: 11/10/2020

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting - October 13, 2020

Attachments

Minutes - 10.13.20

AGENDA
ITEM NO. 2.
DATE: 11/10/2020

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**ADMINISTRATIVE USE PERMIT NO. 20-16****APPLICANT: Jay Sc Wu (Begopa Restaurant)****LOCATION: 1414 S. Azusa Avenue, Units B1/B2****REQUEST: The applicant is requesting approval of an administrative use permit to provide on-sale service of beer and wine in conjunction with a bona fide restaurant (Type 41).****BACKGROUND**

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	"Neighborhood Commercial Zone" (N-C) and "Commercial" (South Hills Plaza)
SURROUNDING LAND USES AND ZONING	North: "Single Family Residential" (R-1); Southern California Edison South: "Multiple-Family" (MF-20); Multiple-Family Residential East: "Multiple-Family" (MF-15); Multiple-Family Residential West: "Multiple-Family" (MF-15); Multiple-Family Residential, "Single-Family Residential" (R-1); Single-Family Residential
CURRENT DEVELOPMENT	Retail Shopping Center (South Hills Plaza)
LEGAL NOTICE	The Public Notice was mailed to 495 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting an Administrative Use Permit (AUP) to allow the on-sale service of beer and wine in conjunction with a bona fide restaurant (Type 41). The proposed ABC license is for Begopa restaurant, which is a 2,480 square-foot tenant space located within the South Hills Plaza Shopping Center. The site is adjacent to the Southern California Edison property to the north, residential single family homes and Solona Park Townhomes to the east, the Woodglen Apartment Homes to the south, and the Heather Glen Townhomes to the west.

Begopa restaurant's proposed operating hours are from 11 a.m. to 8 p.m., daily. During their operating hours, the restaurant will serve alcoholic beverages at the ordering counter. The restaurant is located on the first floor of the building.

On September 28, 2020, staff sent out public notices to owners and occupants of properties within a 300-foot radius of the project site with information regarding the request to allow the on-sale service of beer and wine, as specified by the AUP process. Staff received a letter (Attachment No. 2) from Steve Herfert, a nearby resident of the project, requesting a public hearing. Steve Herfert is concerned with the potential disturbance from restaurant goers who may drink irresponsibly, and how it could potentially affect the nearby schools. Based on the request, the AUP is being forwarded to the Planning Commission.

There is no evidence that any detrimental effects, such as noise, litter, or traffic congestion, or other nuisances would occur due to the proposed on-sale of beer and wine in conjunction with the operations of the restaurant. The Police Department did not have any concerns regarding the operation of the business or the proposed on-

sale of beer and wine.

Furthermore, South Hills Plaza was designed and constructed as a commercial plaza. A restaurant like Begopa is a desirable use within a commercial plaza and the surrounding neighborhood area. As a restaurant, on-sale of beer and wine is an accessory use and is expected to enhance the dining experience by offering a variety of beverage options for its customers. In addition, the on-sale of beer and wine may be necessary for the success of Begopa restaurant because this service is offered by most restaurants within the City.

REQUIRED FINDINGS

Before an application for an administrative 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 of facility that will contribute to the general well-being of the neighborhood or community.***

The proposed on-sale beer and wine use will be in conjunction with the operation of a bona fide restaurant. The proposed use will be compatible and will complement the surrounding uses within South Hills Plaza and along South Azusa Avenue, and will not negatively impact the general well-being of the neighborhood or community.

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

The use of beer and wine sales as ancillary to the operation of the restaurant will not be detrimental to the general health, safety, peace, or general welfare of those living or working in the vicinity or injurious to property or improvements as it is a common use in many grocery stores to offer beer and wine (of which there is an existing grocery store at this very plaza). The conditions of approval regulate the use to have minimal impacts.

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 tenant space and building are adequate in size to accommodate the proposed use. Furthermore, no changes in square footage are proposed for the tenant space and building. The proposed use will integrate well with the surrounding uses. The parking spaces allocated for the neighboring grocery store use, will be adequate to meet the parking demand needs.

4. ***That the site abuts streets and highways adequate in width and improvements to carry traffic generations will not be channeled through residential areas on local residential streets.***

The proposed on-sale service of beer and wine are not anticipated to increase traffic generation substantially since the subject site will be located in a retail and commercial plaza that is designed to accommodate the proposed use. Vehicular access to the subjected plaza and building is available via South Azusa Avenue, a principle arterial, and East Aroma Drive, a minor arterial. The proposed on-sale of beer and wine are ancillary to the restaurant use.

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 Administrative Use Permit to allow the on-sale of beer and wine in conjunction with the operation of a restaurant will not adversely affect the West Covina General Plan. The proposed use is consistent with the "Neighborhood Commercial" (N-C) Zone.

6. *That, when considering the proposed operational characteristics of the use and its proximity to residences, parks, schools, preschools, day care facilities, and churches, the use will not create any undue adverse impacts or otherwise be detrimental to the public health, safety, and welfare.*

The on-sale service of beer and wine will be accessory to the primary restaurant use. Due to the design features, location, limitations on hours of operation, and conditions placed on the on-sale service of beer and wine, the availability of beer and wine in conjunction with meals should not be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity.

GENERAL PLAN CONSISTENCY

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

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

ENVIRONMENTAL DETERMINATION

This project is Categorically Exempt under the California Environmental Quality Act (CEQA), as an Existing Facilities (Class 1), since the AUP is required only for the sale of beer and wine within an existing tenant space.

CONCLUSION

The proposed on-sale beer and wine will be in conjunction with the operation of a restaurant. The proposed on-sale beer and wine service within a bona fide restaurant is compatible with the existing uses in South Hills Plaza and is not anticipated to negatively impact public health and safety.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt a resolution approving Administrative Use Permit No. 20-16.

LARGE ATTACHMENTS

Plans are available to the public for review at West Covina City Hall. Since City Hall is currently closed to the public due to COVID-19, please contact (626) 939-8422 to make an appointment with staff to view the plans.

Submitted by: Donovan Colon, Planning Intern

Attachments

Attachment No. 1 - Resolution

Attachment No. 2 - Public Hearing Request Letter

*City of West Covina**Memorandum***A G E N D A****ITEM NO. 3.****DATE: 11/10/2020****TO:** Planning Commission**FROM:** Planning Division**SUBJECT: CODE AMENDMENT NO. 19-06 - Consideration of Certain Amendments Pertaining to
Accessory Dwelling Units**

DISCUSSION:

Staff is requesting that the Planning Commission continue Code Amendment No. 19-06 to December 8, 2020. The California Department of Housing and Community Development is still in the process of reviewing the draft Ordinance for consistency with State Law.

Submitted by: Jo-Anne Burns, Planning Manager

AGENDA

ITEM NO. 4.
DATE: 11/10/2020

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 20-07

SLIGHT MODIFICATION NO. 20-01

SUBCOMMITTEE FOR DESIGN REVIEW 20-36

CATEGORICAL EXEMPTION

APPLICANT: Gerardo Limon

LOCATION: 1208 S Hollencrest Drive

REQUEST: The applicant is requesting a Conditional Use Permit to allow for the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

BACKGROUND

The project site is located on the north side of Hollencrest Drive, directly southeast of its intersection with Casa Grande Drive/Hollenbeck Street. The lot is currently developed with a 4,344-square foot two-story residence originally constructed in the 1960s with additions/remodels completed in the late 1970s.

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 Single Family (R-1); Suburban Water Systems 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 35 owners and occupants of the properties located within 300 feet of the subject site.

DISCUSSION

The project site is in the "Single-Family Residential" (R-1) zone, Area District III. The neighborhood is characterized with two-story and/or split level homes on hillside lots with building pads above street level. The project involves the construction of a 1,868-square foot second-story addition, a 734-square foot single-story addition, a 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony. The total proposed net addition to the existing house is 3,120 square feet (1st floor addition + 2nd floor addition + garage addition, minus credit for existing garage).

Conditional Use Permit (CUP)

The proposed addition requires a Conditional Use Permit because it exceeds the 25% threshold of the 4,000 square-foot maximum unit size for lots between 20,000 and 24,999 square feet.

The existing two-story home is 4,344 square feet and the applicant is proposing to add on 3,120 square feet for

a total of 7,646 square feet.

The proposed addition features large exterior windows, gray shade concord double vinyl siding, an offset 3-car garage, and one balcony to the rear of the property. The interior layout would provide seven bedrooms, five bathrooms, one powder room, one baby room, a dining area, a living room, a family room, a laundry room, and a kitchen. The residence has an existing balcony, two attached patios, and one detached patio.

The applicant is proposing two different roof designs for the proposed addition. Option 1 is proposing a dutch gable roof for the new second story addition to match the existing residence. Option 2 is proposing a gable roof for the new second story addition and keeping the dutch gable roof of the existing residence.

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 1951 to 1977. Staff conducted a survey of 13 homes surrounding the subject property. The houses in the survey are located on Hollencrest Drive, Hollenbeck Street, South Hills Drive, Casa Grande Drive, Shasta Street, and Merced Avenue.

The following chart shows the mean and median lot size, square footage of the homes, and floor area ratio of the surveyed homes. The mean is the average of all 13 homes, and the median is the number that falls directly in the middle of listed in numerical order.

	LOT SIZE	FLOOR AREA	FLOOR AREA RATIO
MEAN	24,063 sq ft	3,855 sq ft	19%
MEDIAN	16,467 sq ft	3,453 sq ft	19%
SUBJECT PROPERTY	23,160 sq	7,465 sq ft	32%

Although the proposed home would be approximately 94% larger than the average size house within the surveyed area, there is one other house in the immediate neighborhood larger than the proposed house (largest house is 10,113 square feet). However, the largest house in the area, is also on the largest lot in the neighborhood (106,757 square feet) and has a much smaller floor area ratio of 9%. The second largest house in the surveyed area is 4,932 square feet and is on a 22,206 square foot lot with a 22% percent floor area ratio. The floor area ratio for the surveyed homes range from 9% to 25%. In terms of size, the house with the proposed addition, is significantly larger in floor area than other homes in the area on comparable size lots. However, staff is not necessarily opposed to the size of the proposed home because, as conditioned, the visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views to the north and the neighboring property directly south is the Suburban Water company property.

Slight Modification

The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet in order to continue the height of the existing house. The existing house is 27'-0" in height as measured from the lowest adjacent grade to the top of the ridge, the proposed addition will be the same height as the existing house. Since the existing house is long-standing, granting of the slight modification is necessary to accommodate the addition.

Subcommittee for Design Review

Since the Conditional Use Permit application requires Planning Commission review and approval, the design review aspect of the project has been forwarded to the Planning Commission to promote efficiency in project

review. 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 33 feet 5 inches from the front property line, 21 feet 2 inches from the east side property line, and 15 feet 9 inches from the north rear property line. The second story is setback 30 feet 5 inches from the front property line, 21 feet 2 inches from the east side property line, 29 feet 4 inches 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 both single-story and second-story homes. With the proposed addition the house would have a 3,371 square foot first-floor and a 3,142-square foot second floor. The proposed plate height for the second floor is 4 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 split-level and two-story homes. The proposed addition will not have any privacy impacts to the surrounding neighbors because it overlooks the street and the proposed balcony is oriented towards hill side views to the north.

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 west side of the proposed house. The proposed balcony will have minimal privacy impacts; the balcony on the west side will be overlooking the back yard and the street.

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 35 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 proposal is not removing landscaping.

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

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

REQUIRED FINDINGS

CONDITIONAL USE PERMIT

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

The lot and proposed building are consistent with the Residential Low (1.1-2.0 dwelling units per acre) General Plan designation and "Single Family Residential" (R-1) zoning in that it consists of an addition to an existing single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1) Zone, Area District III.

2. 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 existing house features a dutch gable roof. Design Option 1 of the roof design for the proposed addition blends with the existing structure and is consistent with the architectural style of the existing house and homes in the neighborhood. The visual scale and massing presented by the addition from off-site (street and residential) views is insignificant due to the topography of the site; the building pad is higher than the street and the addition would not be readily visible from pedestrians and vehicles passing by, while the neighboring home directly to the east is located on a higher elevation with hill side views directed north, the neighboring property directly south is the Suburban Water company property.

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

The existing house is accessible from an existing driveway on Hollencrest Drive and the addition will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks greater than or equal to the minimum required by the Municipal Code. The proposed house with additions does not have any effect on the convenience and safety of circulation for pedestrians or vehicles in that it will not result in any visual obstructions adjacent to a right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.

4. 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 additions are 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.

5. 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 design of the house has given consideration to the privacy of the surrounding properties in that the area. The area consists of both single-story and second-story homes on hillside lots with sloped topography. The existing house is two-stories. The majority of all large windows on the proposed addition are facing the side and rear of the house which overlooks the street.

6. 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 remodeling of an existing house and a second-story addition that would not impede any scenic views from surrounding properties.

SLIGHT MODIFICATION

1. There are special circumstances (which may include, but are not limited to, size, shape, topography, location or surroundings) applicable to the property which are not applicable to other property in the property's vicinity under identical zoning classification.

The existing second-story home is over-height and is 27 feet tall; this nonconforming situation on site is longstanding. The proposed second-story addition will match the height of the existing house in order to integrate the addition to the existing structure.

2. As a result of the special circumstances, the strict application of the zoning ordinance deprives the property of meaningful privileges enjoyed by other property in the vicinity and under identical zoning classification.

Given that the existing house exceeds the 25-foot height limit for single-family residential homes by two feet, the approval of a slight modification to allow the addition to exceed the 25-foot height limit is necessary in order for the addition to match the height of the existing house and architecturally integrate/blend well with the existing structure.

3. Such variance is necessary to allow the property in question to have the same substantial property right possessed by other property in the same vicinity and zone.

The slight modification is necessary to allow for the proposed addition to be consistent with the previously approved second-story.

4. The granting of such variance will not be materially detrimental to the public welfare or materially injurious to residents or owners of nearby properties.

Granting the slight modification will not be materially detrimental or injurious to nearby property owners as the existing house is longstanding and already exceeds the 25-foot height limitation by 2 feet. The addition will match the height of the existing house and building permits will be obtained to allow for the addition.

5. That the granting of such variance shall be consistent with the adopted general plan and any applicable specific plans.

The General Plan land use designation for the site is Neighborhood - Low Density Residential. The height variance is consistent with the General Plan land use designation in that it will not impact the use or increase the density of the site.

6. The variance does not authorize a use or activity which is not otherwise expressly authorized by the zoning regulations governing the parcel of property.

The property is located in the Single-Family Residential zone and is developed with a single-family residential home. The height variance will not change the single-family residential use and zoning of the lot.

ENVIRONMENTAL DETERMINATION

The proposal is considered to be categorically exempt, pursuant to Sections 15301 (Class 1, Existing Facilities) and 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA), as the proposal involves the remodel and additions to an existing structure.

CONCLUSION

The project consists of a 1,868-square foot second-story addition, a 734-square foot single-story addition, 952-square foot 3-car garage to replace the existing 2-car garage, and a 520-square foot balcony to the existing 4,344-square foot second-story single-family residence. The proposed house will have a total floor area of 7,465-square feet exceeding the 5,000-square foot maximum unit size. The applicant is also requesting a Slight Modification to exceed the maximum 25-foot building height by 2 feet.

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt a resolution approving Conditional Use Permit No. 20-07, Slight Modification No. 20-01, and Subcommittee for Design Review No. 20-36 with design Option 1.

LARGE ATTACHMENTS

Due to Covid-19, the set of plans are available for review with a scheduled appointment. Please contact the Planning Division at (626) 939-8422 to schedule an appointment.

Submitted by: Camillia Martinez, Assistant Planner

Attachments

Attachment No. 1 - Resolution (CUP)

Attachment No. 2 - Resolution (SM)

AGENDA
ITEM NO. 5.
DATE: 11/10/2020

PLANNING DEPARTMENT STAFF REPORT

SUBJECT**CONDITIONAL USE PERMIT NO. 20-10****CATEGORICALLY EXEMPT****APPLICANT: George Botros****LOCATION: 2847 Countrywood Lane**

REQUEST: The applicant is requesting a conditional use permit for a Large Home to construct a 196 square foot first floor addition to the existing two-story single family residence. The house with the proposed addition would be 5,067 sq. ft., which exceeds the 3,999 sq. ft. maximum unit size by 1,068 sq. ft.

BACKGROUND

The project site is located on the northwest side of Countrywood Lane. The lot is currently developed with a 4,871 square foot two-story residence constructed in 1993.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN	Zoning: "Single Family Residential" (R-1), Area District V Residential Low (0-8 d.u. / acre)
SURROUNDING LAND USES AND ZONING	North: "Single Family Residential" (R-1); single-family residence West: "Single Family Residential" (R-1); single-family residence South: "Single Family Residential" (R-1); single-family residence East: "Single Family Residential" (R-1); single-family residence
CURRENT DEVELOPMENT	Single-family residence
LEGAL NOTICE	Notices of Public Hearing have been mailed to 32 owners and occupants of properties located within 300 feet of the subject site.

DISCUSSION

The applicant is requesting a conditional use permit to allow the construction of a 196 square foot rear addition on the first story of an existing 4,871 square foot two-story single-family residence. The subject property is 19,959 square feet. The house with the proposed addition will be 5,067 square feet. The maximum allowable unit size for lots under 20,000 square feet is 3,999 square feet, or 35% floor area ratio (FAR), whichever is less. A Conditional Use Permit (CUP) is required for a Large Home when the proposed addition exceeds the maximum allowable unit size by more than 25 percent. The proposed house exceeds the maximum allowable unit size by 1,068 square feet.

The proposed addition is in compliance with all zoning requirements. The first story of the proposed addition will be 10 feet from the east side property line, 80 feet from the front property line, 134 feet from the rear property line, and 34 feet from the west side property line. There are no proposed additions and/or alterations.

The first story addition consists of an extension to the family room, kitchen, and breakfast area. The first story floor plan includes an existing three-car garage, existing living room, existing dining room, existing kitchen, and an existing family room.

For reference, the second story consist of a master bedroom with a master bathroom and three bedrooms.

Staff Survey of the Surrounding Residences

Staff review of the neighborhood surrounding the subject property found that the area consists primarily of two-story, single-family houses that were constructed between 1966 and 2001.

Staff conducted a survey of 17 homes surrounding the subject property. The houses in the survey are located on Countrywood Lane, Sandyhill Drive, and Skyview Lane.

The following chart describes the mean and median lot size, square footage of the homes, number of bedrooms, and floor area ratio. The mean is the average size of all 17 homes, and the median is the number that falls directly in the middle if listed in numerical order.

	LOT SIZE	FLOOR AREA	FLOOR AREA RATIO (FAR)
MEAN	19,329 square feet	4,538 square feet	23%
MEDIAN	19,894 square feet	4,799 square feet	23%
SUBJECT PROPOSAL	19,959 square feet	5,067 square feet	25%

The median size of the surveyed homes is 4,799 square feet. The surveyed houses range from 2,670 to 6,097 square feet in size, while the lot sizes in the area range from 14,847 square feet to 22,583 square feet. The largest home in the survey area is 6,097 square feet. Although the proposed house would be 529 square feet larger than the average homes in the neighborhood, the proposed house will not be the largest home in the area and will be comparable in floor area ratio to the other properties in the vicinity (23% average, in comparison to the 25% FAR proposed). Therefore, the size of the proposed house is consistent and compatible with the size of homes in the neighborhood.

REQUIRED FINDINGS

Before an application for a conditional use permit may be granted, the following findings must be made:

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

The lot and 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 an addition to a single-family home. The project meets all applicable requirements of the "Single Family Residential" (R-1) zone, Area District V.

2. *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 proposed 196 square foot addition will match the existing colors and materials of the existing single-

family residence. The number of bedrooms and bathrooms is consistent with the surrounding neighborhood in relation to size and bulk.

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

The proposed addition will be located to the rear of the existing single-family residence and will continue to have accessibility from an existing driveway on Countrywood Lane, and will not negatively impact circulation or safety for pedestrians and vehicles. The subject property is developed with setbacks that comply with the Municipal Code. The proposed addition to the existing single-family residence does not have a negative effect on the convenience and safety of circulation for pedestrians or vehicles in that will not result in any visual obstructions adjacent to a right-of-way that would affect convenience and safety of circulation for pedestrians and vehicles.

4. *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 addition is not anticipated to require additional infrastructure or services beyond that provided for existing residences nearby. Therefore, the development can be adequately served by existing infrastructure and services.

5. *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 design of the house has given consideration to the privacy of surrounding properties in that the area consists of similarly sized lots developed with two-story houses. No second floor additions and/or alterations are proposed.

6. *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 Public Works Department. The project proposes an addition that would not impede any scenic views from surrounding properties.

ENVIRONMENTAL DETERMINATION

The project is categorically exempt under the California Environmental Quality Act, Section 15303 (New Construction or Conversion of Small Structures), since the project consists of the remodeling of an existing single family residence.

CONCLUSION

The applicant is requesting a conditional use permit for a Large Home to construct a 196 square foot first floor addition to the existing two-story single family residence. The addition will consist of a family room and kitchen expansion located at the rear of the existing single-family residence.

LARGE ATTACHMENTS

Due to Covid-19, the set of plans are available for review with a scheduled appointment. Please contact the Planning Division at (626) 939-8422 to schedule an appointment.

Submitted by: Rene Aguilar, Planning Assistant

Attachments

Attachment No. 1 - Resolution

*City of West Covina**Memorandum***A G E N D A****ITEM NO. 6.****DATE: 11/10/2020****TO:** Planning Commission**FROM:** Planning Division**SUBJECT: SUBCOMMITTEE FOR DESIGN REVIEW No. 20-79****APPLICANT: Jay Summers****LOCATION: 1615 Cambridge Court****REQUEST: The applicant is proposing a 77-square foot entry porch to the existing two-story residence**

BACKGROUND:

At the September 22, 2020 Subcommittee for Design Review Meeting, the Subcommittee reviewed the proposed 77 square-foot entry porch to the existing two-story single-family residence. Staff had made a recommendation that the proposed front entry porch be reduced in height to match the existing single-story roof-line because the two-story entry porch design intensifies the mass of the two-story house, making it look out of scale with other homes in the neighborhood. Smaller entry porches help create a more human scale to the home and are encouraged.

Commissioner Jaquez opined that the proposed entry porch was too high and not in sync (harmony) with the single-family residence. Commissioner Kennedy found that the proposed design was out-of-character within the existing neighborhood. The Subcommittee agreed with staff's recommendation and directed the applicant to redesign the front entry porch by reducing its height. However, the applicant requested that the proposal be forwarded to the Planning Commission for reconsideration.

At the October 13, 2020 Planning Commission public hearing meeting, the Planning Commission agreed with the Subcommittee direction and staff recommendation, and voted to continue the item to a date uncertain to allow the applicant time to redesign the proposed front porch by lowering its height to fit into the characteristic of the neighborhood.

DISCUSSION:

In accordance with the Planning Commission's direction, the applicant is proposing two alternate designs for the Planning Commission review:

Design Option 1 is proposed to be a 14'-0" tall gabled roof entry porch. The porch would be higher than the first floor roof line, but it would allow the design to incorporate an arched entryway that is consistent with the existing architectural style of the house.

Design Option 2 features an 11'-6" tall gabled roof porch with a rectangular entryway.

RECOMMENDATION:

Staff recommends that the Planning Commission approve Option No. 1.

LARGE ATTACHMENTS:

Plans are available to the public for review at West Covina City Hall. Since City Hall is currently closed to the public due to COVID 19, please contact (626) 939-8422 to make arrangements with staff to view the plans.

Submitted by: Rene Aguilar, Planning Assistant

A G E N D A

TO: Planning Commission
FROM: Planning Division
SUBJECT: Forthcoming - November 24, 2020

ITEM NO. 7.a.
DATE: 11/10/2020

Attachments

Forthcoming - 11.24.20
