CITY OF WEST COVINA

PLANNING COMMISSION - REGULAR MEETING

TUESDAY, JULY 9, 2024 - 7:00 PM
REGULAR MEETING

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

Shelby Williams, Chair
Sheena Heng, Vice-Chair
Livier Becerra, Commissioner
Nickolas Lewis, Commissioner
Brian Gutierrez, Commissioner

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AMERICANS WITH DISABILITIES ACT
The City complies with the Americans with Disabilities Act (ADA). If you 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. Please 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 Division 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. 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.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES - None

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.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Planning Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

1. **Extension of Time Request for Tentative Parcel Map No. 19-02 (82638), Administrative Use Permit No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Permit No. 20-03 at 1177 S. Spring Meadow Drive**

PUBLIC HEARINGS

2. **CONDITIONAL USE PERMIT NO. 24-01**
   CATEGORICAL EXEMPTION
   APPLICANT: Imelda Julian
   LOCATION: 1816 E Merced Ave.
   REQUEST: The applicant is requesting approval of a Conditional Use Permit (CUP), to allow the use of a congregate living health facility within an existing 3,705 square foot single family residence in the "Residential Single Family" (R-1) zone, currently being used as an adult care facility with no more than 6 beds.

NON-HEARING ITEMS

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.

APPOINTMENT OF NEW DESIGN REVIEW SUBCOMMITTEE MEMBERS

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.

3. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

4. **CITY COUNCIL ACTION:**

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

ADJOURNMENT

AGENDA
ITEM NO. 1
DATE: July 9, 2024

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

Extension of Time Request for Tentative Parcel Map No. 19-02 (82638), Administrative Use Permit No. 19-35, Subcommittee for Design Review No. 19-62, and Tree Permit No. 20-03 at 1177 S. Spring Meadow Drive

DISCUSSION

On June 24, 2020, the Planning Commission approved Tentative Parcel Map (TPM) No. 19-02 (82638), Administrative Use Permit (AUP) No. 19-35, Subcommittee for Design Review (SUB) No. 19-62, and Tree Removal Permit (TP) No. 20-03 to allow for the subdivision of one (1) parcel into two (2) separate parcels, the removal of twenty-one (21) trees, and the construction of a 4,671 square foot two-story residence on Parcel 1. The existing 7,088 square foot single-family residence would remain on Parcel 2. The original Planning Commission approval would have expired on June 24, 2022, but was extended for another one-year on June 14, 2022 (1st extension) and then again on June 27, 2023 (2nd extension). The applicant is requesting an extension of time due to issues with the lender (extension request letter is included as Attachment No. 1). The extension request was submitted on June 17, 2024, ten (10) days prior to the project expiration date. The plans for the construction of the new two-story home on Parcel 1 were submitted to the Building Division for plan check and has been approved, but can not be issued until the final map is recorded.

The previous Code only allowed for up to two (2) one-year extensions of time. However, the Development Code update has increased the number of extensions allowed and its time-frame for tentative maps. Section 26-346 of the West Covina Municipal Code (WCMC), allows for up to three (3) two-year extensions of time for tentative map approvals. With all things considered, and based on the current Code, the last two (2) one-year extensions of time provided, would be considered the first of three two-year extensions of time. If the extension of time is approved, TPM No. 19-02 (82638), AUP No. 19-35, SUB No. 19-62, and TP No. 20-03 will expire on June 24, 2026, unless extended for another two years or the final map is recorded.

REQUIRED FINDINGS

An application for an extension may be granted by the Planning Commission based on the following findings:

1. There have been no changes to the provisions of the general plan, any applicable specific plan, or this chapter applicable to the project since the approval of the tentative parcel map or tract map.

Subdivision standards within Chapter 26, Article VIII (Subdivision Regulations) of the West Covina Municipal Code and the General Plan land use designation for the site have not changed since the project was originally approved in June 2020. The tentative parcel map is consistent with the "Neighborhood Low" land use designation of the West Covina General Plan, as the designation allows for up to eight (8) dwelling units per acre.

2. There have been no changes in the character of the site or its surroundings that affect how the policies of the general plan, any applicable specific plan, or other standards of this chapter apply to the project.

The General Plan land-use designation for the site and the properties surrounding the site has not changed since the project was approved in June 2020. The site and surrounding properties have remained residential.

3. There have been no changes to the capacities of community resources, including but not limited to roads, sewage treatment or disposal facilities, schools, or water supply, so that there is no longer sufficient remaining

capacity to serve the project.

The resulting lots will continue to have access to school facilities, a public sanitary sewer system for the removal and disposal of wastewater and to other utility services (power, water, gas, cable, and telephone).

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission approve the second two-year extension of time for TPM No.19-02 (082638), AUP No. 19-35, SUB No. 19-62, and TP No. 20-03.

Alternatively, the Planning Commission could deny the request, requiring the applicant to resubmit the Tentative Parcel Map, Administrative Use Permit, Subcommittee for Design Review and Tree Removal Permit applications.

Submitted by: Jerry Rivera, Assistant Planner

Attachments

Attachment No. 1 - Extension of Time Request

ATTACHMENT NO. 1

Received
JUN 17 2024
Planning Division

To: Planning Department of City of West Covina
Re: 1177 Spring Meadow Drive, West Covina, CA 91791
Parcel Map No. 082638
Subdivision Final Map Approval Extension Requests

To Whom It May Concern:
The above mentioned Subdivision Approved Final Map No. 082638 has been approved by sometimes June-2021 and also it has been filed extension last year, we have also granted the approval until June 24th 2024. We perfectly understood that subdivision approval is valid for a certain years. However, as you know there is one section that requests the Beneficiary to Consent and sign on it in order to complete the subdivision process for recording in the L. A. County Recorder.
We fully understand that the decreasing collateral value for a contracted loan is not acceptable to any beneficiary who carries this loan as the Deed of Trust Holder; therefore, in order to have the loan carrier as the beneficiary to agree signing on the document for recording that we have tried to negotiate with them to grant their agreement. Somehow, we have proceed this negotiation with our loan carrier several months ago and they sounds not really against the requests but unfortunately we need more time to work with them in order to achieve acceptable agreements by both parties since we have been directed in a wrong way and dealing with wrong person and wasted for several months by dealing with wrong party. Finally, we found the right way and right place to deal with this issue but the only communication with them by paper mail only, it really taking times to let it go through the whole process to get their signature on the recording document.
Therefore, we would like to request the extension of the Parcel Map Approval again for another sufficient timeframe for us to have enough time to work with our bank in order that we can continue with our project to build another new home in the near future since we have spend so much time and funds invested into our land by now.
As far as I have noticed that our building design construction documents also have been approved by building department and ready to proceed for pulling building permits to start construction whenever the required Final Map documents can be recorded. Therefore, we will start the construction as soon as whenever we can have the required signature signed by the bank and recorded to finalize the whole process of the subdivision if we can also grant one more time of the Final Map extension.
Your understanding and help with our project status will be highly appreciated! Thank you very much!

Sincerely,

Project Owner
Wen, Sophia
06/10/24

AGENDA
ITEM NO. 2
DATE: July 9, 2024

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 24-01
CATEGORICAL EXEMPTION
APPLICANT: Imelda Julian
LOCATION: 1816 E Merced Ave.
REQUEST: The applicant is requesting approval of a Conditional Use Permit (CUP), to allow the use of a congregate living health facility within an existing 3,705 square foot single family residence in the "Residential Single Family" (R-1) zone, currently being used as an adult care facility with no more than 6 beds.

BACKGROUND

The subject property is located on the south side of East Merced Avenue, just east of its intersection with South Azusa Avenue.

ITEM	DESCRIPTION
Zoning and General Plan	Zoning: Residential Single Family (R-1) General Plan: Neighborhood- Low Density Residential
Surrounding Land Uses and Zoning	North: Neighborhood- Low Density Residential; Residential Single Family (R-1) East: Neighborhood- Low Density Residential; Residential Single Family (R-1) South: Neighborhood- Low Density Residential; Residential Single Family (R-1) West: Neighborhood- Low Density Residential; Residential Single Family (R-1)
Current Development	Single Family Residence used as a licensed congregate living health facility with no more than 6 beds
Legal Notice	Public Hearing notices have been mailed to 62 owners and occupants of properties within 300 feet of the subject site. In addition, the Public Hearing notice was published in the San Gabriel Valley Tribune at least ten (10) days prior to the meeting.

DISCUSSION

The applicant is requesting approval to operate a congregate living health facility (Oasis Congregate Living Healthcare Facility). The facility applied for State licensing in 2021 and started to operate in July 2023. The facility is operating with six (6) beds and is proposing to add six (6) more beds (12 total beds) which will occupy three (3) existing rooms. The facility received State approval to serve two (2) ambulatory and eight (8) non-ambulatory clients (10 total). Since the facility does not have a CUP, the West Covina Municipal Code limits the capacity to six (6) beds/clients. If the CUP is approved, the applicant will obtain State approval to increase their licensed capacity to 12 beds.

The interior of the single family residence includes a garage, 6 bedrooms, 4 bathrooms, a kitchen, a laundry room and two (2) living rooms. The type of care provided will include oxygen therapy, tracheostomy/ ventilator care, wound and post-surgical care, pain management, IV therapy, rehabilitation services (physical, occupational, and

speech therapy), respiratory therapy, internal feeding, dietary services, radiology and laboratory services, bowel and bladder training, and gastrostomy or ileostomy care.

Business Operation
The business is currently operating with 6 beds/residents. The applicant indicated that the facility is open seven days a week. Visiting hours are 11am to 8pm, Monday through Sunday. Visiting is limited to 2-4 family members per resident to be inside the room. The facility currently has a Licensed Vocational Nurse (LVN), a Certified Nursing Assistant (CNA),or a Care Giver per shift. With the proposed capacity increase there will be three (3) employees at any given time, and this includes a Licensed Vocational Nurse (LVN), and two (2) Certified Nursing Assistants (CNA).

The applicant submitted a business operation plan that includes information clarifying availability of staff onsite, such as the following:

- The cook works an 8-hour morning shift only.
- The Registered Nurse visits twice a week for 2 hours per visit.
- The Medical Director makes a monthly visit and has 24/7 phone availability.
- The facility administrator works 20–30 hours per week.

Parking
The WCMC requires one (1) parking space per two (2) beds for Convalescent homes. The required number of parking spaces for the subject site is six (6) parking spaces. The subject site will provide six (6) parking spaces, meeting the minimum number of required parking spaces. The applicant and/or business operator shall work with staff to address any parking issues. In the event where issues remain unresolved, the Planning Commission shall review the CUP for the use and may, at its discretion, modify or impose new conditions.

REQUIRED FINDINGS
The 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.
The proposed use is desirable for the community because their services allow access to long-term care without discrimination, provides a single standard of care and a collaborative interdisciplinary team approach to healthcare.

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.
The facility will occupy an existing single family residence. The facility operates 24/7 and has visiting hours that are Monday- Sunday, 11am-8pm. With the Conditions of Approval, the proposed facility will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

c. That the site for the proposed use is adequate 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 there with.
The existing building site is adequate and designed to accommodate the proposed facility. As conditioned, sufficient parking exists on the site to accommodate the facility.

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.

The subject property is located on the south side of East Merced Avenue, east of its intersection with South Azusa Avenue. The site can be accessed via East Merced Avenue. The facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

e. That the granting of such a conditional use permit will not adversely affect the general plan of the city, or any other adopted plan of the city.

Adult care facilities are considered residential uses and are consistent with the Neighborhood- Low Density general plan land use designation. Therefore, the proposed facility would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is deemed categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) as minor alterations of the existing structure in order to operate the requested use.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt Resolution No. 24-6149 approving Conditional Use Permit No. 24-01.

LARGE ATTACHMENTS

Plans may be viewed at the West Covina City Hall Planning Division Counter at 1444 W. Garvey Avenue South, 2nd Floor - Room 208, West Covina CA 91790.

Submitted by: Jerry Rivera, Assistant Planner

Attachments

Attachment No. 1 - Approval Resolution

Attachment No. 2 - Business Operations

ATTACHMENT NO. 1

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

R E S O L U T I O N NO. 24-6149

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 24-01

CONDITIONAL USE PERMIT NO. 24-01

CATEGORICAL EXEMPTION

APPLICANT: Imelda Julian

LOCATION: 1816 E Merced Ave.

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 the use of a Congregate Living Health Facility/Adult Residential Care Facility with no more than 12 beds/clients/residents, on certain property described as follows:

Assessor Parcel No. 8492-009-002 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 9th day of July 2024, 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 a Conditional Use Permit (CUP) to allow the use of a Congregate Living Health Facility, known as "Oasis," within an existing 3,705 square foot single family residence.

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 categorically exempt under Section 15301 (Class 1, Existing Facilities).

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

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a Conditional Use Permit:

   a. The proposed use is desirable for the community because their services allow access to long-term care without discrimination, provides a single standard of care and a collaborative interdisciplinary team approach to healthcare.

   b. The facility will occupy an existing single-family residence. The facility operates 24/7 and has visiting hours that are Monday-Sunday, 11am-8pm. With the Conditions of Approval, the proposed facility will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

   c. The existing building site is adequate and designed to accommodate the proposed facility. As conditioned, sufficient parking exists on the site to accommodate the facility.

   d. The subject property is located on the south side of East Merced Avenue, east of its intersection with South Azusa Avenue. The site can be accessed via East Merced Avenue. The facility will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

e. Adult care facilities are considered residential uses and are consistent with the Neighborhood- Low Density general plan land use designation. Therefore, the proposed facility would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 24-01 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 their duly authorized representative) has filed at the office of the Community Development Director an affidavit stating he/she 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 Conditional Use Permit No. 24-01 is subject to the following conditions:

a. Comply with the plans reviewed by the Planning Commission on July 9, 2024.

b. Comply with all applicable sections of the West Covina Municipal Code.

c. Comply with all requirements of the "Residential Single Family" Zone.

d. Comply with all requirements of the California Department of Public Health.

e. Any addition or modification of the use shall require the submittal of a new Conditional Use Permit.

f. The applicant and/or business operator shall work with staff to address any parking issues. In the event where issues remain unresolved, the Planning

Commission shall review the CUP for the use and may, at its discretion, modify or impose new conditions.

g. 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.

h. The operation of the facility complies with the West Covina Noise Ordinance.

i. 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 Planning Director shall be obtained prior to implementation.

j. 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.

k. **BUILDING DIVISION**

1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

2. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.

3. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

4. Buildings, structures or portions thereof for more than six ambulatory clients, but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care shall be classified as Residential Group R-4 occupancy. The persons receiving care are capable of self-preservation.

5. Group R-4 occupancies housing non ambulatory elderly clients shall be of not less than one-hour fire-resistance-rated construction throughout per Section 435.3.4 of the Building Code.

6. Group R-4 occupancies shall meet the requirements in Section 420 of the Building Code, where walls separating sleeping units shall be fire-resistance rated in accordance with Section 708.

7. Fire sprinklers, fire alarms, and smoke alarms are required to be installed per Section 435.7.1 through 435.7.3 of the Building Code. Protective social care facilities which

house persons who are hearing impaired, shall be provided with notification appliances for the hearing impaired installed in accordance with NFPA 72 and which shall activated upon initiation of the fire alarm system or the smoke alarms Per Section 907.5.2.3.4.

8. Plans shall be prepared to show compliance with general means of egress requirements of Chapter 10 as well as Section 435.8 of the Building Code.

9. Group R-4 occupancies shall have a minimum of two exits.

10. Group R-4 occupancies shall have a minimum clear width of a corridor of 44 inches on floors housing clients.

11. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

12. Separate permit is required for Fire Sprinklers.

l. **FIRE DEPARTMENT**

Based on the preliminary information received, the Fire Department requirements* for the above-noted project are:

1. Ensure 1 fire hydrant within 600 feet of the property line.

2. Hard-wired connected smoke and carbon monoxide detectors with battery back-up required throughout existing dwelling(s).

3. If garage is attached to the dwelling unit, doors between the garage and the dwelling unit shall be equipped with a self-closing device and be equipped with positive latching. The door shall be either solid wood or a solid honeycomb core steel door with a minimum thickness of 1 3/8 inch; a 20-minute rated door equipped with a smoke gasket is also acceptable.

4. A Knox box or gate switch is required, if one is present, it shall be updated with current business keys.

5. Monitored fire alarm system(s) may be required for proposed building(s) and or any alterations. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

***NOTE: Additional Fire Department requirements may be set upon future review of a full set of architectural plans.**

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 9th day of July 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: July 9, 2024

_____
Shelby Williams, Chair
Planning Commission

_____
Jo-Anne Burns, Secretary
Planning Commission

Oasis Congregate Living, LLC
Business Operation

Business Description

Oasis Congregate Living, LLC is Congregate Living Health Facility (CLHF) located in West Covina, California. It was licensed by the California Department of Public Health effective 01/27/2023. The facility has a bed capacity of 6 beds. Currently, the facility is at full capacity with 6 residents. As per the regulation stated in Title 22, we employ Medical Director (MD), Registered Nurses (RN), Licensed Vocational Nurses (LVN), Certified Nursing Assistants (CNA), Care Givers (CG), Sitters, and Cook as part of our daily operation.

Employee Shifts Schedules

At all times, there is always an LVN and a CNA or a CG per shift. LVNs, CNAs, CGs, and Sitters work around a 12 hr. shift. The Cook works an 8-hr. morning shift only and the RN visits twice a week for 2 hr. per visit, or as needed. The Medical Director makes a monthly visit, or as needed, as well as 24/7 phone availability. The facility administrator also works 20-30 hrs. per week. All our staff work alongside each other to provide a safe environment as well as a high quality of care for all six of our residents.

Employee Duties and Responsibilities

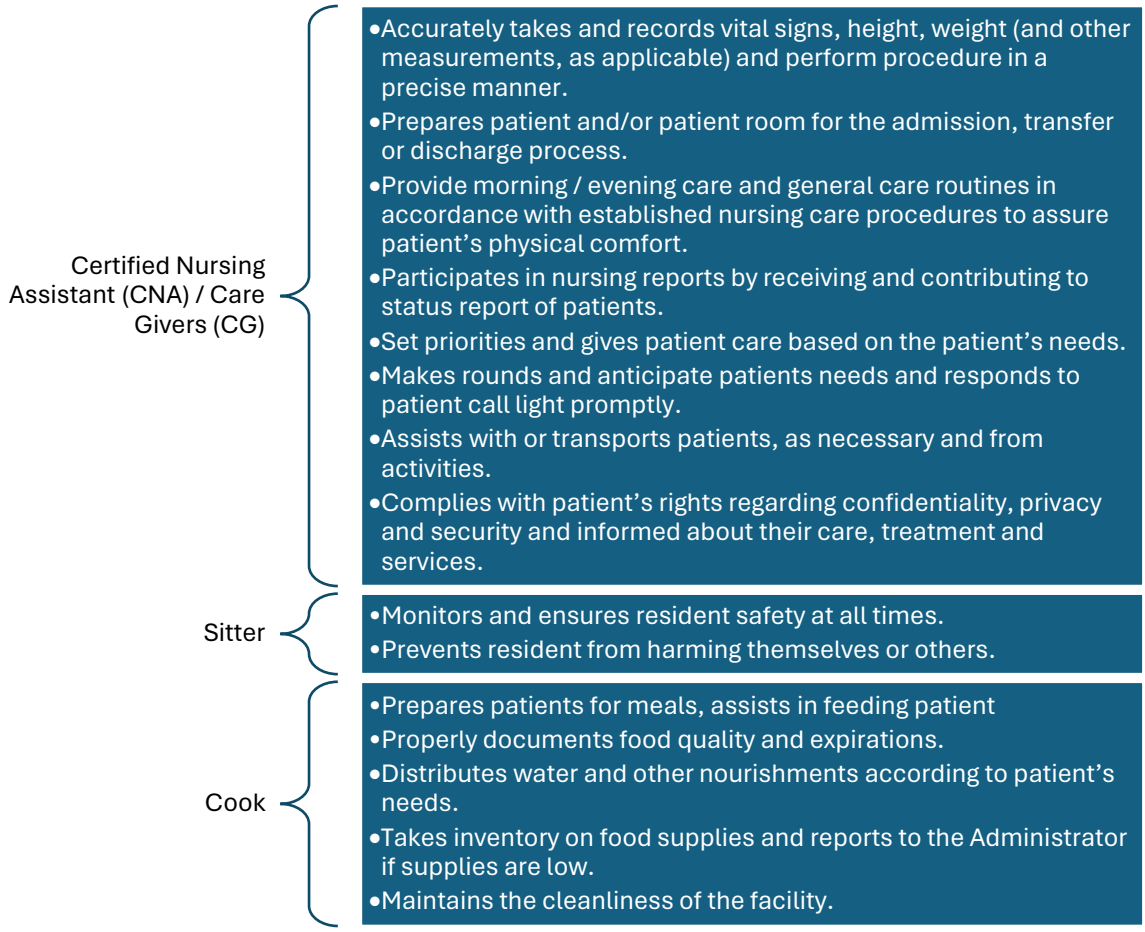
Administrator (Admin)

- Act as the figurative head of the organization when communicating with government entities and the public.
- Lead the development of Oasis Living Health Facility (CLHF) long- and short-term strategies.
- Manage overall operations and major decision affecting the facility.
- Set the yearly goals for strategic and financial for Oasis CLHF.
- Develop and uphold Oasis CLHF mission and vision.
- Identify and address the facility problems with directors.
- Evaluate and track the success of the facility in reaching its goals.
- Guide the facility with smart financial decisions and ethical practices.

Medical Director (MD)

- Key figure in assisting the facility to incorporate current standards of practice into resident care policies and procedures to help assure that they address the needs of the residents.
- Ensures progress notes, Physical history and other documentations are up to date and signed.
- Review of the resident's overall condition and program of care at each visit, including medications and treatments.
- Signing and dating all orders, such as medications, admission orders, and re-admission orders, review and respond to consultant recommendations.

Director of Nursing (DON)	•Maintain a high level of visibility in the facility and actively participate in team-building programs and other employee activities. •Provide goal-oriented direction to subordinates; assist with problem-solving as need arises, and notify individuals promptly when adjustments or problems are perceived. •Ensure that the highest possible quality of care is delivered to the facility's residents and clients by continuously monitoring quality assurance plans and procedures and establishing programs to improve quality whenever possible. •Evaluate overall nursing services to assure consistency with objectives and standards and to maintain the highest level of patient care. •Approve orientation and in service training programs for nursing personnel. •Review all regulatory requirements to ensure compliance. •Establish policies and procedures for the delivery of patient care services, according to current medical and nursing technology, industry standards, and sound, ethical judgment.
Registered Nurse (RN)	•Ability to perform a head-to-toe assessment on all patients and reassessments as per policy. This includes: geriatric and the general patient population. •Ability to formulate and revise plan of care as indicated by the patient's diagnosis, response to treatment and evaluate overall plan daily for effectiveness. •Performs direct care to patients with tracheostomy and suctioning needs of the patient. •Performs patient care responsibilities considering needs specific to the standard of care for patient's age. •Formulates a teaching plan based upon identified learning needs and evaluates effectiveness of learning, family is included in teaching as appropriate. •Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors. •Documentation meets current standards and policies need.
Licensed Vocational Nurse (LVN)	•Identifies common recurrent patient problems, symptoms and behavioral changes using Standards of Care. Reviews history and physical and all available assessment data. •Provides data collection to RN in order to complete nursing care plan and formulate nursing diagnoses. Establishes realistic goals collaborating with resource persons when necessary. Reflects basic knowledge of principles underlying nursing intervention. •Ensures data collection re: assessment and reassessment documentation is completed and signed each shift. •Evaluates patient's learning by observing follow through and/or oral feedback. •Ensures Medication Reconciliation is completed on admission. •Complies with patient's rights regarding confidentiality, privacy and security and informed about their care, treatment and services.



Visitation Rules

Our Visting Hours is between 11 am to 8 pm Monday through Sunday. There is ample parking inside the property to accommodate both staff and visiting family members. Family members are welcome to come in anytime during visiting hours. We limit 2-4 family members per resident to be inside the room. If the resident is able, there is ample room in the backyard for large gatherings. However, if the resident is in isolation, we limit 2 family members to be in the room with the resident.

In Case of Appointment

If residents have an appointment that is outside the facility, we will arrange transportation from a licensed medical transportation company for the resident to be taken from the facility to the appointment place and back to the facility after the appointment.

In Case of Emergency

In case of emergencies, there are two fire stations within 1 mile of the facility and there are two hospitals within 3 miles. The response times are within 10 minutes of calling 911.