

CITY OF COVINA
PLANNING COMMISSION AGENDA
REGULAR MEETING, TUESDAY, JUNE 24, 2014
COUNCIL CHAMBER, CITY HALL, 125 EAST COLLEGE STREET
7:00 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 May 27, 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; and

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 of and in opposition to the items
- Recommend continuing of applications to the Planning Commission meeting of July 8, 2014.
- Roll Call Vote

PUBLIC HEARINGS

None.

CONTINUED GENERAL MATTERS

4. Planning Commission consideration of proposed policy to continue items no more than three total times, or for more than six months, unless good cause can be shown to continue the item further.
 - Staff Report
 - Questions of staff from Commission
 - Adopt **Resolution 2014-005 PC** determining that items cannot be continued more than three total times, or for more than six months, unless good cause can be shown to continue the item further.
 - Roll Call Vote

ADMINISTRATIVE ITEMS

5. INFORMATION
6. COMMISSION COMMENTS
7. ADJOURNMENT

Adjourn to the regular meeting of the Planning Commission on July 8, 2014 at 7:00 p.m.

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 MAY 27, 2014 REGULAR MEETING OF THE
COVINA PLANNING COMMISSION HELD IN THE COUNCIL
CHAMBERS OF CITY HALL, 125 EAST COLLEGE STREET AT 7:00
P.M.**

CALL TO ORDER

Chairman Manning called the Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

Commission Members Present: Connors, Hodapp, Manning, McMeekin

Commission Members Absent: Patterson (excused)

Staff Members Present: City Planner, Assistant City Attorney, Planning Consultant

PLEDGE OF ALLEGIANCE

Chairman Manning led the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

None.

MINUTES OF THE REGULAR MEETING OF MAY 13, 2014

A motion was made and seconded to approve the Minutes of the Regular Meeting of May 13, 2014.

The motion carried 4-0 as follows:

AYES: CONNORS, HODAPP, MANNING, MCMEEKIN

NOES: NONE

ABSTAIN: NONE

ABSENT: PATTERSON

PUBLIC COMMENT

None.

CONTINUED PUBLIC HEARINGS

ITEM NOS. 2 AND 3

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

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.

Edward Romero of Covina, applicant, spoke in favor of the item and answered the Commissioners' questions.

City Planner Carter stated that in light of the status of the application and comments received tonight, a meeting will be scheduled with the applicant to review any remaining issues or questions that need to be addressed or resolved.

A motion was made to continue the item to the June 24, 2014 Planning Commission meeting.

The motion carried 4-0 as follows:

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

ITEM NO. 4

Continued Public Hearing to consider Application GPA 14-001, an amendment to the Circulation Element of the Covina General Plan to change the required right of way width for the segment of West Puente Street between Third and Fourth Avenues from 80 feet to 73 feet by not requiring the dedication of 7 feet of right-of-way for street widening purposes along the southern side of this portion of West Puente Street to accommodate the relocation of and improvement to the existing abutting Covina Valley Unified School District "District Field" complex. **(Under this proposal, there would be no physical change in the existing configuration of West Puente Street in this area.)** A Negative Declaration of Environmental Impact will be considered with the aforementioned

City Planner Carter reported that the Covina Valley Unified School District no longer needs the GPA application because, upon further review of the overall District Field project proposal, the District determined that the project can be developed with the currently-required 7-foot land dedication immediately in front of the property occurring. Therefore, because the City had initiated the application at the request of the School District, the staff recommends that the application be terminated. Mr. Carter also noted that there was a new proposal to revise the District Field project whereby the stadium and associated components would have an east-west

orientation, rather than the current north-south orientation, and a representative of the District was in attendance to address any questions.

Jeff Bloedorn, representing the Covina Valley Unified School District, spoke about the revised proposed District Field project and answered the Commissioners' questions.

The public hearing was closed.

A motion was made and seconded to terminate Application GPA 14-001, including the associated Initial Study and Negative Declaration of Environmental Impact.

The motion carried 4-0 as follows:

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

ITEM NO. 5

Continued Public Hearing to consider Application CUP 14-004, a request to sell beer and wine for on-site consumption in an existing sit-down restaurant (Bronco's Mexican Grill), located within a shopping center at 960 East Badillo Street.

City Planner Carter presented the report and answered the Commissioners' questions.

There were no speakers

The public hearing was closed.

A motion was made and seconded to approve Application CUP 14-004, a request to sell beer and wine for on-site consumption in an existing sit-down restaurant (Bronco's Mexican Grill), located within a shopping center at 960 East Badillo Street.

The motion carried 4-0 as follows:

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

PUBLIC HEARINGS

ITEM NO. 6

CUP 14-008 – A request for a Conditional Use Permit (CUP) to operate a new nail salon, within a multiple tenant commercial building, at 1663 West San Bernardino Road.

City Planner Carter presented the report and answered the Commissioners' questions.

Chairman Manning opened the public hearing.

There were no speakers.

The public hearing was closed.

A motion was made and seconded to approve CUP 14-008, a Conditional Use Permit to operate a new nail salon, within a multiple tenant commercial building, at 1663 West San Bernardino Road.

The motion carried 4-0 as follows:

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

ITEM NO. 7

CUP 14-009 & VAR 14-001 – A request for a Conditional Use Permit (CUP) to sell beer and wine for on-site consumption with a future sit-down restaurant (The Artist Pizzeria), and a Variance to permit an interior customer seating area that is deficient in size, in a commercial building, at 113 North Citrus Avenue.

Commissioner McMeekin recused himself from the item.

City Planner Carter presented the report and answered the Commissioners' questions.

The Commission had concerns with the language in the staff report regarding parking "directly in front of the business" and asked that the report reflects that there would be no expectation of any designated parking or exclusive rights to parking spaces on the street for this particular business, but rather that street parking in general is available to patrons of the establishment as well as in the public parking lots. After further general discussion on this matter, it was decided that the most appropriate action for addressing the Commission's concerns would be to prepare a memo to that effect for the project file. Prior to placing the memo in the file, the City Planner indicated that it would be brought back to the Commission at a subsequent meeting for general review.

Chairman Manning opened the public hearing.

There were no speakers.

The public hearing was closed.

A motion was made and seconded to approve CUP 14-009, a request for a Conditional Use Permit (CUP) to sell beer and wine for on-site consumption with a future sit-down restaurant (The Artist Pizzeria) in a commercial building at 113 North Citrus Avenue.

The motion carried 3-0 as follows:

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

A motion was made and seconded to approve VAR 14-001, a Variance to permit an interior customer seating area that is deficient in size, in a commercial building, at 113 North Citrus Avenue.

The motion carried 3-0 as follows:

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

ITEM NO. 8

Planning Commission consideration of proposed policy to continue items no more than three total times.

City Planner Carter presented the report and answered the Commissioners' questions.

A motion was made and seconded to continue the item to the Planning Commission meeting of June 24, 2014, in order to revise **Resolution No. 2014-005 PC** to state that items cannot be continued more than three total times, or for more than six months, unless good cause can be shown to continue the item further.

The motion carried 4-0 as follows:

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

GENERAL MATTERS

None.

ADMINISTRATIVE ITEMS

None.

ITEM NO. 9

INFORMATION

None.

ITEM NO. 10

COMMISSION COMMENTS

Chairman Manning inquired about the status of valet parking at a business at 1123 Parkview Drive which was observed several weeks ago. Mr. Carter reported that staff visited the site and did not find any valet parking taking place. Based on information from an adjacent business at a subsequent visit to the area, it appeared that the valet parking situation was temporary and was no longer an issue. Staff recently checked the site again, and no valet parking was observed.

ITEM NO. 11

ADJOURNMENT

At 9:11 p.m. Chairman Manning adjourned the Planning Commission meeting to a meeting to be held on June 10, 2014 at 7:00 p.m.

Secretary

CITY OF COVINA

PLANNING COMMISSION MEMORANDUM

ITEM NOS. 2 & 3

TO: PLANNING COMMISSION

FROM: LISA BRANCHEAU, ASSISTANT TO THE CITY MANAGER
ALAN CARTER, CITY PLANNER

DATE: JUNE 24, 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, JANUARY 14, 2014, MARCH 11, 2014, APRIL 22, 2014 & MAY 27, 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 requests that these applications be continued, for what the Planning staff believes should be the last time, to July 8, 2014. The staff is currently performing a final analysis of certain recently-received revised information and project plans on the overall proposal.

Continuing the applications to the next Planning Commission meeting will enable the staff to complete this process and to prepare the necessary full staff report.

Following the last Planning Commission meeting on the applications on May 27th, in accordance with Planning Commission direction, the staff met with the applicant and his associates regarding the previously-addressed, project-related May 2, 2014 letter (see attachment), which focused on the outstanding issues concerning the applications. The staff believes that the meeting was positive in that the applicant agreed to modify certain operational components of the overall proposal to address staff's concerns and to, accordingly, provide the necessary application-related materials that would be needed to complete to evaluation of the (revised) proposal. We will provide further comments here at the meeting.

RECOMMENDATION:

The staff recommends that the Planning Commission continue with its consideration of and raise any questions on the applications, re-open the public hearing for any comments, and then continue applications PCD 13-001 and CUP 13-012 to the Commission meeting on July 8, 2014.

ATTACHMENT:

- A. Third Comments and Incompleteness Determination Letter dated May 2, 2014.



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

Community Development Department
Planning Division

Telephone (626) 384-5450
Fax (626) 384-5479

THIRD COMMENTS & INCOMPLETENESS DETERMINATION

May 2, 2014

Mr. Edward A. Romero
Romero Estate Vineyard
dba REV Winery - Brewery
1580 W San Bernardino Rd, Suite H & I
Covina, CA 91722

SUBJECT: **Third Comments and Incompleteness Determination for 1) PCD 13-001, a proposal to create a Planned Community Development Ordinance (PCD) on property located at 1566-1600 West San Bernardino Road, encompassing an existing development commonly referred to as the Covina Industrial Park, to allow sale and consumption of alcoholic beverages on-site; and 2) Conditional Use Permit (CUP 13-012) a proposal to allow tenant improvements for the purposes of on-site beer brewing and wine/beer-tasting with various related educational and retail activities, as well as “special events”, in conjunction with an existing wholesale winery operation, located at 1580 West San Bernardino Road, within Suites H & I.**

Dear Mr. Romero:

Thank you for your submittal of revised floor and plot plans, a report entitled “Parking Data Collection at REV WINERY” dated 2/17/14 (prepared by the Institute of Transportation Engineers - Cal Poly Pomona), and a completed matrix illustrating your proposed daily operations.

The project scope is understood to be a request to entitle the entire Covina Industrial Park with a new Planned Community Development (PCD) Overlay Zone to allow sale and consumption of alcoholic beverages subject to Conditional Use Permit approval. In addition, a Conditional Use Permit is requested to make tenant improvements to two existing industrial suites (Suites H and I) in order to establish a micro-brewery for crafted beers with on-site tasting rooms for both beer and wine (which is presently made at the subject property). The requested facility would also incorporate “educational classes” and “private events”. There is to be no entertainment component involved in the proposed project, or any associated activities.

ATTACHMENT A

PLANNING DIVISION COMMENTS

The subject property is located in an older existing light industrial complex comprised of twenty-eight suites housed within four single story buildings. Various light industrial businesses, some of which entail accessory retail components, presently exist within the complex. Wineries and brewing facilities are allowed within the M-1 Light Industrial Zone. However, the City's Zoning Ordinance does not presently permit on-site consumption of alcoholic beverages within the M-1 zone. As such, it has been determined that enactment of a PCD Overlay zone is needed to allow the proposed use. Further, it is Staff's position that the proposal must include the requirement of a Conditional Use Permit (CUP) for the intended uses within Suites H and I. Staff has reviewed the additional information submitted on February 18, 2014, and has found your response incomplete with regard to questions previously asked pertaining to the provision of a complete parking analysis, as well as a few other concerns.

The parking report submitted unfortunately does not address the critical parking and circulation concerns which were previously identified to you. Our earlier letters clearly stated that the ***proposed project*** is what must be analyzed. The report you submitted addresses only the current REV Winery operations, which obviously are not what is under consideration for approval. The table you provided illustrating the hypothetical loading of the proposed business expansion should be used as the basis for the revised parking and circulation analysis. The analysis must address the ***worst case scenario*** for occupancy of the ***proposed*** REV Winery operation during the busiest timeframe for parking demand from other tenants in the complex. Because you are requesting a change in land use to what is considered a commercial use as well as a corresponding intensification of activity, this analysis is necessary.

In reviewing the information you provided on planned operations and special events, it appears that the worst case scenario would be a "special event" (which you have defined as involving up to 25 guests) held on a weekday during daytime business hours. Although you have indicated that most "special events" would more likely occur on weekend days or evenings, the information provided states that weekday events are also possible. The analysis should also indicate whether or not planned "educational classes" would have an adverse impact on other tenants.

In order to avoid the repetition of an inadequate analysis, we suggest that the report author submit a statement of the revised study scope, including a full description of the parking demand scenario(s) to be analyzed, to the City for our approval before initiating additional work. Please note that the City also requested analysis of the adequacy of site access to/from San Bernardino Road and of on-site alleyways/driveways under the same worst case scenario used for parking demand analysis.

Staff is ready to move forward with processing the PCD and CUP upon receipt of items listed below. Until that time, however, the application will remain in active status but is considered "INCOMPLETE." It will not be scheduled for any public hearings until all requested has been revived and found adequate. Please submit the following:

1. On the updated Floor Plan:

- Please include the ***project case numbers*** as listed at the beginning of this letter
- Please tabulate square footage planned for various activities (e.g. seating, beer and wine tasting, shipping, beer and wine manufacturing, administration, etc.)
- Please tabulate the total seating planned;

- Please indicate the location of planned security cameras or other devices;
- Please correct spelling errors;

- Please provide 3 sets of corrected plans at full scale and pdfs of plans reduced to 8.5 x11 inches.
2. On the updated Plot Plan:
 - Please include the project case numbers as listed at the beginning of this letter;
 - Please indicate the location of planned security cameras or other devices;
 - Please correct spelling errors;
 - The revised Plot Plan labels a number of parking spaces as "Non-designated spaces". Please define this term.
 - Please provide 3 sets of corrected plans at full scale and pdfs of plans reduced to 8.5 x11 inches.
 3. Please provide a detailed written description of the security system that presently exists at the subject property so that public safety staff can determine whether it meets requirements for the proposed operations. If a new system is proposed, please describe that in detail and include any available exhibits or specification sheets.
 4. Please review and confirm (or correct) the summary description of planned operations and of "special events" which is attached to this letter. This description has been extracted from information you provided to us in your last submittal. We noted discrepancies between the information contained in the table submitted and in your response to other questions asked. In order to complete analysis of the proposed expansion, we must have clarity and concurrence on the specific characteristics of the operations you are proposing.
 5. Please provide a written description of proposed "educational classes", including:
 - What days might these classes occur?
 - How long would classes typically run?
 - How many people would typically attend?
 - Would classes overlap with "special events"?
 - Please describe typical subjects which you expect and any associated activities.
 6. As discussed in detail above, and in our letters to you dated 11/5 and 12/31/2013, provide a parking and circulation study evaluating the adequacy of existing facilities (e.g. site access to/from San Bernardino Rd, adequacy of alleyways/driveways and parking) to service the proposed use and related activities, based on the worst case scenario, and description of any measures that may be necessary to avoid adversely affecting existing uses within the subject complex. Please provide 3 hard copies and an electronic file of this analysis.

Upon submittal of all above information and studies, Planning Staff will re-route the Project to obtain any further comments from other city staff and will move towards deeming the applications complete. As a consequence of the need for further information described herein, the project will not be scheduled for Planning Commission hearing(s).

Upon a public hearing(s) with the Planning Commission, a recommendation will be made to the City Council, and a separate hearing will be scheduled for first reading of the new PCD/M-1 ordinance and approval of the CUP. After the first reading, a hearing for the second reading of the ordinance will be scheduled within 3 to 4 weeks. If adopted, the ordinance will become effective 30 days later. The entire process is anticipated to take 4 to 5 months from the time the required supplemental information is submitted and determined adequate. The number of public comments received during the noticing process may also affect this estimated timeframe.

REV Winery- Third Comments & Incompleteness Determination
PCD 13-001, CUP 13-012
May 2, 2014

Please respond to the comments contained herein as soon as possible in order to continue processing your request in a timely manner. Of utmost importance to City Staff is making sure there are no communication gaps in order to help you quickly resolve any issues that may arise. To that end, please feel free to contact me with any questions regarding information requested or the review process. I can be reached directly at 626/384-5454 (phone), 626/ 384-5479 (fax), or email at acarter@covinaca.gov. Thank you for your cooperation.

Respectfully,



Alan Carter
City Planner

Copy: Daryl Parrish, City Manager
Lisa Brancheau, Assistant to the City Manager
John Curley, Covina Police Department
Gus Romo, Marie Gilliam - Planning Consultants to the City of Covina

CITY OF COVINA

PLANNING COMMISSION MEMORANDUM

ITEM NO. 4

TO: PLANNING COMMISSION

FROM: ALAN CARTER, CITY PLANNER
ROSS TRINDLE, ASSISTANT CITY ATTORNEY
CYNDIE PETERSEN, SENIOR ADMINISTRATIVE TECHNICIAN

DATE: JUNE 24, 2014

SUBJECT: CONSIDERATION OF PROPOSED POLICY TO CONTINUE ITEMS NO MORE THAN THREE TOTAL TIMES

BACKGROUND:

At its May 27, 2014 meeting, the Planning Commission considered adopting a resolution to establish a policy limiting continuations of applications to no more than three. It was believed that this policy would improve overall planning operations in the City by providing an impetus to applicants to address any identified project-related issues or concerns to the staff's satisfaction as quickly as possible, by allowing for application reviews to be completed within reasonable periods, and, therefore, by minimizing any unnecessary confusion for the public. In reviewing the initial resolution at the prior meeting, the Commission requested that the policy also include a six month limit regarding application consideration, though, for both components of the policy, also wished to have the discretion—or to be able to decide on a case by case basis—as to whether a further continuance(s) on a particular application would be warranted.

RECOMMENDATION:

Staff recommends that the Planning Commission adopt Resolution No. 2014-005 PC, which would limit any continuation to no more than three total times, whether or not the continuations are consecutive, and not to exceed a total of six months in duration, except upon good cause shown for any additional continuance or amount of time.

ATTACHMENT:

A. Resolution No. 2014-005 PC

RESOLUTION NO. 2014-005 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA, DETERMINING THAT BEGINNING WITH THE JULY 8, 2014 PLANNING COMMISSION MEETING, NO CURRENT OR FUTURE APPLICATION OR REQUEST SUBMITTED BY ANY MEMBER OF THE GENERAL PUBLIC SHALL BE CONTINUED BY THE COMMISSION MORE THAN THREE TOTAL TIMES, WHETHER OR NOT THE CONTINUATIONS ARE CONSECUTIVE, AND NOT TO EXCEED A TOTAL OF SIX MONTHS IN DURATION, EXCEPT UPON GOOD CAUSE SHOWN FOR ANY ADDITIONAL CONTINUANCE OR AMOUNT OF TIME.

WHEREAS, the City of Covina Planning Commission Handbook dated February 25, 2003 lists various protocols and procedures for the conducting of Planning Commission Meetings, though the Handbook does not limit the maximum number of times that an application or request submitted by a member(s) of the general public may be continued;

WHEREAS, the Planning Commission is concerned that an excessive number of continuations on applications or requests submitted by a member(s) of the general public may create confusion for the overall community and, absent the existence of a policy limiting the number of such continuations, could enable project applicants to unreasonably delay addressing City-related issues or concerns and, therefore, could result in unnecessarily delaying final decision-making by the Commission; and

WHEREAS, the Planning Commission believes that it would be in the public interest to have a reasonable limit on the maximum number of total times that an application submitted by the a member of the general public can be continued by the Commission.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Beginning with the July 8, 2014 Planning Commission meeting, no current or future application or request submitted by any member of the general public shall be continued by the Commission more than three total times, whether or not the continuations are consecutive, and not to exceed a total of six months in duration, except upon good cause shown for any additional continuance or amount of time.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of the City of Covina at a regular meeting thereof held on the 24th day of June, 2014.

CHAIRMAN BRADLEY MANNING
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 24th day of June, 2014, by the following vote of the Planning Commission:

AYES:

NOES:

ABSENT:

ABSTAIN:

COVINA PLANNING COMMISSION SECRETARY