

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, May 14, 2024

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

Commissioner Lewis led the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF MINUTES

1. Regular meeting, April 9, 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. 24-03
CATEGORICAL EXEMPTION
APPLICANT: Atabak Youssefzadeh
LOCATION: 901 N. Sunset Avenue
REQUEST: The applicant is requesting a Conditional Use Permit (CUP) to allow the sales of beer and wine for off-site consumption (Type 20) within an existing 1,700 square foot convenience store at a service station, known as ARCO. The subject property is located within the Neighborhood

Commercial (N-C) zone.

Assistant Planner Jerry Rivera presented the staff report. Staff recommended approval of this conditional use permit. Applicant, Atabak Youssefzadeh addressed the Commission regarding his request and answered questions from the Commission. There was a short discussion by the Commission.

Chair Gutierrez opened the public hearing.

No one came forward to speak for or against the request.

Chair Gutierrez closed the public hearing.

There was a discussion by the Commission regarding the proposed use.

Motion by Gutierrez, seconded by /Becerra, to waive further reading and adopt Resolution No. 24-6148, approving Conditional Use Permit No. 24-03. Motion carried 5-0.

NON-HEARING ITEMS

3. PLANNING COMMISSION REVIEW OPTIONS FOR SERVICE STATION CONVENIENCE STORES WITH ACCESSORY BEER AND WINE SALES.

Jo-Anne Burns, Deputy Community Development Director, presented the staff report. Staff recommended Option 1, to direct staff to continue to work with Code Enforcement to monitor complaints and bring excessive complaints back to the Planning Commission for further review or conditions.

There was a lengthy discussion by the Planning Commission regarding the types of complaints that would trigger a review by the Planning Commission.

Motion by Williams, seconded by Gutierrez, to direct staff to continue with the current practice established by each individual CUP (conditions of approval) of working with code enforcement to monitor related complaints and bring the individual CUP back to the Planning Commission for modification or revocation procedures if the complaints are verified to be valid and are either not immediately addressed and/or become a reoccurring issue. Motion carried 5-0.

4. REORGANIZATION OF THE PLANNING COMMISSION

Motion by Becerra, seconded by Gutierrez, to nominate Commissioner Heng as Vice-Chairperson. Motion carried 5-0.

Motion by Gutierrez, seconded by Lewis, to nominate Commissioner Williams as Chairperson. Motion carried 5-0.

Gutierrez stated that he had been honored to serve as Chair of the Planning Commission. In addition, he commended staff for their work to ensure the City is well-run.

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 action, the Commission may vote to agendize the matter for a future meeting.

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

Deputy Community Development Director Jo-Anne Burns thanked past-Chair Gutierrez for his service as Chair and welcomed Chair Williams.

Memorial Day celebration, Monday, May 27, 2024, at West Covina Civic Center beginning at 10:00 am.

Monday, May 30, 2024 at West Covina Sportsplex is the 1st Annual Senior Health & Wellness Senior Expo and Senior Softball Tournament.

May 18, 2024 from 9 a.m. to 3 p.m. there will be a Hazardous Waste Round-Up at the West Covina Maintenance Yard.

New members of the Design Review Subcommittee will be appointed at the next regular Planning Commission meeting.

6. CITY COUNCIL ACTION:

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

There were no Planning Commission-related items at the last City Council meeting.

ADJOURNMENT

Chair Williams adjourned the meeting at 7:51p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant