

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, August 8, 2023

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

PLEDGE OF ALLEGIANCE

Acting City Manager Paulina Morales led the Pledge of Allegiance

Bettenhausen - Spoke regarding adding the adoption of Resolution No. 23-6130 to tonight's agenda due to the number of amendments made to the code amendment during the Planning Commission's consideration of this matter.

Motion by Williams, seconded by Gutierrez, to add Resolution No. 23-6130, to this agenda for discussion later in the meeting. Motion approved 3-0 (Williams, Heng absent.)

Morales - regarding continuation of consideration of the Design Review Subcommittee guidelines.

ROLL CALL

Present:	Gutierrez, Williams, Becerra
Absent:	Heng, Lewis
City Staff Present:	Bettenhausen, Morales, Burns, Machado

APPROVAL OF MINUTES

1. Regular meeting, July 11, 2023 - Chairman Gutierrez spoke regarding amendments to the minutes he requested. The minutes were approved as amended.

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.

Matthew Slick - requested code amendment for outdoor dining on Glendora Avenue. Morales commented

regarding outdoor dining.

PUBLIC HEARINGS

**2. PRECISE PLAN NO. 23-04
 CONDITIONAL USE PERMIT NO. 23-03
 CATEGORICAL EXEMPTION**

APPLICANT: Jeremy Yeh

LOCATION: 3223 E. Garvey Avenue North

REQUEST: The applicant is requesting approval of a Precise Plan (PP) and Conditional Use Permit (CUP) to expand the existing 1,180 square-foot hotel banquet room by 1,657 square feet which would result in a 2,837 square-foot ballroom. Alcohol will be served within the ballroom. The project also involves the remodel of the porte-cochere/front canopy of the hotel.

Jo-Anne Burns, Planning Manager, presented the staff report, and added there was a change in the resolution numbers from Resolution No. 23-6126 to Resolution No. 23-6127 and Resolution No. 23-6128.

Chairman Gutierrez opened the public hearing,

PROPONENT:

Jeremy Yeh, applicant, spoke in favor of the project.

No one spoke in opposition.

Commissioner Lewis arrived at 7:30 p.m.

Chairman Gutierrez closed the public hearing.

Discussion by the Commission.

Motion by Lewis, seconded by Gutierrez, to waive further reading and adopt Resolution No. 23-6126 and Resolution No. 23-6127, approving Precise Plan No. 23-04 and Conditional Use Permit No. 23-03. Motion carried 4-0, (Heng absent, excused.)

Chairman Gutierrez stated that this approval will become final in ten days.

NON-HEARING ITEMS

**3. INITIATION OF CODE AMENDMENT NO. 23-03
 GENERAL EXEMPTION**

REQUESTER: Dee Meas and Channy Chor

LOCATION: Downtown Plan (Glendora Avenue)

REQUEST: To initiate a Code Amendment that consists of reducing and/or eliminating off-street parking requirements for certain commercial properties in the Downtown Plan and Code area.

Associate Planner, Miriam Machado, presented the staff report and recommended approval of the initiation Code Amendment No. 23-03.

Channy Chor, applicant, addressed the Commission.

Discussion by the Commission.

Motion by Lewis, seconded by Gutierrez, to waive further reading and recommend to the City Council initiation of Code Amendment No. 32-03, reducing and/or eliminating parking requirements for certain commercial properties in the Downtown Plan and Code area. Motion carried 4-1 (Heng absent, excused.)

4. **Study Session - Design Review Subcommittee Guidelines** - Continued to next Planning Commission meeting.

City Attorney Bettenhausen spoke regarding adoption of the following resolution:

**PLANNING COMMISSION RESOLUTION NO. 23-6130
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST
COVINA, CALIFORNIA, MEMORIALIZING THE ADOPTION OF RESOLUTION NO.
23-6126, ON APRIL 25, 2023, FOR CODE AMENDMENT NO. 23-02 RELATED TO BEER
AND WINE SALES AT SERVICE STATIONS.**

He requested that the Commission confirm their action regarding the Code Amendment and adopt a motion to initiate Code Amendment No. 23-02. Commissioner Lewis stated the resolution reflected the actions of the Commission at the time this code amendment was considered and stated his opposition to this action.

Motion by Williams, seconded by Becerra, to waive further reading and adopt Resolution No. 23-6130 memorializing the adoption of Resolution No. 23-6126 on April 25, 2023, for Code Amendment No. 23-02, related to beer and wine sales at service stations. Motion carried 3-1, (Heng absent, excused, Gutierrez, abstained).

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

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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

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

Clean-Up Saturdays
Electronic Waste Disposal
National Night Out, Tuesday, August 1, 2023
Mayor's Prayer Breakfast, Taylor House at Heritage Park, 8:30 am
State of the City at SportsPlex, tickets are on sale, Thursday, September 25, 2023
Moon Festival, Saturday, September 30, 2023

6. CITY COUNCIL ACTION:

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

Code Amendment No. 23-02, Sales of Beer and Wine at Service Stations, will be considered by the City Council at their August 15, 2023 Regular Meeting.

ADJOURNMENT

Chairman Gutierrez adjourned the meeting at 8:10 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant