CITY OF WEST COVINA

PLANNING COMMISSION - REGULAR MEETING

TUESDAY, JANUARY 28, 2025 - 7:00 PM
REGULAR MEETING

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

Sheena Heng, Chair
Livier Becerra, Commissioner
Nickolas Lewis, Commissioner
Dario Castellanos, Commissioner

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 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

1. Regular meeting, December 10, 2024
   Regular meeting, January 14, 2025

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.

2. **FINDING OF CONFORMANCE WITH THE CITY'S GENERAL PLAN FOR A TRAFFIC SIGNAL EASEMENT TO BE DEDICATED TO THE CITY AT 1211 BADILLO STREET**

PUBLIC HEARINGS

3. **CONDITIONAL USE PERMIT NO. 24-08**
   CATEGORICAL EXEMPTION
   APPLICANT: Kate Hirsh (Habitat Health)
   LOCATION: 702 N. Azusa Avenue
   REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP) to allow the operation of an adult day care facility within a building located in the “Neighborhood Commercial Mixed-Use” (NMU) Zone.

4. **CONDITIONAL USE PERMIT NO. 24-06**
   CATEGORICAL EXEMPTION
   APPLICANT: JNK Petroleum
   LOCATION: 201 N. Grand Avenue
   REQUEST: The applicant is requesting a Conditional Use Permit (CUP) to allow the off-site sale of beer and wine (Type 20) within an existing 784 square foot convenience store at a service station, known as Arco, located in the "Service Commercial Mixed-Use" (SMU) Zone.

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.

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:**

6. **CITY COUNCIL ACTION:**

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

ADJOURNMENT

City of West Covina
Memorandum
AGENDA

ITEM NO. 1
DATE: January 28, 2025

TO: Planning Commission
FROM: Planning Division
SUBJECT: Regular meeting, December 10, 2024
Regular meeting, January 14, 2025

Submitted by:

Attachments

Minutes 12.10.24
Minutes 1.14.25

DRAFT

MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, December 10, 2024

The regular meeting of the Planning Commission was called to order by Chairperson Heng at 7:00 p.m. in the West Covina City Council Chambers, 1444 West Garvey Avenue, West Covina, California.

MOMENT OF SILENT PRAYER/MEDITATION

The Commission observed a moment of silent prayer and meditation.

PLEDGE OF ALLEGIANCE

Commissioner Lewis led the Pledge of Allegiance.

ROLL CALL

Present:	Heng, Becerra, Lewis
City Staff Present:	Koo, Burns, Machado, Moreland, Villalobos

APPROVAL OF MINUTES

1. Regular meeting, June 25, 2024
   Regular meeting, August 13, 2024
   Regular meeting, October 22, 2024

   The minutes were adopted as presented.

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.

None

PUBLIC HEARINGS

2. **CONDITIONAL USE PERMIT NO. 24-05**
ADMINISTRATIVE USE PERMIT NO. 24-06
SUBCOMMITTEE DESIGN REVIEW NO. 24-27
CATEGORICAL EXEMPTION
APPLICANT: Greydiantscape Architecture Inc.
LOCATION: 3550 E. Cameron Avenue
REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP), an Administrative Use Permit (AUP) and a Subcommittee Design Review (SUB) application to allow the construction of a new two-story 13,340 square foot single-family residence with a 938 square foot basement and a 2,451 square foot subterranean garage.

Associate Planner Miriam Machado presented the staff report.

Chairperson Heng opened the public hearing.

PROPONENT:

Chiedu, architect, spoke regarding the design and architecture of the proposed home.

OPPONENTS:

Sau King Au asked about the construction time and how the construction would affect the neighborhood in case of a fire and also expressed concern about the height of the home.

Franklin Iraheta expressed concern about the size of the proposed house, construction and vehicle parking for residents in the area.

REBUTTAL:

Mr. Chiedu spoke in rebuttal to opponents and told the Commission that the landscaping is allowed by the Municipal Code and the home will not block the neighbor's view. In addition, the home will be accessed through the garage and the construction will be Type 5, instead of Type 3.

Chairperson Heng closed the public hearing.

Commissioner Becerra stated that the home would be accessed through the garage and didn't believe that it would be a problem.

Chairperson Heng asked the architect questions regarding the height of the proposed home and if it would block the view of the neighbors.

Chairperson Heng closed the public hearing.

Chairperson Heng reopened the public hearing.

Michelle Chan asked if the property could be converted to rental property for multiple families.

Architect Chiedu said that the property would remain a private residence, but the ADU could be rented to a family.

There was a discussion with staff regarding the proposed ADU. Staff told the Commission the ADU was allowed by right and was not under the purview of the Planning Commission.

Chairperson Heng closed the public hearing and opened Commission discussion.

There was no further discussion by the Commission.

Motion by Commissioner Lewis, seconded by Commissioner Becerra, to waive further reading and approve Resolution No. 24-6152, approving Conditional Use Permit No. 24-05 and Resolution No. 24-6153, approving Administrative Use Permit No. 24-06, for property located at 3550 E. Cameron Avenue. Motion carried 3-0.

Chairperson Heng stated this decision is final unless appealed to the City Council of the City of West Covina within ten days.

3. **PRECISE PLAN NO. 24-01**
ZONE CHANGE NO. 24-01
MITIGATED NEGATIVE DECLARATION
APPLICANT: Boyd Sumner, Envision Motors
LOCATION: 1800 E. Garvey Avenue & 200 S. Azusa Avenue
REQUEST: The applicant is requesting the approval of a Precise Plan (PP) and Zone Change (ZC) to allow the construction of a new two-story 85,390 square foot dealership building. The project also includes a zone change to alter a portion of the project site currently zoned Neighborhood Commercial Mixed Use (NMU) to Service Commercial Mixed Use (SMU) within the Auto Plaza Overlay Zone.

Associate Planner Miriam presented the staff report. During the presentation, renderings were provided of the proposed dealership. Staff recommended approval of Precise Plan No. 24-01, Zone Change No. 24-01 and the Mitigated Negative Declaration.

Chairperson Heng opened the public hearing,

PROPONENT:

Linda Francis, architect, spoke in favor of the application.

OPPONENTS:

No one spoke in opposition to the project.

Chairperson Heng closed the public hearing and opened Commission discussion.

Commissioner Becerra asked if the service center for Mercedes would remain open across the freeway. Ms. Francis said the existing Mercedes service center would remain open across the freeway from the dealership. In addition, she told the Commission about the electric vehicle charging stations available at the service center.

Motion by Lewis, seconded by Becerra, to waive further reading and adopt Planning Commission Resolution No. 24-6154, recommending to the City Council certification of the Mitigated Negative Declaration of Environmental Impact for Precise Plan No. 21-01 and Zone Change No. 24-01, pursuant to the California Environmental Quality Act of 1970, Planning Commission Resolution No. 24-6155 approving Precise Plan No. 24-01, and Planning Commission Resolution No. 24-6156 recommending to the City Council approval of Zone Change No. 24-01. Motion carried 3-0.

Chairperson Heng stated that final action on the matter will take place before the City Council of

the City of West Covina on a date to be determined.

4. **CODE AMENDMENT NO. 24-01**
GENERAL EXEMPTION
LOCATION: Citywide
REQUEST: The Project includes amendments to Chapter 26 (Development Code) of the City's Municipal Code to make corrections and incorporate required updates to comply with State Law, and the "Commercial" portion of the Planned Community Development No. 1 (PCD-1) for the West Covina Portion of Woodside Village to make development within the PCD-1 zoning consistent with the current zoning. The proposed code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

Jo-Anne Burns, Deputy Community Development Director, presented the staff report. During the presentation, she explained to the Commission that new state mandates are included in the Code Amendment. She also explained to the Commission the various changes that will be incorporated into the Code Amendment to comply with new State of California requirements. In addition, she explained that SB 9 units would be allowed in the city to comply with State mandates. She also introduced John Moreland as the representative from Rincon Consulting to answer any questions.

Chairperson Heng opened the public hearing.

Mario Sobalvarro spoke to the Commission regarding his concern with changes to the campaign sign ordinance and asked when it was enacted. He also expressed concerns about sign ordinance violations during the election.

Chairperson Heng closed the public hearing.

Commissioner Lewis asked staff and the consultant how changes to the housing code were made and how they were enacted. Mr. Moreland said that there were negotiations between HCD and the State of California. There was further discussion regarding the ramifications of the City of West Covina Housing Ordinance and how the recommendations would be enacted in the City of West Covina.

City Attorney Koo commented that the State of California allowed campaign signs to be displayed longer and allowed them to be larger, so during the recent election, the city complied with state regulations rather than the city's own sign code.

Ms. Burns suggested that the Commission decide which sections they would like to review. The Commission agreed to review the proposed code and make recommendations as to what they would like to review and amend. At the end of the discussion, it was agreed that certain sections would be eliminated and others would be brought back to the Commission for further consideration at a future meeting.

Motion by Lewis, seconded by Becerra, adopt Resolution No. 24-6157, with the amendment that says "whereas the Planning Commission makes no determination as to the advisability of any State law that is being imposed upon the City Council and/or this Planning Commission by making this recommendation." Motion carried 3-0.

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.

Chair Heng said that she would like to express her thanks to the former Commissioners for their help with updating the General Plan and the many other code amendments and thanked the past Commissioners for their help and dedication to the City of West Covina.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Deputy Community Development Director Jo-Anne Burns said since this is the last meeting of the year she wishes the Commissioners Happy Holidays and looks forward to seeing them in the new year.

CITY COUNCIL ACTION

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

ADJOURNMENT

Chair Heng adjourned the meeting at 8:59 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

DRAFT

MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, January 14, 2025

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina City Council Chambers, 1444 West Garvey Avenue, West Covina, California.

MOMENT OF SILENT PRAYER/MEDITATION

The Commission observed a moment of silent prayer and meditation.

PLEDGE OF ALLEGIANCE

Chair Heng led the Pledge of Allegiance.

ROLL CALL

Present:	Heng, Becerra, Lewis, Castellanos
City Staff Present:	Koo, Burns, Machado, Rivera,

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.

None

PUBLIC HEARINGS - None

NON-HEARING ITEMS

1. **CONSIDERATION OF PLANNING COMMISSION INITIATION OF CODE AMENDMENT NO. 25-01**

Deputy Community Development Director Jo-Anne Burns presented the staff report. During the presentation she told the Commission that this code amendment was presented to comply with SB 450, which revised SB 9 and presented visual examples of possible developments under the new law and standards.

There was a discussion by the Commission and staff regarding the new standards and requirements for urban dwelling units. The Commission also asked about objective design standards.

Motion by Lewis, seconded by Castellanos, to initiate Code Amendment No. 25-01 and direct staff to research other cities regarding objective design standards. Motion carried 4-0.

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.

None

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

January 20, 2025 - 26th Annual Martin Luther King Jr. Day celebration in the Civic Center from 11 a.m. to 2 p.m.

Friday, January 24, 2025 Cortez Park Community and Senior Center will have an Open House.

Development Code Update scheduled for hearing at the next City Council meeting will be rescheduled and was renoticed for the February 18, 2025 City Council meeting.

Planning Commissioner's Academy is scheduled for March 2025 and will be held in Santa Rosa, California. Information will be sent by email and Commissioners should notify staff as soon as possible for early enrollment.

3. **CITY COUNCIL ACTION:**

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

None

ADJOURNMENT

Chair Heng adjourned the meeting at 8 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant

City of West Covina
Memorandum
AGENDA

ITEM NO. 2

TO: Planning Commission **DATE: January 28, 2025**

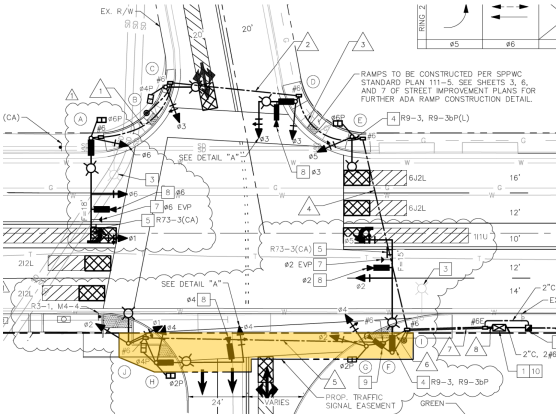
FROM: Planning Division

SUBJECT: FINDING OF CONFORMANCE WITH THE CITY'S GENERAL PLAN FOR A TRAFFIC SIGNAL EASEMENT TO BE DEDICATED TO THE CITY AT 1211 BADILLO STREET

BACKGROUND:

The 1,464 square foot easement is being required by the City because the new signal installation includes infrastructure proposed on private property due to space constraints within the public right-of-way. Currently, the intersection is stop-controlled in the southbound direction, with the private driveway offset from Cutter Way to the north.

As part of the project, the developer will align the driveway with Cutter Way to the north and install a signal at the intersection of Cutter Way and West San Bernardino Road. While the intersection falls under the City of Covina's jurisdiction, the sidewalk on the north side of the private property to the south of the roadway lies within the City of West Covina's jurisdiction. The easement (highlighted in the image below) will allow the City and the City of Covina to access the signal for routine maintenance or other needs. The traffic signal plan and traffic signal easement are included in this report as Attachments Nos. 2 and 3.



At its meeting of October 19, 2021, the City Council approved Precise Plan No. 20-08, Tree Removal Permit No. 21-12, and Tentative Parcel Map No. 83444, along with General Plan Amendment No. 20-03 (changed the land-use designation from Civic: Public Institution to Industrial), Zone Change No. 20-04 (changed the zoning from SP-11: Faith Community Church to Manufacturing M-1), Development Agreement No. 21-01, and the certification of the Mitigated Negative Declaration of Environmental Impact for the project, which allowed for the remodeling and revitalization of an existing 177,440 square-foot building and change of use from a church to a delivery station. The City Council adopted/approved ordinances and resolutions are included in the staff report as Attachment No. 1. The City Council approved one-year extensions of time for Precise Plan No. 20-08 and Tentative Parcel Map No. 83444 in October 2023 and 2024. A separate resolution with the finding of conformance with the City's General Plan has not been adopted for the easement.

California Government Code (Section 65402) states: (a) If a general plan or part thereof has been adopted, no real property shall be acquired by dedication or otherwise for street, square, park or other public purposes, and no real property shall be disposed of, no street shall be vacated or abandoned, and no public building or structure shall be constructed or authorized, if the adopted general plan or part thereof applies thereto, until the location, purpose and extent of such acquisition or disposition, such street vacation or abandonment, or such public building or structure

have been submitted to and reported upon by the planning agency as to conformity with said adopted general plan or part thereof. The planning agency shall render its report as to conformity with said adopted general plan or part thereof within forty (40) days after the matter was submitted to it, or such longer period of time as may be designated by the legislative body.

DISCUSSION:

In order for the City to accept an easement dedication, the Planning Commission is required to make a determination of conformity with the City's General Plan. The easement does not conflict with the goals and policies of the City of West Covina's General Plan and is consistent with the following policies and actions:

Our Accessible Community

> **Policy 4.2** Accommodate multimodal mobility, accessibility and safety needs when planning, designing, and implementing transportation improvements, improving access and circulation for all users of City streets.

Our Resilient Community - Circulation

> **Action 5.1** Adjust development regulations and review processes to require new development and redevelopment projects to provide a fine-grained, interconnected, multimodal transportation network with a balance motor vehicle, pedestrian, bike, and transit amenities.

The easement is required to allow for the installation of traffic signal equipment necessary to improve public safety and access for pedestrians, bicyclists, and motorists. The traffic signal and associated street/sidewalk improvements will be installed by the developer per the project entitlement's conditions of approval.

Following the Planning Commission's finding of conformance with the City's General Plan, the easement will be presented to the City Council for acceptance.

RECOMMENDATION:

It is recommended that the Planning Commission adopt Resolution No. 25-6160, determining that the easement at 1211 Badillo Street to be dedicated to the City is in conformance with the goals and policies of the West Covina General Plan.

Submitted by: Jo-Anne Burns, Deputy Community Development Director

---

Attachments

Attachment No. 1 - General Plan Conformance Resolution

Attachment No. 2 - Traffic Signal Plan

Attachment No. 3 - Traffic Signal Easement

ATTACHMENT NO. 1

PLANNING COMMISSION

RESOLUTION NO. 25-2160

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THAT THE PROPOSED DEDICATION OF A 1,464 SQ.FT. TRAFFIC SIGNAL EASEMENT AT 1211 BADILLO STREET IN THE CITY OF WEST COVINA IS IN CONFORMANCE WITH THE GOALS AND POLICIES OF THE GENERAL PLAN

WHEREAS, The California Government Code Section 65402 requires that the Planning Commission review the dedication of any property, including easements, to the City for conformity with the adopted General plan; and

WHEREAS, the Planning Commission review is intended to assure that the easement dedication is consistent with the City's long-range objectives; and

WHEREAS, the subject property is a 1,464 sq. ft. portion of the property located at 1211 Badillo Street located adjacent to San Bernardino Road. On October 19, 2021, the City Council approved Precise Plan No. 20-08, Tree Removal Permit No. 21-12, and Tentative Parcel Map No. 83444, along with General Plan Amendment No. 20-03 (changed the land-use designation from Civic: Public Institution to Industrial), Zone Change No. 20-04 (changed the zoning from SP-11: Faith Community Church to Manufacturing M-1), Development Agreement No. 21-01, and the certification of the Mitigated Negative Declaration of Environmental Impact for the project, which allowed for the remodeling and revitalization of an existing 177,440 square-foot building and change of use from a church to a delivery station. A condition of approval for the development required an easement for traffic signal improvement; and

WHEREAS, the easement dedication is consistent with the following policies and actions of the West Covina General Plan:

Our Accessible Community

Policy 4.2 Accommodate multimodal mobility, accessibility and safety needs when planning, designing, and implementing transportation improvements, improving access and circulation for all users of City streets.

Our Resilient Community - Circulation

Action 5.1 Adjust development regulations and review processes to require new development and redevelopment projects to provide a fine-grained, interconnected, multimodal transportation network with a balance motor vehicle, pedestrian, bike, and transit amenities.

The easement is required to allow for the installation of traffic signal equipment necessary to improve public safety and access for pedestrians, bicyclists, and motorists. The traffic signal and associated street/sidewalk improvements will be installed by the developer per the project entitlement's conditions of approval.

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

SECTION 1: The Planning Commission hereby determines that the easement dedication of 1,464 sq. ft. portion of the property located at 1211 Badillo Street located adjacent to San Bernardino Road for traffic signal improvement purposes is in conformance with the adopted General Plan.

SECTION 2: The Planning Commission Secretary shall certify to the adoption of this resolution and shall enter it into the book of original resolutions.

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 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: January 28, 2025

_____
Sheena Heng, Chair
Planning Commission

_____
Jo-Anne Burns,
Secretary Planning Commission

POLE SCHEDULE ●

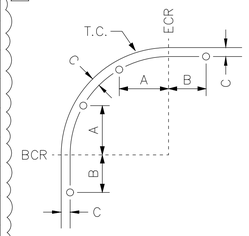
No.	POLE DATA TYPE	Ht.	SIGNAL M.A.	LUMINAIRE M.A.	LUMINAIRE LED	VEH SIG MTG M.A.	VEH SIG MTG POLE	PED SIG MTG *	PED *** ø	PED *** QUAD	PED *** ARROW	POLE LOCATION A	POLE LOCATION B	POLE LOCATION C	R.S.N.S. LEGEND	REMARKS
(A)	26-4-100	30'	40'	12'	133W	2-MAS	SV-1-T	SP-1-T	–	–	–	0.5'	–	6'	Cutter Way	
(B)	PPB POST	3.5'	–	–	–	–	–	–	4/6	E/S	←/→	20.5'	–	5'	–	
(C)	15TS	30'	–	12'	133W	–	SV-1-T	SP-1-T	–	–	–	13.5'	–	3'	–	
(D)	17-3-100	30'	15'	12'	133W	MAS-4C	SV-1-T	–	6	S	←	7.5'	–	3'	San Bernardino Rd	**
(E)	15TS	30'	–	12'	133W	–	SV-1-T	SP-1-T	–	–	–	7'	–	6'	–	
(F)	26-4-100	30'	45'	12'	133W	2-MAS	–	–	–	–	–	23'	–	11'	Cutter Way	
(G)	1-A	10'	–	–	–	–	TV-2-T	SP-1-T	–	–	–	47'	–	3.5'	–	
(H)	24-3-100	30'	35'	12'	133W	MAS-4C	SV-1-T	SP-2-T	–	–	–	15'	–	8'	San Bernardino Rd	
(I)	PPB POST	3.5'	–	–	–	–	–	–	2	N	→	19.5'	–	8'	–	
(J)	15TS	30'	–	12'	133W	–	SV-2-TA	–	4/2	W/S	←/→	11'	–	9.5'	–	

● ALL EQUIPMENT IS NEW.

* PEDESTRIAN SIGNAL SHALL BE LED COUNTDOWN TYPE.

** R.S.N.S. SHALL BE 10' SHAFT ARM MOUNTED.

*** ALL PPB SHALL BE ACCESSIBLE PEDESTRIAN SIGNAL (APS) COMPLIANT PER LATEST CALTRANS STANDARDS.



POLE LOCATION DETAIL
(NO SCALE)

CONSTRUCTION NOTES:

1. FURNISH AND INSTALL TYPE 332L TRAFFIC SIGNAL CABINET ASSEMBLY WITH SAFETRAN ATC 2070C CONTROLLER AND D4 OR 2070 EQUIVALENT TRAFFIC SIGNAL PROGRAM PER SPECIAL PROVISIONS AND LADOT SPECIFICATIONS 053-054-07 AND 054-055-02. THE CABINET ASSEMBLY SHALL BE EQUIPPED FOR 6-PHASE OPERATION AND COMMUNICATIONS MANAGER AND NECESSARY INTERFACE CONNECTORS. INSTALL FOUNDATION PER CALTRANS REVISED STD PLAN RSP ES-3C.
2. FURNISH AND INSTALL NEW TYPE III-BF UNDERGROUND ELECTRICAL SERVICE PEDESTAL ON NEW FOUNDATION PER CALTRANS REVISED STD PLAN ES-2F. CONTRACTOR SHALL COORDINATE AND OBTAIN PERMITS WITH SCE AND CITY BUILDING DEPARTMENT FOR NEW TRAFFIC SIGNAL METER SERVICE.
3. REMOVE STREET LIGHT. CONTRACTOR SHALL COORDINATE WITH SCE FOR REMOVAL.
4. FURNISH AND INSTALL SIGN(S) WITH STRAP AND SADDLE BRACKET ON POLE AS NOTED.
5. FURNISH AND INSTALL STANDARD SIGN AS SHOWN ON SIGNAL MAST ARM PER CALTRANS STANDARD PLAN ES-7N, DETAIL "U".
6. FURNISH AND INSTALL 3"C WITH PULL ROPE FOR SERVICE. COORDINATE WITH SCE TO DETERMINE CONNECTION TO SERVICE POINT. CONTACT AGUSTIN NUNO AT (626) 201-2547 OR JOSE CEJA AT (714) 870-3143.
7. FURNISH AND INSTALL OPTICOM MODEL 721 EVP DETECTOR ONTO MAST ARM PER MANUFACTURER'S SPECIFICATIONS. SEE DETECTOR MOUNTING DETAIL ON THIS SHEET.
8. FURNISH AND INSTALL ITERIS VANTAGE EDGE 2 VIDEO DETECTION CAMERA (■◀) ON RISER ARM ON MAST ARM.
9. FURNISH AND INSTALL NEW CITY-APPROVED CCTV CAMERA (■◀)) ON SIGNAL POLE.
10. FURNISH AND INSTALL FIBER DISTRIBUTION UNIT (FDU) WITH SC 6 PORT PANEL AND 12-STRAND SINGLE MODE FIBER OPTIC (SMFO) CABLE WITH 30' OF SLACK IN CONTROLLER CABINET FOR FUTURE TRAFFIC SIGNAL INTERCONNECT.

PROPOSED PHASE DIAGRAM

	GROUP A		GROUP B	
RING 1	ø1	ø2	ø3	ø4
RING 2	ø5	ø6	ø7	ø8

CONDUCTOR SCHEDULE ■

POLE	CIRCUIT/CONDUCTOR/CABLE	RUN NO. 1	2	3	4	5	6	7	8
POLE A	CSC3	–	–	–	–	–	–	–	–
	CSC12	1	1	1	–	–	–	1	1
POLE B	CSC3	–	2	2	2	–	–	2	2
	CSC12	–	–	–	–	–	–	–	–
POLE C	CSC3	–	–	–	–	–	–	–	–
	CSC12	–	1	1	1	–	–	1	1
POLE D	CSC3	–	–	1	1	–	–	1	1
	CSC12	–	–	1	1	–	–	1	1
POLE E	CSC3	–	–	–	–	–	–	–	–
	CSC12	–	–	–	1	–	–	1	1
POLE F	CSC3	–	–	–	–	–	–	–	–
	CSC12	–	–	–	–	–	–	1	1
POLE G	CSC3	–	–	–	–	–	–	–	–
	CSC12	–	–	–	–	–	1	1	1
POLE H	CSC3	–	–	–	–	1	1	1	1
	CSC12	–	–	–	–	1	1	1	1
POLE I	CSC3	–	–	–	–	–	–	1	1
	CSC12	–	–	–	–	–	–	–	–
POLE J	CSC3	–	–	–	–	2	2	2	2
	CSC12	–	–	–	–	1	1	1	1
TOTAL	CSC3 / CSC12	1/–	2/2	3/3	3/4	3/2	3/3	7/8	7/8
#8	GROUND	1	1	1	1	1	1	1	1
#10	LUMINAIRE	2	2	2	2	2	2	2	–
OPTICOM CABLE		1	1	1	1	–	–	2	2
VIDEO COAXIAL CABLE		1	1	2	2	1	1	4	4
VIDEO DETECTION CABLE		1	1	2	2	1	1	4	4
CAT5E CABLE		–	–	–	–	–	–	1	1
CONDUIT SIZE		3"	3"	4"	4"	3"	4"	2-4"	2-4"
CONDUIT FILL %		9%	16%	13%	15%	16%	11%	15%	15%

■ ALL CONDUIT AND CONDUCTORS ARE NEW.

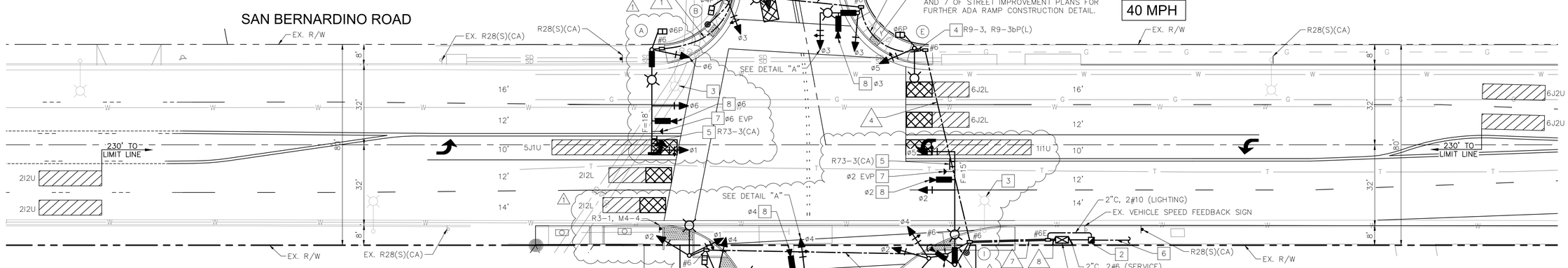
LEGEND

- VEHICLE VIDEO DETECTION ZONE
- BIKE VIDEO DETECTION ZONE
- PROPOSED EVP SYSTEM
- PROPOSED VEHICLE DETECTION CAMERA
- PROPOSED CCTV CAMERA

SIGN LEGEND

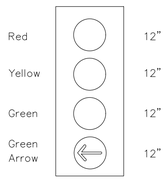


R9-3 18"X18" | R9-3bP(L) 18"X12" | R73-3(CA) 36"X36" | R3-1 24"X24" | M4-4 24"X12"



TRAFFIC SIGNAL GENERAL NOTES:

1. TRAFFIC SIGNAL AND HIGHWAY LIGHTING EQUIPMENT AND MATERIAL AND THE INSTALLATION THEREOF SHALL CONFORM TO CALTRANS STANDARD PLANS AND SPECIFICATIONS, DATED OCTOBER 2022, THE LATEST MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, THIS PLAN, AND THE SPECIAL PROVISIONS.
2. ALL WIRING SHALL BE MARKED (TAGGED) WITHIN THE CONTROLLER CABINET FOR PHASE IDENTIFICATION.
3. THE CITY ENGINEER MUST APPROVE ANY MODIFICATIONS OF OR CHANGES TO APPROVED PLANS.
4. LOCATIONS OF ALL UNDERGROUND FACILITIES ARE APPROXIMATE. THE CONTRACTOR SHALL POTHOLE TO DETERMINE THE EXACT LOCATIONS AND VERIFY ALL CONDITIONS ON THE JOB SITE.
5. ALL PEDESTRIAN PUSH BUTTONS SHALL BE TYPE B (2" BUTTON) PUSH BUTTON WITH R10-4B SIGN.
6. ALL CONDUITS SHALL BE NEW UNLESS OTHERWISE NOTED.



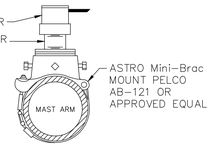
DETAIL "A"
NTS



R.S.N.S. DETAIL
(No Scale)



R.S.N.S. DETAIL
(No Scale)



E.V.P. DETECTOR MOUNTING DETAIL
(No Scale)

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40
SCALE: 1" = 20' WHEN PRINTED AT FULL SIZE 24"X36"

PUBLIC WORKS DIVISION
CITY OF WEST COVINA
STATE OF CALIFORNIA

TRAFFIC SIGNAL PLAN
SAN BERNARDINO ROAD / CUTTER WAY

No.	REVISIONS	DATE	BY
1	TRAFFIC SIGNAL POLE RELOCATION	9/25/24	TC

BENCHMARK

COUNTY OF LOS ANGELES BENCHMARK NO. 29A
ELEVATION = 433.423 FEET (NGVD 1929)

DESCRIPTION:
LEAD & TACK IN WEST CURB OF VINCENT AVENUE AT CENTER OF CATCH BASIN 40' WEST & 120' NORTH OF CENTER-LINE INTERSECTION OF BADILLO AVENUE & VINCENT AVENUE

BASIS OF BEARINGS

THE BEARING NORTH 00°00'20" EAST FOR THE CENTERLINE OF VINCENT AVENUE AS SHOWN ON RECORD OF SURVEY, FILED IN BOOK 115, PAGE 81, IN THE CITY OF WEST COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

Know what's below. Call 811 before you dig.

Kimley»Horn
© 2023 KIMLEY-HORN AND ASSOCIATES, INC.
1100 TOWN AND COUNTRY ROAD, SUITE 700, ORANGE, CA 92868
PHONE: 714-939-1030 FAX: 714-938-9488
WWW.KIMLEY-HORN.COM

TIMOTHY CHAN R.C.E 85687 — 5/9/23 DATE

REGISTERED PROFESSIONAL ENGINEER — TIMOTHY A. CHAN — No. C85687 — CIVIL — STATE OF CALIFORNIA

PLANS PREPARED FOR/DEVELOPER:
AG WEST COVINA OWNERS, LLC
18301 VON KARMAN, SUITE 250
IRVINE, CA 92612
CONTACT: DEAN NAVARRO
PHONE: 949-331-1346

DRAWN BY / DATE	CA
DESIGNED BY / DATE	CA
CHECKED BY / DATE	TC 5/9/23
SCALE	HORIZ: PER PLAN
PROJECT NO.	194297015
SHEET	9 OF 9 SHEETS

APPROVED BY:

REVIEWED FOR SUBSTANTIAL COMPLIANCE ONLY. NO EXCEPTIONS TAKEN.

VIOLATION OF APPLICABLE CODES, LAWS, OR ORDINANCES IS STRICTLY PROHIBITED DESPITE CONTENTS OF THESE PLANS. ALL REVISIONS OR DEVIATIONS FROM THESE PLANS REQUIRE PRIOR CITY APPROVAL.

CITY ENGINEER _____ DATE _____

12/13/2024, 7:54:32 PM
WCPW-EN22-0586-REV1

Plotted By: Wiley, Dallas Sheet Set: Kha Layout: TRAFFIC SIGNAL September 25, 2024 08:01:27am \\kimley-horn.com\CA_ORA\ORA_LDEV\AM2N\DAX9 - West Covina\CADD\PlanSheets\Offsite-TrafficSignal.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Kimley»Horn

EXHIBIT A
LEGAL DESCRIPTION
TRAFFIC SIGNAL EASEMENT

All that certain real property located in the City of West Covina, County of Los Angeles, State of California, being a portion of Lots 31 and 32 of the 576.50 Acre Tract known as W.R. Rowland Tract in the Rancho La Puente, as per map recorded in Book 42 Page 45 of Miscellaneous Records, Official Records of said County and being more particularly described as follows:

BEGINNING at a point in the Centerline of San Bernadino Road, distant South 79°30'30" East 625.33 feet coincident with said Centerline from the Intersection of the northerly prolongation of the west line of said Lot 32;

Thence leaving said Centerline South 45°17'00" West, a distance of 40.18 feet to a point being the most northwesterly corner of the parcel as described in that certain Corporation Grant Deed recorded on May 6, 2011, as Instrument Number 20110649480, Official Records of said County,

Thence South 45°17'00" West, a distance of 8.52 feet to a point on the south line of said San Bernadino Road,

Thence continuing coincident with said south line of San Bernadino, South 79°30'30" East, 57.66 feet to the **TRUE POINT OF BEGINNING** of this description;

Thence leaving said south line, South 10°29'30" West, a distance of 9.71 feet;

Thence South 57°02'27" East, a distance of 15.34 feet;

Thence South 79°30'30" East, a distance of 38.75 feet;

Thence North 10°29'30" East, a distance of 5.14 feet;

Thence South 79°27'03" East, a distance of 65.16 feet;

Thence North 10°29'30" East, a distance of 10.50 feet to the south line of said San Bernadino;

Thence coincident with said south line of San Bernadino, North 79°30'30" West, a distance of 118.08 feet to the **TRUE POINT OF BEGINNING**.

Containing an area of 1,464 square feet +/-.

[see next page]

Being a portion of APN 8434-015-018.

A plat showing the above-described parcel is attached hereto and made a part hereof as "Exhibit B".

This legal description and associated plat was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyor's Act.

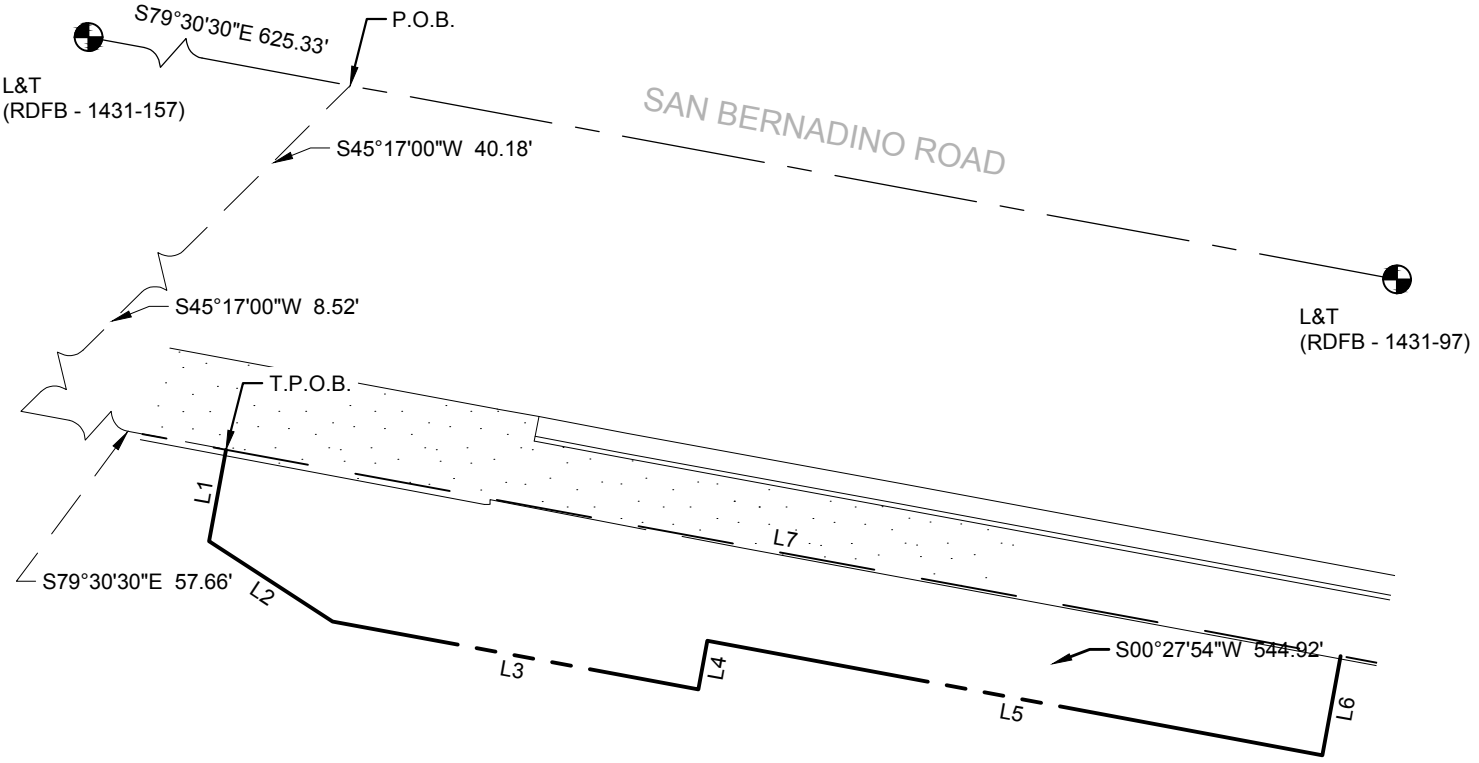
PRELIMINARY – SUBMITTED FOR REVIEW PURPOSES



_____
Alex Calder, PLS 8863
Alex.Calder@Kimley-Horn.com

xx/xx/2024
Dated

END OF DESCRIPTION



LINE TABLE		
NO.	BEARING	LENGTH
L1	S10°29'30"W	9.71'
L2	S57°02'27"E	15.34'
L3	S79°30'30"E	38.75'
L4	N10°29'30"E	5.14'
L5	S79°27'03"E	65.16'
L6	N10°29'30"E	10.50'
L7	N79°30'30"W	118.08'

LOTS 31 & 32, W.R. ROWLAND TRACT,
INSTR. NO. 20110649480
APN 8434-015-018

CENTERLINE MONUMENT
CENTERLINE
TIE LINE
EASEMENT LINE
RIGHT-OF-WAY LINE

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

C:\Users\brad.daley\Desktop\Californian ACAD Traffic Signal\Traffic Signal Easement.dwg Legal Oct 09, 2024 2:04pm by: Brad.Daley

Kimley»Horn
1100 W. TOWN & COUNTRY RD.
SUITE 700
ORANGE, CALIFORNIA 92868
PHONE: (714) 939-1030
www.kimley-horn.com

PROJECT:
TRAFFIC SIGNAL EASEMENT

TITLE:
EXHIBIT "B"

JOB NO.:	090143002
SCALE:	1" = 20'
DATE:	10/09/2024
SHEET:	SHEET 2 OF 2

THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC. COPYRIGHT KIMLEY-HORN AND ASSOCIATES, INC., 2017

AGENDA
ITEM NO. 3
DATE: January 28, 2025

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 24-08
CATEGORICAL EXEMPTION
APPLICANT: Kate Hirsh (Habitat Health)
LOCATION: 702 N. Azusa Avenue
REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP) to allow the operation of an adult day care facility within a building located in the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

BACKGROUND

The applicant is requesting the approval of a CUP to allow the operation of an adult day care facility at 702 N. Azusa Avenue, to be known as "Habitat Health." The subject property is located in the "Neighborhood Commercial Mixed-Use" (NMU) Zone on the northeast intersection of South Azusa Avenue and East Puente Avenue.

ITEM	DESCRIPTION
Zoning and General Plan Designation	Zoning: Neighborhood Commercial Mixed-Use (NMU) General Plan: Commercial (C)
Surrounding Zoning and Land Uses	North: Service Commercial Mixed-Use (SMU), Commercial East: Residential Single-Family (R-1) South: Residential Single-Family (R-1) West: Neighborhood Commercial Mixed Use (NMU), Commercial; Multi-Family Residential (MF-45)
Current Development	Vacant Retail Building
Legal Notice	Notices of the Public Hearing have been mailed to all owners of properties located within 500 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 tonight's meeting.

DISCUSSION

The applicant is requesting the approval of a CUP to allow the operation of an adult day care facility to establish a Program of All-Inclusive Care (PACE) for individuals 55 years old and over. The West Covina Development Code requires a CUP for adult day care facilities in the "Neighborhood Commercial Mixed-Use" Zone. The building was previously used as a retail space by CVS.

Business Operation
The proposed business would be known as "Habitat Health." The facility would offer community-based services and medical care services to individuals aged 55 and over who have been categorized as "nursing home eligible" by the state's Medicaid program. The facility would provide a viable alternative to nursing home placement for such patients by delivering care through a comprehensive service package of medical, behavioral, and social services that enables patients to stay in their own homes and community.

The community-based services include rehabilitation therapy (physical therapy, occupational therapy, speech therapy), engagement programs promoting socialization among seniors, nutritional support services including counseling and meals, and counseling services. The medical care services would include medical care from doctors

and advanced practice providers, nursing and medication services, dentistry care, podiatry care, optometry care, and audiology care. The hours of operation of the facility will be Monday through Friday from 9:00am to 5:00pm. There will be a total of 40 employees and an average of 130 to 180 patients on site at any given time.

Parking
The facility will oversee and coordinate ride services to and from the center, as patients would not drive to the project site or park at the project site. All patients will arrive to the site via a private van service deployed by the healthcare provider. Therefore, patients will not use any of the project site's parking, which will primarily be occupied by employees and other service providers. The facility will not include any overnight services, and at the end of each day, all patients will be dropped off at their homes via a private van service. The service vans will be parked on site overnight in designated overnight parking spaces. The service vans will be marked with a business logo or color pattern to be easily distinguished as associated with Habitat Health.

The West Covina Development Code requires one (1) parking space per employee and one (1) additional parking space for every ten (10) patients. Based on the number of employees and expected number of patients, the facility is required to maintain a minimum of fifty-eight (58) parking spaces. As currently proposed, the facility will have sixty-seven (67) parking spaces, surpassing the minimum required.

REQUIRED FINDINGS

Findings necessary for the 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 consistent with the "Neighborhood Commercial Mixed-Use" (NMU) Zone. The NMU Zone is composed primarily of retail and service commercial uses, which by their nature are of moderate intensity; are necessary in order to provide convenient daily shopping facilities to residential home and apartment dwellers; and are generally adjacent to or close to residential zoning or development. The proposed use is an adult day care facility, with a proposed floor area of 18,245 square feet. The adult day care facility would provide recreational services for adult participants. The adult day care facility would be located near single-family and multi-family residences, where it would be a convenience for the neighboring communities and families. The proposed adult day care facility use meets all the applicable requirements of the Neighborhood Commercial Mixed-Use Zone.

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 proposed adult day care facility will occupy an existing vacant retail space. The business hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. With the conditions of approval, the proposed adult day care 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 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 there with.

The existing building and site are adequate in size and designed to accommodate the proposed adult day care facility. As conditioned, sufficient parking exists on the site to accommodate the adult day care facility use, as the minimum number of parking spaces is being surpassed.

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 abuts South Azusa Avenue and East Puente Avenue. The site can be accessed via South Azusa Avenue and East Puente Avenue. The proposed adult day care facility use will not generate a substantial amount of

vehicular traffic nor alter present circulation patterns.

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.

Granting the CUP for the proposed use of an adult day care facility would allow the opportunity for the surrounding community to have access to social activities and care. The proposed adult day care facility would not compromise the character of the surrounding neighborhood nor be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the policies and actions of the General Plan.

GENERAL PLAN CONSISTENCY

The proposed use is consistent with the following policy of the General Plan:

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

ENVIRONMENTAL DETERMINATION

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

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt Resolution No. 25-6159 approving Conditional Use Permit No. 24-08.

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: Miriam Machado, Associate Planner

Attachments

Attachment No. 1 - Resolution of Approval
Attachment No. 2 - Business Operation Plan

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. 25-6159

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 24-08

CONDITIONAL USE PERMIT NO. 24-08

CATEGORICAL EXEMPTION

APPLICANT: Kate Hirsh (Habitat Health)

LOCATION: 702 N. Azusa Avenue

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, of the West Covina Development Code, requesting the approval of a Conditional Use Permit to:

Allow the operation of an adult day care facility in 18,245 square foot building on certain property described as follows:

Assessor Parcel No. 8443-003-022 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 28th day of January 2025, conduct a duly advertised public hearing as prescribed by law to consider said application; and

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

1. The applicant is requesting approval of a Conditional Use Permit to allow for the use of an adult day care facility within a 18,245 square foot building in the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

2.Findings necessary for approval of a Conditional Use Permit are as follows:

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

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

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

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

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

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities).

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 consistent with the "Neighborhood Commercial Mixed-Use" (NMU) Zone. The NMU Zone is composed primarily of retail and service commercial uses, which by their nature are of moderate intensity; are necessary in order to provide convenient daily shopping facilities to residential home and apartment dwellers; and are generally adjacent to or close to residential zoning or development. The proposed use is an adult day care facility, with a proposed floor area of 18,245 square feet. The adult day care facility would provide recreational services for adult participants. The adult day care facility would be located near single-family and multi-family residences, where it would be a convenience for the neighboring communities and families. The proposed adult day care facility use meets all the applicable requirements of the Neighborhood Commercial Mixed -Use Zone.

   b. The proposed adult day care facility will occupy an existing vacant retail building. The business hours will be Monday through Friday from 9:00 a.m. to 5:00 p.m. With the conditions of approval, the proposed adult day care facility will not be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

c. The existing building and site are adequate in size and designed to accommodate the proposed adult day care facility. As conditioned, sufficient parking exists on the site to accommodate the adult day care facility use, as the minimum number of parking spaces is being surpassed.

d. The subject property abuts South Azusa Avenue and East Puente Avenue. The site can be accessed via South Azusa Avenue and West Puente Avenue. The proposed adult day care facility use will not generate a substantial amount of vehicular traffic nor alter present circulation patterns.

e. Granting the CUP for the proposed use of an adult day care facility would allow the opportunity for the surrounding community to have access to social activities and care. The proposed adult day care facility would not compromise the character of the surrounding neighborhood, nor would it be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the policies and actions of the General Plan: Policy 2.1- Maintain and enhance the City's current tax base.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 24-08. 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. On the basis of the evidence presented, both oral and documentary, the Planning Commission finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) in that it consists of minor alterations of the existing structure in order to operate the requested use.

4. 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 their affidavit stating they are 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.

5. 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.

6. That the approval of the Conditional Use Permit is subject to the following conditions:

a. Comply with the plans reviewed by the Planning Commission on January 28, 2025.

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

c. Comply with all requirements of the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

d. This approval is for an adult day care facility, which allows for a Program of All-Inclusive Care (PACE) in an 18,245 square foot building.
    i. The existing 17,032 square foot building is being expanded to allow for a 780 square foot covered entry and a 433 square foot outdoor space.

e. The adult day care facility is approved to operate Monday through Friday from 9:00 a.m. to 5:00 p.m.

f. Staff shall closely monitor any parking complaints or concerns filed regarding the adult day care facility use. 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 Conditional Use Permit for the use and may, at its discretion, modify or impose new conditions.
    i. The service vans for the facility shall be parked on site overnight in designated parking spaces only. The service vans shall be marked with a business logo or color pattern to be easily distinguished as associated with Habitat Health.

g. The adult day care facility is approved for 18,245 square feet. Any addition or modification of the use shall require the submittal of a new Conditional Use Permit.

h. During construction, the delivery of materials and equipment, outdoor operations of equipment and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

i. All construction equipment, stationery or mobile, shall be equipped with properly operating and maintained mufflers.

j. That any proposed change to the approved site plan, floor plan, or elevations be reviewed by the Planning, Building, Fire, and Police Departments and the Community Development Commission, and that the written authorization of the Community Development Director shall be obtained prior to implementation.

k. The operation of the facility shall comply with the West Covina Noise Ordinance.

l. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

m. 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.

n. The Conditional Use Permit may be revoked, amended and suspended by the Planning Commission under the provisions of Section 26-268 of the West Covina Development Code.

o. **BUILDING DIVISION**

i. 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.

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

iii. Fees shall be paid to the County of Los Angeles Sanitation District prior to the issuance of the building permit.

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

v. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

vi. A drainage plan shall be approved prior to the issuance of the building permit. The drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

vii. Stormwater Planning Program LID Plan Checklist (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. When applicable per the LID plan checklist, LID plan shall be approved through the Engineering Division prior submitting grading plans for review. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427.

viii. Unless nonseparated occupancies provision per Section 508.3 is used, the proposed area of Business B Occupancy shall be separated from the day care area of I-4 Occupancy per Table 508.4 of the Building Code.

ix. Day care facility of I-4 Occupancy shall comply with Section 436 of the Building Code.

x. All State of California disability access regulations for accessibility shall be complied with.

xi. A proposed passenger drop-off and loading zone shall comply with Section 11B-209 of the Building Code.

xii. Conversion of an existing accessible parking space into accessible EVCS shall not result in a total count of accessible parking spaces provided on the site to fall below the minimum quantity required by Section 11B-208.2 of Building Code.

xiii. Summary of Accessibility Upgrades for Commercial Projects shall be completed and the completed form shall be copied on the plans The form can be found at the following link https://www.dropbox.com/s/4xkjyn5fhggpotk/Accessibility%20Upgrade%20Summary%20Form.pdf?dl=0.

xiv. Approval is required from the Los Angeles County Health Department for food handling and/or storage.

xv. Separate application and plan review are required for Electrical plans.

xvi. Separate application and plan review are required for Mechanical plans.

xvii. Separate application and plan review are required for Plumbing plans.

xviii. Plumbing fixtures shall be provided as required by Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.

xix. Project shall comply with the CalGreen Non-Residential mandatory requirements.

xx. 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 indicating this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

xxi. Separate permits are required for Fire Sprinklers.

p. **ENGINEERING DIVISION**

i. Replace existing curb ramp at the corner of North Azusa Avenue and East Puente Avenue with a new curb ramp in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

ii. Reconstruct the driveway approach located on North Azusa Avenue and the driveway approach located on East Puente Avenue in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

iii. Remove and replace broken and off grade sidewalk in accordance with SPPWC standard plan 113-2, and as directed by the City Engineer or his/her designee.

iv. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.

v. Relocate water meter from the side walk as directed by the City Engineer or his/her designee.

vi. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as indicated below, and as directed by the City Engineer or his/her designee.

vii. Prior final of the building permit(s), inspection required by Public Works inspector.

q. **FIRE DEPARTMENT**

i. NFAPA 13D/13R/13 Fire Sprinkler System.

ii. NFPA 72 – Fire Alarm/Fire Sprinkler Monitoring System.

iii. NFPA 17/17A – Dry/Wet Chemical Extinguishing System.

iv. NFPA 10 – Portable Fire Extinguisher

v. Automatic Smoke Detection System.

vi. A minimum 20-foot-wide fire lane shall be provided and maintained throughout the parking lot.

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 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: January 28, 2025

_____
Sheena Heng, Chair
Planning Commission

_____
Jo-Anne Burns, Secretary
Planning Commission

ATTACHMENT NO. 2

702 N. Azusa, West Covina

Operations Plan (Updated 11-8-24)

TH II Los Angeles 702 Azusa LP seeks a Conditional Use Permit and an Administrative Permit to reuse an existing building at an approximately 1.4-acre property ("Site") located in the City of West Covina in order to establish a Program of All-Inclusive Care facility center serving seniors in the community ("Project").

The Project would offer community-based services and medical care services to individuals aged 55 and over who have been categorized as "nursing home eligible" by the state's Medicaid program. The Project would provide a viable alternative to nursing home placement for such patients by delivering care through a comprehensive service package of medical, behavioral, and social services that enables patients to stay in their own homes and communities.

The community-based services would include rehabilitation therapies (physical therapy, occupational therapy, speech therapy), engagement programs promoting socialization among seniors, nutritional support services including counseling and meals, and counseling services. The medical care services would include medical care from doctors and advance practice providers, nursing and medication services, dentistry care, podiatry care, optometry care, and audiology care. The Project would also oversee and coordinate ride services to and from the center as patients would not be expected to drive to the Site. Overnight services would not be provided, and all patients would reside off-site.

The hours of operation of the facility would generally be from approximately 9am to 5pm, Monday through Friday, though it is anticipated that some operational flexibility would be required. The Project anticipates that there would be a total of 40 employees and an average of 130 patients on site at any given time. During peak times, it is anticipated that there would be a total of up to 180 patients on site.

No patients would drive to the Site or park at the Site. All patients will arrive to the Site via a private van service deployed by the healthcare provider. Therefore, patients will not use any of the Site's surface-level parking, which would instead be utilized by employees of the Project and other service providers. The Project will not include any overnight services, and all patients would be returned to their homes via private van service at the end of each day.

Service vans will be parked on site overnight in designated overnight parking stalls as indicated on the project plans. The service vans will be marked with a business logo or color pattern to be easily distinguished/ associated with Habitat Health. The site will have an integrated camera/ alarm system which will be monitored by a 3rd party monitoring station after-hours. There will be no on-site security during or after business hours.

AGENDA
ITEM NO. 4
DATE: January 28, 2025

PLANNING DEPARTMENT STAFF REPORT

SUBJECT

CONDITIONAL USE PERMIT NO. 24-06
CATEGORICAL EXEMPTION
APPLICANT: JNK Petroleum
LOCATION: 201 N. Grand Avenue
REQUEST: The applicant is requesting a Conditional Use Permit (CUP) to allow the off-site sale of beer and wine (Type 20) within an existing 784 square foot convenience store at a service station, known as Arco, located in the "Service Commercial Mixed-Use" (SMU) Zone.

BACKGROUND

The applicant is requesting the approval of a CUP to allow the off-site sale of beer and wine within an existing 784 square foot convenience store at a service station, known as Arco. The subject property is located within the Service Commercial Mixed-Use Zone, on the northwest corner of the North Fairway Lane and North Grand Avenue intersection.

ITEM	DESCRIPTION
Zoning & General Plan Designation	Zoning: Service Commercial Mixed-Use (SMU) General Plan: Commercial (C)
Surrounding Land Uses & Zoning	North: City of Covina East: Multi-Family Residential (MF-20) South: Service Commercial Mixed-Use (SMU) West: Service Commercial Mixed-Use (SMU)
Current Development	Service Station, Convenience Store and Car Wash
Legal Notice	Notice of Public Hearing have been mailed out to twenty-eight (28) owners of properties located within five hundred (500) feet of the subject property. In addition, the Public Hearing Notice was published in the San Gabriel Valley Tribune at least ten (10) days prior to the Public Hearing.

DISCUSSION

The applicant is requesting the approval of a CUP to allow the off-site sale of beer and wine (Type 20) within an existing convenience store operating as an incidental use to a service station. The West Covina Municipal Code (WCMC) allows for the off-site sale of beer and wine with the approval of a CUP. The sale of distilled spirits is not allowed.

BUSINESS OPERATION

The subject property is a service station, known as Arco, with an accessory car wash and accessory convenience store. The proposed use is the sale of beer and wine within an existing 784 square foot convenience store. The WCMC allows for a maximum of ten (10) percent of the retail floor area for the display and sale of alcohol. The existing convenience store has a retail sales floor area of 784 square feet. The proposed use would occupy 46 square feet; less than the permitted 78.4 square feet. The sales of beer and wine would occupy one (1) of the four (4) reach-in coolers (16 square feet) and would occupy 30 square feet for storage within the convenience store. The convenience store will operate twenty-four (24) hours a day, seven (7) days a week. Customers are able to enter the convenience store at any hour. However, alcohol sales will be limited between the hours of 7:00 a.m. to 2:00 a.m.

No alcohol sales shall be permitted between the hours of 2:00 a.m. to 7:00 a.m. The convenience store will have two (2) employees per shift, who shall be trained in the ability to verify an individual/customer's age by using the individual/customer's government-issued identification. The identification card reader is required to determine the authenticity of the identification that displays the age of the individual/customer.

To address any safety concerns, the business will be required to have a Closed Circuit Television (CCTV) surveillance system installed prior to the issuance of the alcohol license and prior to the sale of any alcohol products, that views and records all areas within the interior of the store sales floor, as well as the exterior of the service station, including all points of the ingress and egress to the subject site. A Flock Safety Camera with license plate recognition that is integrated with the Police Department's system shall also be installed prior to the issuance of the alcohol license and prior to the sale of any alcohol products, at every vehicle entry/exit point for the subject site.

CENSUS TRACT ANALYSIS

The subject property is located in Census Tract No. 4036.01 of Los Angeles County. Per the California Department of Alcoholic Beverage Control (ABC), based on the population ratio within the County and the Census Tract, the project site is not considered an area of undue concentration for "off-sale" alcohol license. There is currently one (1) alcohol license issued to the subject Census Tract, which allows for four (4) "off-sale" licenses. The existing license within the census track is issued to 7-Eleven. Additionally, the proposed use is not located within a high crime area.

PARKING

The WCMC requires one (1) parking space for every two hundred and fifty (250) square feet of floor area of retail use. As such, the required number of parking spaces for the subject site is three (3) spaces. The subject site will provide seven (7) parking spaces, thus surpassing the minimum required parking ratio. Staff shall closely monitor any parking complaints or concerns filed regarding the service station. The application 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 the 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.

The proposed use is consistent with the Service Commercial Mixed-Use Zone. The Service Commercial Mixed-Use Zone is composed primarily of retail and service commercial, recreational, business office and multi-family residential land uses which by their nature are of a relative high intensity; are unique in that their success depends upon direct motorist exposure and excellent access. The proposed use is the off-site sale of beer and wine within an existing 784 square foot convenience store. The Arco convenience store would offer the same convenience for purchasing alcohol as other retailers in the area. Alcohol would be a small percentage of the service station's overall sales; allowing such sales decreases the need and reduces vehicular trips that require customers to go to a separate store.

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 improvement in the vicinity.

The proposed use if the off-site sale of beer and wine within an existing 784 square foot convenience store. The convenience store is open twenty-four (24) hours a day, seven (7) days a week. However, alcohol sales will be limited between the hours of 7:00 a.m. to 2:00 a.m. The site is not located within a high crime area and is not located within an area of undue concentration of off-sale alcohol licenses, Therefore, there is no evidence that the use will be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

c. That the site for 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.

The existing building and site are adequate in size and is property designed to accommodate all existing uses. The service station, accessory car wash and accessory convenience store and long-standing facilities and uses that have provided sufficient parking on site for a number of years. There is no evidence that the addition of alcohol sales within the accessory convenience store will increase the current parking demand.

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

The subject property abuts North Grand Avenue and North Fairway Lane and can be accessed by either street. The service station, accessory car wash and accessory convenience store are long-standing facilities and uses. There is no evidence that the addition of alcohol sales within the accessory convenience store will generate a substantial amount of vehicular traffic, nor alter the percent circulation patterns.

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.

Granting the CUP for the proposed use of off-site sale of beer and wine will not compromise the character of the surrounding neighborhood or be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the policies and actions of the General Plan. The proposed use is consistent with Policy 2.1: Maintain and enhance the City's current tax base.

GENERAL PLAN CONSISTENCY

The proposed use is consistent with the following policy of the General Plan:

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

ENVIRONMENTAL DETERMINATION

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

STAFF RECOMMENDATIONS

Planning Staff recommends that the Planning Commission adopt Resolution No. 25-6158 approving Conditional Use Permit No. 24-06.

LARGE ATTACHMENTS

Plans may be veiwed 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: Melina Ramirez, Planning Intern

Attachments

Attachment No. 1 - Resolution of Approval

Attachment No. 2 - Business Operation Plan

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. 25-6158

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 24-06

CONDITIONAL USE PERMIT NO. 24-06

CATEGORICAL EXEMPTION

APPLICANT: JNK Petroleum

LOCATION: 201 N. Grand Avenue

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 off-site sale of beer and wine within an existing 784 square foot convenience store at a service station on certain property described as follows:

Assessor Parcel No. 8451-015-046 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 28th day of January 2025, conduct a duly advertised public hearing as prescribed by law to consider said application and voted to forward the application to the City Council for consideration; and

WHEREAS, on January 28, 2025, the Planning Commission voted to reconsider the application, and conducted a duly advertised public hearing as prescribed by law to reconsider said application; and

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

1. The applicant is requesting approval of a Conditional Use Permit to allow for the off-site sale of beer and wine for off-site consumption within an existing 784 square-foot convenience store at a service station located in the "Service Commercial Mixed-Use" (SMU) Zone.

2. Findings necessary for approval of a Conditional Use Permit are as follows:

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

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

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

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

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

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 1, Existing Facilities).

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 consistent with the Service Commercial Mixed-Use Zone. The Service Commercial Mixed-Use Zone is composed primarily of retail and service commercial, recreational, business office and multi-family residential land uses which by their nature are of a relatively high intensity; are unique in that their success depends upon direct motorist exposure and excellent access. The proposed use is the off-site sale of beer and wine within an existing 784 square foot convenience store. The Arco convenience store would offer the same convenience for purchasing alcohol as other retailers in the area. Alcohol would be a small percentage of the service station's overall sales; allowing such sales decrease the need and reduces vehicular trips that require customers to go to a separate store.

   b. The proposed use is the off-site sale of beer and wine within an existing 784 square foot convenience store. The convenience store is open twenty-four (24) hours a day, seven (7) days a week. However, alcohol sales will be limited between the hours of 7:00 a.m. to 2:00 a.m.. The site is not located within a high crime area and is not located within an area of undue concentration of off-sale alcohol licenses,

Therefore, there is no evidence that the use will be detrimental to the health, safety, peace or general welfare of surrounding residents or business owners.

c. The existing building and site are adequate in size and is property designed to accommodate all existing uses. The service station, accessory car wash and accessory convenience store and long-standing facilities and uses that have provided sufficient parking on site for a number of years. There is no evidence that the addition of alcohol sales within the accessory convenience store will increase the current parking demand.

d. The subject property abuts North Grand Avenue and North Fairway Lane and can be accessed by either street. The service station, accessory car wash and accessory convenience store are long-standing facilities and uses. There is no evidence that the addition of alcohol sales within the accessory convenience store will generate a substantial amount of vehicular traffic, nor alter the percent circulation patterns.

e. Granting the CUP for the proposed use of off-site sale of beer and wine will not compromise the character of the surrounding neighborhood or be detrimental to the surrounding land uses. Allowing the proposed use is consistent with the policies and actions of the General Plan. The proposed use is consistent with Policy 2.1: Maintain and enhance the City's current tax base.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 24-06 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. On the basis of the evidence presented, both oral and documentary, the Planning Commission finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15301 (Class 1, Existing Facilities) in that it consists of minor alterations of the existing structure in order to operate the requested use.

4. 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. 24-06 is subject to the following conditions:

   a. Comply with the plans reviewed by the Planning Commission on January 28, 2025.

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

   c. Comply with all requirements of the "Service Commercial Mixed-Use" Zone.

   d. Comply with all requirements of the California Department of Alcoholic Beverage Control (ABC) and obtain all necessary permits.

   e. The approved use allows for the off-site sale of beer and wine within the existing 784 square foot convenience store.
      i. The total square footage dedicated to the use is 46 square feet, being a storage area of 30 square feet and a cooler area of 16 square feet.

   f. The sale of distilled spirits is not allowed.

   g. No beer and wine shall be displayed within five (5) feet of the cash register or the front entrance.

   h. No beer and wine shall be sold from or displayed in an ice tub.

   i. The sale of beer in quantities fewer than three containers is prohibited and no alcoholic beverage shall be sold in unit quantities less than the distributor's intended resale units.

   j. The identification card reader is required to determine the authenticity of the identification that displays the age of the individual.

   k. Advertising of beer and wine shall not be permitted at motor fuel islands, on banners, and/or on window signage.

   l. No coin or other fee-based operated video games or video entertainment machines shall be permitted on the premises.

   m. Signage shall be posted in the parking lot and on the exterior of the building notifying persons that alcohol shall not be consumed on the premises.

   n. Signs shall be prominently posted, stating that California State Law prohibits the sale of beer and wine to persons under the age of twenty-one (21) years.

o. A CCTV surveillance system shall be installed prior to the issuance of the alcohol license and prior to the sale of any alcohol products, that views and records all areas within the interior of the store sales floor and the exterior of the gasoline station, including all points of ingress/egress from the street.

p. A Flock Safety camera with license plate recognition that is integrated with the Police Department's system shall be installed prior to the issuance of the alcohol license and prior to the sale of any alcohol products, at every vehicle entry/exit point for the subject site. The applicant shall work with the West Covina Police Department regarding the proper equipment and installation of the Flock Safety cameras.

q. The approval of this Conditional Use Permit does not provide the business owner a license to sell beer and wine. The business owner shall obtain a Type 20 license (Off-Sale of Beer and Wine) from the California Department of Alcoholic Beverage Control prior to the sales of beer and wine on site.

r. Staff shall closely monitor any complaints or concerns filed regarding the off-site sale of beer and wine. The applicant and/or business operator shall work with staff to address any issues. In the event where issues remain unresolved, the Planning Commission shall review the Conditional Use Permit for the use and may, at its discretion, modify or impose new conditions.

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

t. 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.

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

v. 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.

w. 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.

x. In the event that the "off-sale" alcohol use is discontinued for a period of six (6) months, the conditional use permit shall be reviewed by the Planning Commission at the property owner's written request via the submittal of the prescribed form,

application materials, and corresponding fee. The Planning Commission may opt to move forward with the revocation procedures, impose additional conditions of approval, or accept the continuation of the use without any changes to the original conditional use permit conditions of approval.

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 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: January 28, 2025

_____
Sheena Heng, Chair
Planning Commission

_____
Jo-Anne Burns, Secretary
Planning Commission

ATTACHMENT NO. 2

WOODS, DIAZ GROUP, LLC
1142 S. DIAMOND BAR BLVD., 437
DIAMOND BAR, CA 91765

City of West Covina –

Planning Division

Subject: CUP Request – 201 N. Grand Avenue –

Business Operation Statement for ARCO Convenience Store –

1. Operations conducted in the existing convenience store is as follows:

a). Sales of a variety of amenities such as grocery items, frozen items, health and beauty items, fruit and some deli items.

b). Sales of a variety of beverages including hot and cold.

c). Sales of lottery items, cigarettes.

d). Sales of fuel and automotive products.

e). General items typical in a full-service convenience store.

2. Materials that are stored.

a). Amenities to restock areas when needed.

b). Alcohol will be stored appropriately and in the city's conditions.

3. Hours of operations – 24-hour operations 7 days a week with 2 employees each shift for the convenience store and for the mechanic shop. Alcohol sales are proposed at 7am to 2am, daily.

Items that are stored are shown on the floor plan and general items in the storage area as depicted on plans.

Please contact us at 909-680-1234 or by email at erikadiaz1231@icloud.com should you have questions.

Best regards,

Erika Diaz

(Woods, Diaz Group)

c/o JNK Petroleum & Veer Management.