

CITY OF COVINA
PLANNING COMMISSION AGENDA
REGULAR MEETING, TUESDAY, MARCH 11, 2014
COUNCIL CHAMBER, CITY HALL, 125 EAST COLLEGE STREET
7:30 P.M.

PLEASE NOTE: THOSE WHO WISH TO ADDRESS THE PLANNING COMMISSION ON ANY ITEM ARE REQUESTED TO FILL OUT A SPEAKER'S CARD AND LEAVE IT WITH A MEMBER OF THE STAFF PRIOR TO THE ITEM BEING CALLED. THE PURPOSE OF THIS IS TO ENSURE THAT YOUR NAME AND ADDRESS ARE CORRECTLY IDENTIFIED IN THE MINUTES OF THE PLANNING COMMISSION.

1. Opening Matters

A. Pledge of Allegiance.

B. Roll Call of Commissioners: Connors, Hodapp, Manning, McMeekin and Patterson.

C. Amendments to the Agenda.

D. Minutes of the Regular Meeting of January 14, 2014

E. Public Comment:

Citizens wishing to address the Commission on any matter **not** on the agenda may do so at this time. Citizens wishing to be heard on any matter on the agenda, please wait until that point on the agenda. **Please keep your comments to five minutes or less and try not to be repetitive.**

Under the provisions of the Brown Act, the Commission is prohibited from taking action on oral requests but may refer the matter to staff or to a subsequent meeting.

CONTINUED PUBLIC HEARINGS

2. Continued Public Hearing to consider Application PCD 13-001, a request to establish a Planned Community Development (PCD) overlay zone on two currently industrial properties zoned "M-1/Light Manufacturing," at 1566-1600 West San Bernardino Road, a) to allow, as a permitted use, wineries; and b) to allow, under the Conditional Use Permit process, on-site wine tasting and on-site beer tasting with, respectively, a winery and a brewery.

- Staff Report
- Questions of staff from Commission
- Receive testimony in favor and in opposition of the item
- Recommend continuing of application
- Roll Call Vote

3. Continued Public Hearing to consider Application CUP 13-012, a request for a Conditional Use Permit to allow on-site wine tasting and on-site beer tasting with, respectively, a winery and a brewery at 1580 West San Bernardino Road, Suites H and I.
 - Staff Report
 - Questions of staff from Commission
 - Receive testimony in favor and in opposition of the item
 - Recommend continuing of application
 - Roll Call Vote

PUBLIC HEARINGS

4. Application CUP 14-002, a Conditional Use Permit to allow a thrift store in a currently vacant commercial building at 280 East Arrow Highway.
 - Staff Report
 - Questions of staff from Commission
 - Open the public hearing
 - Receive testimony in favor and in opposition of the item
 - Close the public hearing
 - Roll Call Vote

GENERAL MATTERS

5. NONE

ADMINISTRATIVE ITEMS

6. INFORMATION
7. COMMISSION COMMENTS
8. ADJOURNMENT

Adjourn to the regular meeting of the Planning Commission on March 25, 2014 at 7:30 p.m. in the Covina Public Library Community Room, 234 N Second Ave Covina CA 91723.

Additional information on any agenda item can be obtained by contacting the Planning Division at 125 East College Street, Covina, or by telephoning (626) 384-5450.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Planning Division office at (626) 384-5450 or the California Relay Service. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.



**MINUTES OF THE JANUARY 14, 2014 REGULAR MEETING OF THE
COVINA PLANNING COMMISSION HELD IN THE COUNCIL
CHAMBERS OF CITY HALL, 125 EAST COLLEGE STREET AT 7:30
P.M.**

CALL TO ORDER

Chairman Manning called the Planning Commission meeting to order at 7:30 p.m.

ROLL CALL

Commission Members Present: Hodapp, Manning, McMeekin, Patterson

Commission Members Absent: Connors (excused)

Staff Members Present: City Planner, Assistant City Attorney

PLEDGE OF ALLEGIANCE

Chairman Manning led the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

City Planner Alan Carter requested that Item No. 6 ("Information") be presented immediately prior to Item No. 2.

MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2013

A motion was made and seconded to approve the Minutes of the Regular Meeting of December 10, 2013.

The motion carried 4-0 as follows:

AYES: HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSTAIN: NONE
ABSENT: CONNORS

PUBLIC COMMENT

None.

CONTINUED PUBLIC HEARINGS

ITEMS NO. 2 & 3

(Item 2) Continued Public Hearing to consider Application PCD 13-001, a request to establish a Planned Community Development (PCD) overlay zone on two currently industrial properties zoned "M-1/Light Manufacturing," at 1566-1600 West San Bernardino Road, a) to allow, as a

permitted use, wineries; and b) to allow, under the Conditional Use Permit process, on-site wine tasting and on-site beer tasting with, respectively, a winery and a brewery; and

(Item 3) Continued Public Hearing to consider Application CUP 13-012, a request for a Conditional Use Permit to allow on-site wine tasting and on-site beer tasting with, respectively, a winery and a brewery at 1580 West San Bernardino Road, Suites H and I.

City Planner Alan Carter presented the report and answered the Commissioners' questions. Mr. Carter also provided the Commission with and discussed in general terms certain recent e-mails between the Planning staff and the applicant concerning the remaining outstanding issues involving the applications (dated January 10, 2014 and January 14, 2014) to convey to the Commission that the staff had been attempting to both maintain sufficient contact with the applicant and to provide him with useful information that could be applied toward resolving the outstanding issues. Mr. Carter further requested that the public hearing be continued once again to the Planning Commission meeting of February 25, 2014 to provide the applicant with further time to provide the necessary, additional information.

Chairman Manning re-opened the public hearing.

There were no speakers.

A motion was made and seconded to continue the public hearing for Applications Conditional Use Permit (CUP) 13-012 and PCD (Planned Community Development) 13-001 to the Planning Commission meeting of February 25, 2014.

The motion carried 4 – 0 as follows:

AYES: HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSTAIN: NONE
ABSENT: CONNORS

PUBLIC HEARINGS

ITEM NO. 4

Planning Commission to consider the following applications concerning Application Annexation 2013-05, a proposed annexation to the City of Covina of the currently unincorporated property known as "Assessor's Parcel Number (APN) 8421-025-018" (a 3,224-square foot, landlocked parcel of land that is located immediately west of and, following annexation, would be joined with the property at 1009 North Citrus Avenue, where a residential condominium development is currently under construction):

1. Application Pre-General Plan Designation 13-001, a request to pre-establish a General Plan Land Use Map designation of “HDR/High Density Residential” for the aforementioned parcel;
2. Application Pre-Zoning Designation 13-001, a request to pre-establish a Zoning Map designation of “RD-2000 (PCD)/Residential – Multiple Family, Minimum Lot Area of 2,000-square feet for each dwelling unit with a Planned Community Development Overlay Zone” for the aforementioned parcel; and
3. A determination for California Environmental Quality Act (CEQA) purposes, relative to Section 15319(a) of the CEQA Guidelines.

City Planner Alan Carter presented the report and answered the Commissioners’ questions.

Chairman Manning opened the public hearing.

Joe Oftelie, applicant, spoke in favor of the item and answered the Commissioners’ questions.

Jesse Soltero of Covina spoke neither for nor against the item.

Gilbert Cervantes of Covina spoke about problems he has encountered with patrons of a Covina business (The Chatterbox) which is adjacent to the project and his unincorporated Los Angeles County neighborhood. Commissioner McMeekin suggested that Mr. Cervantes speak to the City Council about the issues he has been encountering, since the business is within the Covina city limits.

The public hearing was closed.

A motion was made and seconded to adopt **Resolution No. 2014-001PC** recommending that the City Council adopt Resolution No. 14-7210 and Ordinance No. 14-2028, which provisionally establish for a certain 10-foot wide parcel of land located west of 1009 N. Citrus Avenue a General Plan land designation of “High Density Residential” and a pre-zoning classification of “RD-2000 (PCD).”

The motion carried 4-0 as follows:

AYES: HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSTAIN: NONE
ABSENT: CONNORS

ITEM NO. 5

GENERAL MATTERS

None.

ADMINISTRATIVE ITEMS

ITEM NO. 6 INFORMATION

City Planner Alan Carter provided the following information to the Commissioners:

- A review of the language that is required to be stated following the approval of typical zoning applications (i.e., CUPs, VARs, SPRs, and TPPs), which do not need to go to the City Council:

“The decision of the Planning Commission shall become final 10 calendar days from today unless, prior to the end of that day, a written appeal to the City Council is filed in the City Clerk’s Office.”

- Information regarding a change to the Brown Act, SB 751, effective January 1, 2014, which requires that after calling for a vote on a motion, the Chairperson states (for example) that the motion passes 4 – 1 by stating the names in favor and in opposition. The same information must also be noted in the minutes.

Assistant City Attorney Ross Trindle suggested that as general practice, any action taken by the Commission should be taken by a roll call vote to be in accordance with SB 751.

ITEM NO. 7 COMMISSION COMMENTS

Commissioner McMeekin asked Mr. Carter if he was aware of any problems in the past with The Chatterbox (relating to a public comment made under Item 4 above). Mr. Carter stated that the only issues he recalled, which occurred several years in the past, had to do with signage and/or property maintenance and not the type of issues about which Mr. Cervantes spoke.

ITEM NO. 8 ADJOURNMENT

At 8:25 p.m. Chairman Manning adjourned the Planning Commission meeting to a meeting to be held on January 28, 2014 at 7:30 p.m. in the City Hall Council Chambers.

Secretary



CITY OF COVINA

PLANNING COMMISSION MEMORANDUM

ITEM NOS. 2 & 3

TO: PLANNING COMMISSION

FROM: *a.c.*
LISA BRANCHEAU, ASSISTANT TO THE CITY MANAGER
ALAN CARTER, CITY PLANNER

DATE: MARCH 11, 2014

SUBJECT: (ITEM 2) APPLICATION PCD 13-001, A REQUEST TO ESTABLISH A PLANNED COMMUNITY DEVELOPMENT (PCD) OVERLAY ZONE ON TWO CURRENTLY INDUSTRIAL PROPERTIES ZONED "M-1/LIGHT MANUFACTURING," AT 1566-1600 WEST SAN BERNARDINO ROAD, A) TO ALLOW, AS A PERMITTED USE, WINERIES; AND B) TO ALLOW, UNDER THE CONDITIONAL USE PERMIT PROCESS, ON-SITE WINE TASTING AND ON-SITE BEER TASTING WITH, RESPECTIVELY, A WINERY AND A BREWERY; AND (ITEM 3) APPLICATION CUP 13-012, A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW ON-SITE WINE TASTING AND ON-SITE BEER TASTING WITH, RESPECTIVELY, A WINERY AND A BREWERY AT 1580 WEST SAN BERNARDINO ROAD, SUITES H AND I (CONTINUED FROM PLANNING COMMISSION MEETINGS ON NOVEMBER 12, 2013, DECEMBER 10, 2013, AND JANUARY 14, 2014)

APPLICANTS:

(ITEM 2) COVINA INDUSTRIAL PARK & (ITEM 3) REV WINERY

LOCATIONS:

(ITEM 2) 1566-1600 WEST SAN BERNARDINO ROAD & (ITEM 3) 1580 WEST SAN BERNARDINO ROAD, SUITES H AND I

BACKGROUND:

The Planning staff again requests that these (previously-summarized) applications be continued to the Planning Commission meeting on March 25, 2014 to provide the staff with further time to

analyze recently submitted revised application-related plans and information as well as a parking study. The Planning staff will provide clarification here for the Commission at the meeting.

RECOMMENDATION:

The staff recommends that the Planning Commission continue with its consideration of and raise any questions on the application, re-open the public hearing for any comments, and then continue applications PCD 13-001 and CUP 13-012 to the Commission meeting on March 25, 2014.

CITY OF COVINA

STAFF REPORT

MARCH 11, 2014

ITEM NUMBER 4

TO: PLANNING COMMISSION
FROM: LISA BRANCHEAU, ASSISTANT TO THE CITY MANAGER
a.c.
COORDINATOR: ALAN CARTER, CITY PLANNER
SUBJECT: APPLICATION CUP 14-002

APPLICANT:

Union Rescue Mission

REQUEST:

A Conditional Use Permit to operate a thrift store

LOCATION:

280 East Arrow Highway

SURROUNDING LAND USES AND ZONING:

	EXISTING LAND USE	ZONING
Site	Vacant commercial-retail building	C-4 (Highway Commercial)
North	Apartments	Los Angeles County
South	Automobile Repair Businesses	C-4 (Highway Commercial)
East	Houses	R-1-7500 (Residential - Single Family, Minimum Lot Size 7,500 Square Feet)
West	Automobile Repair Businesses	C-4 (Highway Commercial)

GENERAL PLAN DESIGNATION:

General Commercial

NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:

The applicant and the property owner have each been mailed a copy of the staff report. All property owners within a radius of 300 feet were mailed notices of the public hearing on February 27, 2014.

ENVIRONMENTAL DETERMINATION:

This proposal is categorically exempt pursuant to Class 1, Section 15301(a) of the California Environmental Quality Act (CEQA) Guidelines.

BACKGROUND:

The applicant, Union Rescue Mission, wishes to operate a retail thrift store, in a vacant, 14,000-square foot commercial building at the above-noted location. The building is situated at the frontward portion of the flat, rectangular property, which is slightly more than an acre in size, with parking at the rear. Vehicle access to the rearward parking area is from both Arrow Highway and Ranger Drive (when gate along western side of parking area is left open). The applicant intends to perform minor interior and exterior improvements to accommodate the business.

Under the provisions of the appurtenant “C-4/Highway Commercial” zoning district, thrift stores require a Conditional Use Permit. And under Section 17.04.576 of the Covina Municipal Code (CMC), a thrift store/shop must further be “a retail establishment operated by a chartered nonprofit organization, offering for sale to the general public various items which have been donated to the organization” (as opposed to a second-hand store, consignment store, or similar business). For clarification on matters concerning the proposed business, the Commission should refer to the applicant’s business statement (Exhibit A) and to the associated project plans.

ANALYSIS AND FINDINGS:

Based upon an analysis of the proposed Conditional Use Permit request, the staff recommends that the Planning Commission make the following findings for the application:

1. That the site for the use is adequate in size and shape to accommodate the proposed use.

Fact: The overall project proposal does not entail a building addition or a modification to the (non-conforming) parking facility. All sales activities would take place within the building only, which occurred under prior commercial businesses at this location, with no problems being reported in the past. In other words, the site does not appear to have any physical

constraints or issues that would negatively affect the future operations of the thrift store that is the focus of this application.

2. That the streets adjacent to the use are adequate to handle the traffic generated.

Fact: The property on which the thrift shop would operate is served by primarily by Arrow Highway, a larger, fully improved road. The Planning staff believes that the overall surrounding roadway system has sufficient capacity to accommodate any additional traffic impacts (which would likely be very minor or negligible) of the thrift store.

3. That the use will have no adverse effect on abutting properties.

Fact: The building in which the thrift store would operate is sufficiently buffered from surrounding uses, notably residential, by streets, drive aisles, fencing elements, and the location and orientation of the surrounding buildings, notably the houses to the east. In addition, the thrift store would be a lower intensity type of commercial use. Therefore, the Planning staff believes that the use would operate harmoniously with respect to activities occurring on adjoining properties. In addition, the conditions of approval associated with the Conditional Use Permit will provide the City with adequate safeguards for preventing any potential negative impacts, such as noise, loitering, and parking, on the surroundings.

4. That the proposed use does not affect the public health, safety and general welfare of the community.

Fact: The building in which the thrift shop would operate is sufficiently buffered from surrounding uses, notably residential, by streets, drive aisles, fencing elements, and the location and orientation of the surrounding buildings, notably the houses to the east. In addition, the thrift shop would be a lower intensity type of commercial use. Therefore, the Planning staff believes that the use would operate harmoniously with respect to activities occurring on adjoining properties. Moreover, the use would probably generate at least some positive impacts on the surroundings by filling a commercial vacancy and providing for business growth in the area. In other, words, the thrift shop should not result in any threats to the public health, safety, or general welfare of the community.

STAFF RECOMMENDATION:

The staff recommends that the Planning Commission approve application CUP 14-002, subject to the attached conditions of approval.

EXHIBITS:

- A. Applicant Business Statement
- B. 300-Foot Radius Mailing Map
- C. Area Map
- D. Site Photographs (under separate cover)
- E. Project Plans (under separate cover)

**CITY OF COVINA
CONDITIONS OF APPROVAL
APPLICATION CONDITIONAL USE PERMIT (CUP) 14-002
AS RECOMMENDED FOR APPROVAL TO THE PLANNING COMMISSION
ON MARCH 11, 2014**

The Conditional Use Permit (CUP) shall authorize the operation of a thrift store at 280 East Arrow Highway.

1.0 TIME LIMIT:

- 1.1 The approval of the CUP application shall be subject to revocation one year from the date of the affirmation of the application by the Planning Commission if the approved use has not commenced.

2.0 GENERAL REQUIREMENTS:

- 2.1 Failure to comply with any conditions of approval noted herein shall be deemed just cause for revocation of application approval by the Planning Commission.
- 2.2 The approved Conditional Use Permit (CUP) application is categorically exempt pursuant to the California Environmental Quality Act (CEQA). If a Notice of Exemption is filed with the City, then the period during which legal challenges can be filed based upon violations of CEQA is reduced from 180 days to 35 days. To file the Notice of Exemption, please contact the Planning Division.
- 2.3 The use shall be improved and operated in accordance with all design details as approved by the Planning Commission, the approved plans on file with the City, all representations of record made by the applicant, the conditions contained herein, the Covina Municipal Code (CMC), and the Covina Design Guidelines (CDG). Prior to completion of the improvements that have been granted and the opening of the business to the public, all conditions of approval shall be complied with to the satisfaction of the City Planner or his/her designee.
- 2.4 Final or construction plans, incorporating all conditions of approval and any plan-related changes required in the approval process, shall be submitted for review to and approval by the City Planner or his/her designee prior to building permit issuance in conjunction with the Plan Check process of the Building Division (Refer to Condition 2.23). All construction/final plans and documents shall conform to the plans approved by the Planning Commission. The conditions of

approval listed herein shall be printed upon the face of and included as part of the construction/final plans.

- 2.5 Minor modifications to this approval that are determined by the City Planner or his/her designee to be in substantial conformance with the approved project plans and that do not intensify or change the use or require any deviations from adopted standards may be approved by the City Planner upon submittal of an administrative application and the required fee.
- 2.6 Any proposed new or modified site features for the disabled that are associated with this project approval, including, but not limited to, property access identification, parking stall and unloading area dimensions, path of travel, and building access, must comply with all applicable State Codes and must first be reviewed and approved by the Building Division (please contact the Building Division for specific requirements and refer to Condition 2.23).
- 2.7 All current zoning-related entitlements pertaining to the appurtenant property shall remain in effect, except where any provisions of the entitlements have been expressly superseded by this Conditional Use Permit application.
- 2.8 Relative to the approved project plans, no parking stalls or drive aisles shall be modified or removed under this application (except where possibly necessary to conform to applicable Building Division and/or related requirements).
- 2.9 The property shall have and maintain a trash bin enclosure, meeting all city requirements, and the refuse bin shall be kept in the enclosure at all times.
- 2.10 The exterior of the property, notably the rearward parking and easterly driveway areas, shall maintain fully functional lighting for public safety purposes. At all times when the outside, on-site lighting operates, the lighting shall meet the design and minimum foot-candle standards of the City to sustain public safety (or, 1.0 foot-candle of illumination). If necessary, additional exterior lighting on the property shall be installed, prior to the opening of the business, to meet this requirement. In addition, no exterior lighting on the site shall generate any glare onto adjacent properties or public right-of-ways.
- 2.11 All drainage on the site shall meet the applicable requirements of the Public Works Department.
- 2.12 Any new exterior wall-, ground-, and/or roof-mounted mechanical and utility equipment associated with the approved use must be screened from view by building features or other elements or by painting that match the style and/or color

of the building and/or landscaping. The method of screening shall be identified on the applicable construction or other plans and is subject to staff approval.

- 2.13 In accordance with Chapter 11.36 of the Covina Municipal Code, no street trees adjacent to the appurtenant site shall be cut or trimmed in any manner by any persons associated with property unless a written permit from the Public Works Department is first obtained.
- 2.14 Typical permanent and temporary exterior signage displaying the name of the subject business is not a part of this Conditional Use Permit application. All such signage requests are subject to a separate application processes, whereby all applicable requirements shall be met and all necessary permits shall be obtained.
- 2.15 Approval of this request shall not waive compliance with all other sections of the Covina Municipal Code, the Covina Design Guidelines, and all other applicable plans and non-City laws and regulations that are in effect at the time of application approval by the Planning Commission and at the time of building permit issuance(s) by the Covina Building Division.
- 2.16 The City shall have the reasonable right of entry to inspect the immediate premises and the overall property to verify compliance with the Conditions of Approval.
- 2.17 Permittee shall defend, indemnify and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65009. The City must promptly notify the permittee of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the permittee of any claim, action or proceeding, or if the City fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the City.
- 2.18 The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this grant. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.
- 2.19 If any provision of this grant is held or declared to be invalid, then the entire approval shall be void and the privileges granted hereunder shall lapse.

- 2.20 The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's or the property owner's violation of any condition imposed by this Conditional Use Permit or any provision of the Covina Municipal Code or the Covina Design Guidelines shall be paid by the applicant and/or the property owner.
 - 2.21 Any construction work that could be heard by any resident of the northerly condominium complex must conform to the provisions of Chapter 7 (Noise) of the Covina Municipal Code, which prohibits construction between 8:00 p.m. and 7:00 a.m. on any day and on Sundays and legal holidays (except by special permit).
 - 2.22 The following items are required in order to comply with the Police Department code requirements as they pertain to this proposal: please refer to attachment for conditions.
 - 2.23 The following items are required in order to comply with the Public Works Department, Building Division code requirements as they pertain to this proposal: please refer to attachment for conditions.
 - 2.24 The following items are required in order to comply with the Public Works Department, Environmental Services Section code requirements as they pertain to this proposal: please refer to attachment for conditions.
- 3.0 PRIOR TO THE GRANTING OF FINAL APPROVAL OF THE NEW, APPROVED USE OR THE COMMENCEMENT OF OPERATIONS OF THE NEW, APPROVED USE:**
- 3.1 All project-related building, structural, parking, lighting, and landscape improvements shall be constructed or installed in a good workmanlike manner, consistent with the standard best practices of the subject trades and in a manner acceptable to the City.
 - 3.2 Any project-related damages to any improvement(s) on the site shall be repaired or replaced, conforming to existing conditions.
 - 3.3 This permit shall not be effective until such time as the applicant and the property owner each obtain an Inspection and Verification Permit and the City Planner or his/her designee certifies on said permits that the premises and use complies with all of the terms and conditions of this grant of approval.
 - 3.4 This grant shall not be effective for any purposes until the applicant and the property owner have each filed at the office of the Planning Division certain

affidavits stating that they are aware of, and agree to accept, all of the conditions of this grant.

- 3.5 The installation of any security system that is associated with the business or uses, as addressed under Chapter 8.20 of the Covina Municipal Code, shall first be coordinated with the Covina Police Department. Please determine at the earliest possible time whether a security system is to be utilized, as failure to inform Police of security system installation plans may delay building permit issuance relating to the Plan Check process.
 - 3.6 The business-required trash bin enclosure shall be fully operational, shall be in good physical condition, and shall meet all applicable requirements.
 - 3.7 All exterior lighting on the property shall be fully operable in accordance with the requirements listed under Condition 2.10. Any additional lighting determined to be necessary under the Building-related Plan Check or other process shall be installed prior to occupancy.
 - 3.8 The business shall obtain and maintain a valid City business license and pay the required fee(s) in compliance with the provision of Section 5.04.060 of the Covina Municipal Code.
 - 3.9 For safety and aesthetic factors, the following site-related repairs or removals shall be performed: a) the rearward parking area shall and the easterly driveway shall be patched and slurry-sealed, and all parking stalls shall be striped, in accordance with plan-related (and City non-conforming-related) parking provisions; b) all dead or dying landscaping and any broken elements of the automatic irrigation system on the property shall be replaced, conforming to current conditions on the property; c) all broken portions of the existing chain-link fencing shall be replaced; and d) all trash, graffiti, discarded items, and inoperable vehicles on the property shall be removed.
- 4.0 THE APPROVED USE SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:**
- 4.1 The business/use that has been approved under this Conditional Use Permit application shall be limited to a retail thrift store, operating in a manner that conforms to Section 17.04.576 of the Covina Municipal Code. (A second-hand store, consignment store, or similar activity is prohibited from operating on the property, unless the Covina Municipal Code is amended to permit the use.)
 - 4.2 Any new future business types proposed, tenant improvements, building or interior business expansions, and/or site improvement modifications shall first be

reviewed and approved by the City staff for conformance with this Conditional Use Permit, the Covina Municipal Code and the Covina Design Guidelines, and the applicable permit issuance processes. If determined by the Planning staff to exceed the scope or intent of this Conditional Use Permit or in any way conflict with the appurtenant conditions, then the City may require the approval of a new Conditional Use Permit, the approval of an additional zoning application (if needed), and/or the submittal of certain use- or impact-related studies to address any identified concerns.

- 4.3 The management of the thrift store shall ensure that all business-related activities occur fully within the appurtenant building on the property, in a manner whereby all business-related patrons entering or leaving the building would do so by using the doors on the frontward/northern and rearward/southern sides of the structure only, and in a manner whereby all doors and any windows would be kept completely closed (to the greatest extent practical).
- 4.4 The business-related activities shall comply with all applicable requirements of the City and the State and Federal governments.
- 4.5 All activities associated with the business shall be conducted in a manner that meets the provisions of Chapters 9.40 (Noise—which seeks to prevent unusual noises and vibrations on the surroundings) and 9.42 (Environmental Disturbances—which seeks to prevent issues such as odors, fumes, smoke, dust, temperature change, and electrical interference on the surroundings) of the Covina Municipal Code.
- 4.6 The hours of all activities associated with the business shall be limited from 7:00 a.m. to 10:00 p.m. on any day. Administrative, cleaning, maintenance, and repair activities may occur during all other periods.
- 4.7 The maximum number of business-related employees, patrons, and others on the premises at any one time shall not exceed the maximum associated occupancy(ies) established by and shall meet any other requirements of the Los Angeles County Fire Department and the Covina Building Division.
- 4.8 Concerning the patrons and prospective patrons of the business and any other persons associated with the facility (e.g., staff and administrative or maintenance personnel), the management of the business shall at all times take reasonable steps a) to prevent any outside loitering and b) to encourage all individuals to be courteous with neighboring businesses and residences.
- 4.9 The management of the business shall at all times ensure that all patrons, prospective patrons, staff, and others associated with the business that drive to the

facility park only in the appurtenant on-site parking lot and do so by fully pulling into legal, designated parking spaces; in legal on-street parking spaces and in a manner obeying all applicable traffic laws; or under an alternate arrangement that does not violate any laws of the City or of any other governmental or quasi-governmental entity.

- 4.10 The management of the business shall ensure that all persons dropping off and picking up patrons around the facility property do so only in the associated, on-site parking facility and by fully pulling into legal, designated parking spaces (or, not by idling in the frontward street or in any drive aisle).
- 4.11 Any loading or unloading activities pertaining to the business on the property shall be conducted on the appurtenant site only and via any door on the rearward/southern side of the building and in a manner that does not interfere with general operations pertaining to the subject business, with surrounding businesses and residences, and with adjacent streets.
- 4.12 The property shall maintain conspicuous, functional directional signage, particularly from the front of the property, concerning loading-unloading and on-site parking areas.
- 4.13 The outside storage of any business-related items shall be prohibited, unless all applicable standards of the Planning Division concerning location, screening, enclosure materials, and related items are met.
- 4.14 The site-, building-, signage-, and landscape-related improvements on the property shall be maintained in a sound and attractive condition, free of weeds, trash or debris, visible deterioration, graffiti, or other conditions that violate the Covina Municipal Code. The City may require that the applicant and/or the property owner pay the actual and reasonable cost for code compliance services needed to address any identified problem conditions.

- END OF CONDITIONS -

**POLICE DEPARTMENT CONDITIONS CONCERNING APPLICATION CUP
14-002 – PROPOSED THRIFT STORE AT 280 EAST ARROW HIGHWAY**

1. The owner/builder shall install surveillance cameras at each public and non-public entry/exit to the establishment.
2. The owner/builder shall install a surveillance camera to both the front and rear of the establishment. The surveillance camera to the rear of the business shall monitor the entire width of the rear alley, the length of the building. The surveillance camera to the front of the business shall be able to monitor the entire sidewalk area for the length of the building.
3. The permittee shall, at all times, maintain the video security system that is described herein in proper working order.
4. The video security system shall be on and operating at all times during business hours.
5. The permittee shall, at all times during business hours, ensure that at least one employee or other person is present on the premises with the necessary knowledge and skills to operate the video security system so that he or she is able to provide the Police Department with the following:

The owners, operators, or managers shall cooperate with all Police investigations regarding crimes that occur at the location or are as a result of conduct while at the location. This cooperation includes, but is not limited to, allowing access to view video images and providing recordings of video images or any activity deemed important by any officer of the Department investigating a crime that is alleged to have occurred on the premises or as a result of conduct occurring at the premises.

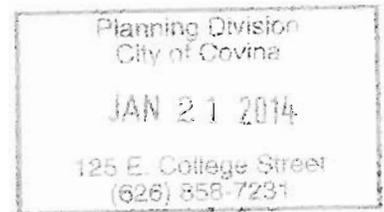
6. The permittee shall preserve the video security system's recorded information of each business day for a period of not less than ten (10) business days thereafter for the Police Department's review in connection with a criminal investigation.

CITY OF COVINA

INTEROFFICE MEMORANDUM

DATE: 1/14/2014

TO: *Detective Bureau Lieutenant, Covina Police Department
*James Barnes, Inspector, Fire Department
*Amy Hall-McGrade, Parks & Recreation Director
*Lisa Brancheau, Community Development Department
**Public Works Department:
 Building and Safety Section
 Engineering Section
 Environmental Services Section
 Water Division
*Risk Management Division



FROM: PLANNING DIVISION

SUBJECT: CUP 14-002

APPLICANT: UNION RESCUE MISSION

REQUEST: CONDITIONAL USE PERMIT TO ALLOW A THRIFT STORE AT BELOW NOTED LOCATION

ADDRESS: 280 EAST ARROW HIGHWAY

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: JAN. 23, 2014

COMMENTS:

 for Vijay Mehta
Name

01-21-14
Date

~~*~~ SEE ATTACHED COMMENTS



CITY OF COVINA

INTER-OFFICE MEMORANDUM

Date: 01/21/2014
To: Planning Division
From: Vijay Mepani, Building Inspector II
Subject: CUP 14-002
Applicant: Union Rescue Mission

After you have successfully completed the Planning Division's plan review process your plans should be ready for submitting to the Building Section for review of State and local Building Code requirements. These are general comments intended to prepare the applicant for a successful and expeditious plan review through the Building Section. Please be prepared to address the following checked items:

- Please submit 6 sets of complete plans including any proposed utilities and earthwork; two sets shall be "stamped approved" by the Covina Planning Division and include the Building Section's comments for consultant review. This project must comply with the 2013 California Building Standards and 2013 energy code.
- Two sets each of any structural and energy calculations shall be submitted with the above mentioned plans. All calculations must bear an original signature from the documented author.
- This project must comply with Federal and State Accessibility requirements to and throughout the building. Include compliance methods and structural details on the plans.
- Demolition and renovations activities require an asbestos containing materials (ACM) survey. (SCAQMD RULE 1403) The ACM report shall be prepared by an accredited testing laboratory in accordance with SCAQMD rules and regulations. Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations, shall be submitted to the Building Division with your permit application for all renovations and demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has been approved by the SCAQMD, a formal demolition plan and permit must be obtained from the Building Division.
SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381
- The Los Angeles County Fire Department needs to review your construction plans, to expedite this process you will need to contact one or more of their Regional plan check office(s): Appointments to discuss Fire Department requirements may be made between 7:30 a.m. and 10:30 a.m. The main office is located at 5823 Rickenbacker Road, Commerce, CA 90040-3027. Phone number is (323) 890-4125.

Regional plan check offices for the Los Angeles County Fire Department:

Glendora Office, Building Plan Review Only
231 W. Mountain View Avenue
Glendora, CA 91740
(626) 963-0067

Commerce Office, Sprinkler & Alarm Plan Review
5823 Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4125

Commerce Office, Land Development / Access
5823 Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4243

- Please provide an additional digital copy (pdf preferred) of the building floor plan, elevations, and site plan to be submitted to the LA County Assessor. This copy should be in sufficient detail to allow the assessor to determine the square footage of the building and, in the case of residential buildings, the intended use of each room.

-For additional information, please contact the LA County Assessor's, Public Service Desk at 888-807-2111.

- Construction activity within 500' of a residential zone is prohibited between the hours of 8:00pm and 7:00am and on Sundays and Holidays unless otherwise permitted by the City.
- The Building Section plan check process may address additional concerns.

CITY OF COVINA
INTEROFFICE MEMORANDUM



DATE: 1/14/2014

TO: *Detective Bureau Lieutenant, Covina Police Department
*James Barnes, Inspector, Fire Department
*Amy Hall-McGrade, Parks & Recreation Director
*Lisa Brancheau, Community Development Department
**Public Works Department:
 Building and Safety Section
 Engineering Section
 Environmental Services Section
 Water Division
*Risk Management Division

FROM: PLANNING DIVISION

Received, Public Works

SUBJECT: CUP 14-002

JAN 15 2014
Eng/Env IP

APPLICANT: UNION RESCUE MISSION

REQUEST: CONDITIONAL USE PERMIT TO ALLOW A THRIFT STORE AT
BELOW NOTED LOCATION

ADDRESS: 280 EAST ARROW HIGHWAY

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: JAN. 23, 2014

COMMENTS:

V. Castro

Name

1/22/14

Date

Please see attached.

ERO-050-410

**ENVIRONMENTAL SERVICES SECTION
PLAN REVIEW COMMENTS**

Project Address: 280 E Arrow Hwy Project #: CUP 14-002

Date Due: Rec'd 1/15/14 Date Returned: 1/22/14 Reviewed By: Vivian Castro

Description: CUP to allow thrift store.

After initial review of your project, it has been determined that that your project requires submission of the following items and estimated fees.

Required Documents

Three (3) reports of each of the items noted below, including plans, must be submitted to Environmental Services. All signatures and stamps must have wet-ink application.

- Storm Water Pollution Prevention Plan (SWPPP - The project area is 1 acre or greater. A SWPPP must be provided for this project as required by the State Water Resources Control Board.
- Standard Urban Stormwater Mitigation Measure (SUSMP) - The project meets the Los Angeles Regional Water Quality Control Board's criteria for a Priority Planning Project. A SUSMP must be provided for this project.
- Site-Specific SUSMP - The project falls into a category specified by the Los Angeles Regional Water Quality Control Board as requiring a Site-Specific Mitigation Review.

Required Forms

All signatures and stamps must have wet-ink application.

- Form OC1 / OC1-A (must also attach copy onto field plans)
- Form P1
- Form PC
- Form P2
- Form LSWPPP (Local Stormwater Pollution Prevention Plan). If project area is acre or greater.
- Maintenance Covenant. See template and instructions.
- Construction and Demolition Debris Recycling MAY / WILL be required for this project. Please see forms and instructions.

Estimated Plan Review Costs – Total Estimated Environmental Review Fees \$ 40.00
May be more if SUSMP requires multiple reviews by Stormwater Consultant.

- Initial Plan Review by Environmental Services - \$40, now due.
- Review of subsequent submissions to Environmental Services - \$40 (per subsequent submission). Estimated 4 inspections.
- SWPPP - \$600, plus fees for additional review or consultation with City stormwater consultant, if requested. If 1 acre or more.
- SUSMP - New development or redevelopment projects that meet redevelopment thresholds in the following project categories. Base cost, plus fees for additional review or consultation with City stormwater consultant, if requested.
 - o Single-family hillside home - \$300
 - o Ten or more unit homes - \$1,200. May be more if SUSMP requires multiple reviews by Stormwater Consultant.
 - o Industrial/Commercial development with 10,000 or more square feet of impervious surface area- \$1,200
 - o Automotive service facility- \$1,200
 - o Retail gasoline outlet - \$1,200
 - o Restaurant - \$1,200
 - o Parking lot (5,000 square feet or more surface area or 25 or more parking spaces) - \$1,200
 - o Other development - \$600
- Construction site stormwater compliance inspection and reinspection fees of \$75 - \$125 per inspection may apply. (Estimated _____ inspections).
- Site Specific Mitigation Review - \$600 for projects with any of the following characteristics:
 - o Vehicle or equipment fueling areas
 - o Vehicle or equipment maintenance areas, including washing and repair
 - o Commercial or industrial waste handling or storage
 - o Outdoor handling or storage of hazardous materials
 - o Outdoor manufacturing areas
 - o Outdoor food handling or processing
 - o Outdoor animal care, confinement, or slaughter
 - o Outdoor horticultural activities

Additional Comments

Industrial Waste Permit may be required. Please check with Building Section.

Other Additional requirements may apply depending on scope of tenant improvements to be constructed;

You are hereby advised that only Athens Services/Covina Disposal (888-336-6100), the City's exclusive franchise trash hauler, is allowed to provide bins and pick up and dispose of trash and recyclables, including all construction and demolition projects. The ONLY exception is that the project contractor, using his own equipment and staff, can take recyclables to a recycling facility.

ENVIRONMENTAL SERVICES FEES

LOCATION: 280 E Arrow Hwy

Project# CUP 14-002

Fee Description	Fee	Account Number	Munis Code	V
NPDES				
Hazardous Material/Illicit Discharge Response - Cleanup and Disposal Fee	Actual cost	6200555043160	ESSITE	
Hazardous Material/Illicit Discharge Response - Material Fee	Actual cost	6200555043160	ESSITE	
Hazardous Material/Illicit Discharge Response (per hour) 7:00am-6:00pm Monday - Thursday	\$ 75.00	6200555043160	ESSITE	
Hazardous Material/Illicit Discharge Response (per hour) 6:00pm-7:00am; Friday; Saturday; Sunday & Holidays	\$ 125.00	6200555043160	ESSITE	
NPDES Construction Site Inspection	\$ 75.00	6200555043262	ESMITA	
NPDES Construction Site Inspection - Violation follow-up (per incident)	\$ 125.00	6200555043262	ESMITA	
NPDES Site Specific Mitigation Review	\$ 600.00	6200555043262	ESMITA	
NPDES SUSMP and Site Specific Mitigation Review - 10 or more units, =/>10,000 sf commercial/industrial; automotive shops or restaurants, =/>5,000 sf or 25 spaces parking lot	\$ 1,200.00	6200555043262	ESMITA	
NPDES SUSMP Review - Hillside Residential	\$ 300.00	6200555043262	ESMITA	
NPDES SUSMP Review - Other Development	\$ 600.00	6200555043262	ESMITA	
Environmental Impact Report - Initial Study (per application)	\$ 610.00	6200555043290	ESEIR	
Environmental Impact Report - Review and Admin of EIR	\$ 610.00	6200555043290	ESEIR	
NPDES WQID and SWPPP verification (document review)	\$ 25.00	6200555043290	ESEIR	
Environmental Plan Review - Initial Study (3 reviews)	\$ 40.00	6200555043400	ESPLAN	✓
Environmental Plan Review - Additional Study (per review)	\$ 40.00	6200555043400	ESPLAN	
NPDES Permit Inspection - Commercial/Industrial (business License - annual)	\$ 85.00	6200555046385	ESNPDE	
NPDES Permit Inspection - Restaurants (business License annual)	\$ 50.00	6200555046385	ESNPDE	
NPDES - Environmental Compliance Fee (charged to all businesses with business license application)	\$ 15.00	6200555046387	ESENVF	
INDUSTRIAL WASTE				
Industrial Waste - Permit Application/Issuance Fee	\$ 15.00	6200557041190	ESIWAP	
Industrial Waste - Permit, Annual Inspection Fee	See IW Fee Sheet	6200557041990	ESIWP	
MISCELLANEOUS				
Promotion Supplies	Enter Amt.	6200555046390	ESPRMO	
REFUSE				
Refuse - large event and venue waste reduction & recycling plan review	\$ 50.00	6200558046390	ESLARG	
Illegal Recycling Container Impound Fee	\$ 500.00	6200558046395	ESIMP	

ES Staff Vivian Castro

Date 1/22/14

Revised 11-30-11

Take this invoice to the Covina Finance Department to make your payment. You will be provided a receipt that must be shown at the Building and Engineering counters as proof of payment prior to any permit being issued.

APPLICANT BUSINESS STATEMENT



January 14, 2014

Union Rescue Mission proposes to open an upscale Thrift Store at 280 East Arrow Highway, Covina Ca. The potential store hours will be Monday – Sunday, 8a – 8p. The numbers of employees will potentially range from 12 -20 full and/or part time positions. Union Rescue Mission plans to offer customer's access to private parking exclusive to the Thrift Store only. We will be providing the public with reasonable prices on high end, and gently used clothing, household items, furniture, and other items expected at a high quality thrift store. Proceeds from the Thrift Store will help provide services to the homeless and hurting in the Greater Los Angeles area.

Scott Johnson

A handwritten signature in black ink, appearing to be "S. Johnson", written over a horizontal line.

Union Rescue Missions
Vice President of Operations

Troy West

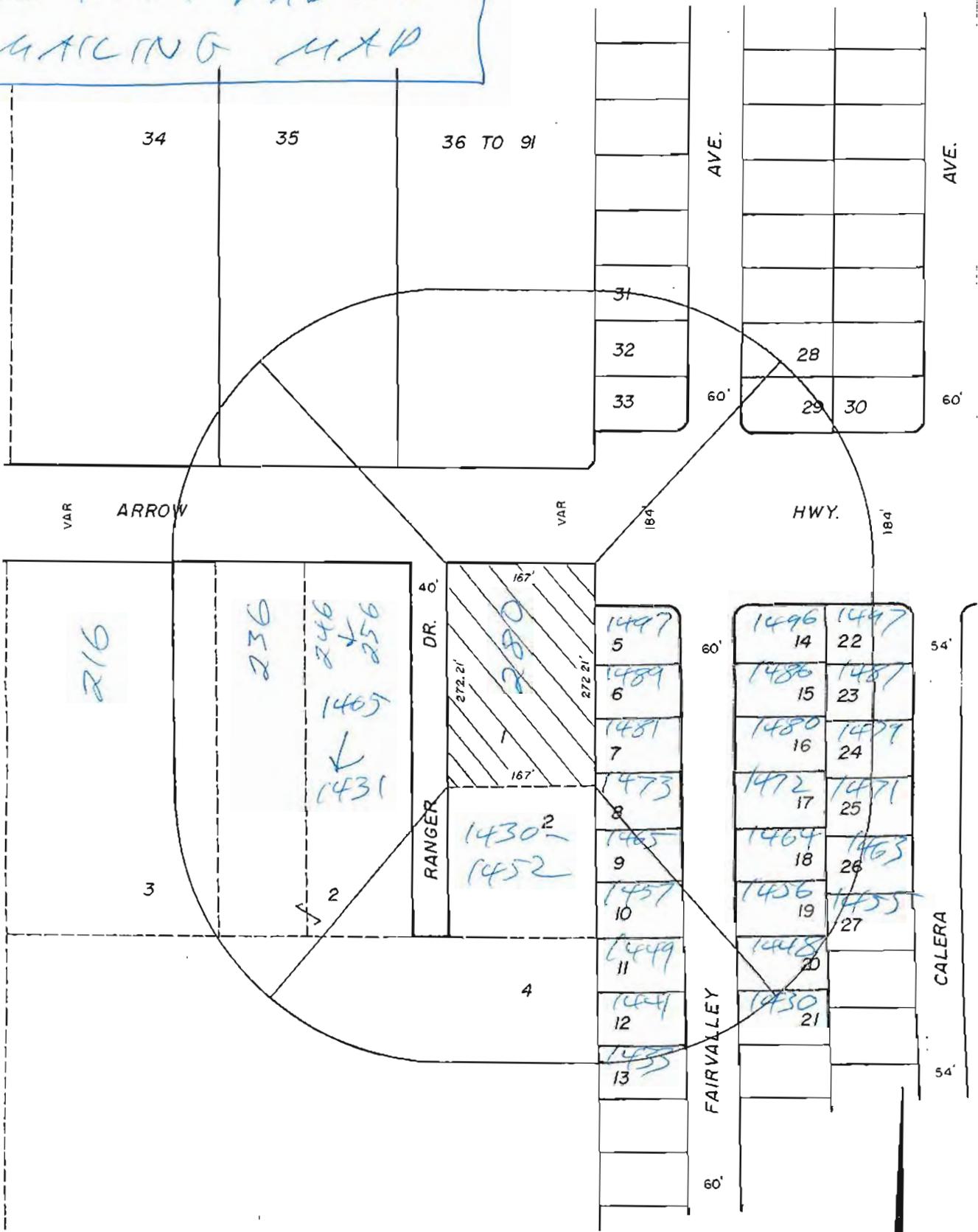
A handwritten signature in black ink, appearing to be "Troy West", written over a horizontal line.

Union Rescue Mission
Thrift Store Manager

A-1

EXHIBIT A

300-FOOT RADIUS MAILING MAP



300' RADIUS OWNERSHIP MAP
280 E. ARROW HWY.

CASE NO.
DATE 9-5-13
SCALE 1"=100'
A.P.N. B406-001-044

LEGEND :
/ = OWNERSHIP NUMBER
B-1

EXHIBIT 15



AREA MAP

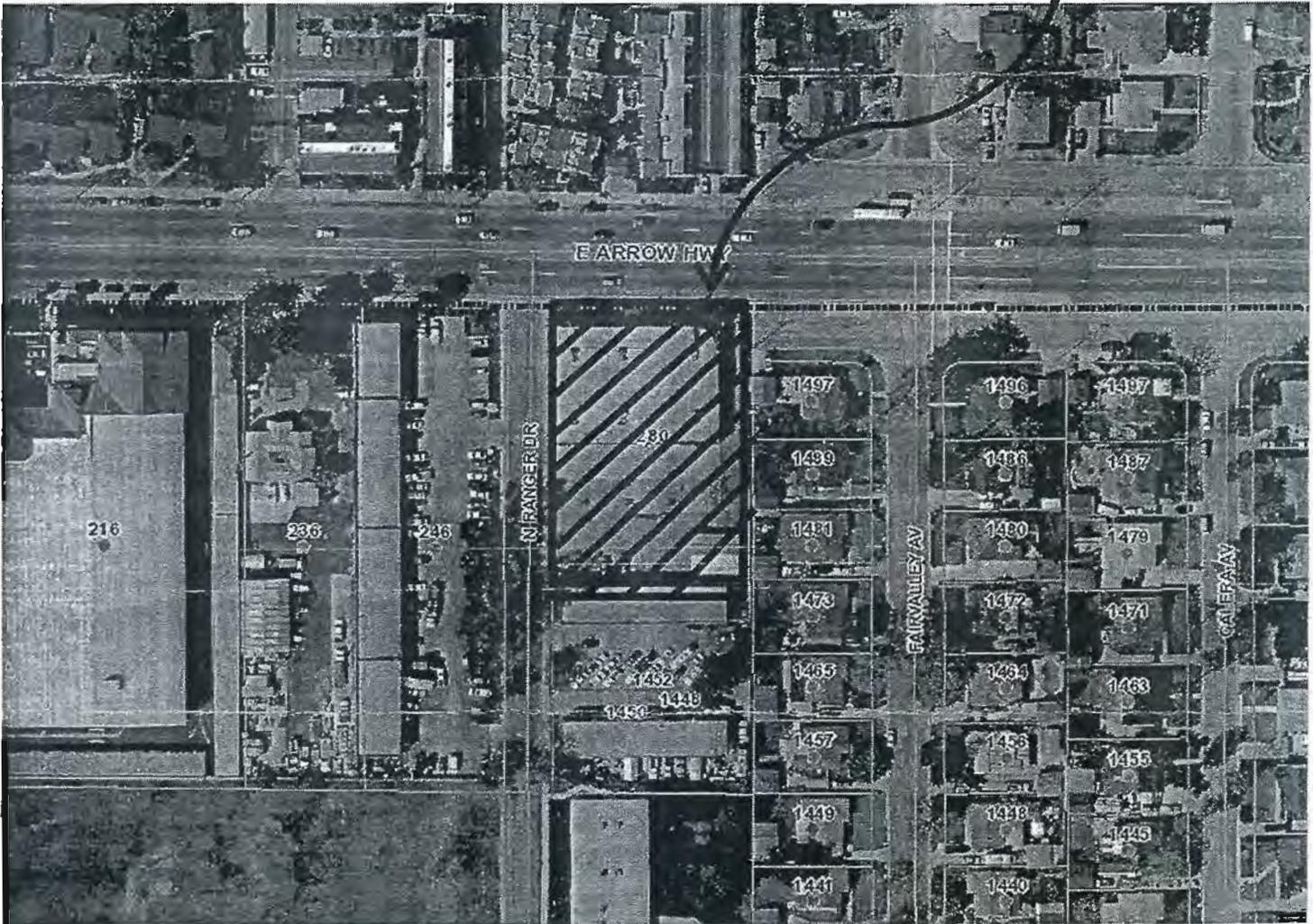
CITY OF COVINA

NOTICE OF PUBLIC HEARING

280 EAST ARROW HIGHWAY

CUP 14-002

Subject Site



C-1

EXHIBIT C