CALL TO ORDER
A. Pledge of Allegiance.
B. Roll Call of Commissioners.
C. Amendments to the Agenda.

PUBLIC COMMENTS
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.

In Person:
To address the Planning Commission please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Planner. Your name will be called when it is your turn to speak.

Remotely via zoom:
Access the meeting remotely via Zoom with one of the following devices:

Computer or Smart Device:
https://us02web.zoom.us/j/83697435372?pwd=dXhQbVBDNjNBM0ZDNkdKSG1ReXpmQT09

Telephone:
   Dial: +1 669 900 6833
   Meeting ID: 836 9743 5372
   Passcode: *262235#

[continued on next page]
1. To request to speak during public comment, please click the “Raise Hand” button on the Zoom Toolbar “reactions” tab.

Note:
Computer / Smart Device Users: The “raise hand” feature is in the reactions tab.
Telephone Users: Press star-nine (*9) on your phone to raise your hand.

2. Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.

3. Please state your first and last name and city of residence at the beginning of your remarks for the record.
4. The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.

CONSENT CALENDAR
All matters listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Planning Commission votes on them, unless a member of the Planning Commission requests that a specific item be removed from the Consent Calendar for discussion.

1. Approval of Minutes of Regular Meeting of December 14, 2021.

CONTINUED PUBLIC HEARING
None

PUBLIC HEARING
1. Application for Conditional Use Permit (CUP) 21-30, to allow ice cream infused alcohol on-site sale (Type 41 ABC License) Site Plan Review (SPR) 21-199, Totaling 260 Square Feet, located within the Town Center Specific Plan (TOD/HDR” (TCSP) zone, located at 491 N Citrus Avenue, Covina CA, 91723. APN: 8431-028-045

Staff Recommendation:
Staff recommends that the Planning Commission approve Conditional Use Permit (CUP) 21-30 through the adoption of Resolution No. 2022-011 PC with conditions.

CONTINUED BUSINESS
None.

NEW BUSINESS

GENERAL MATTERS
1. Study Session on Accessory Dwelling Units (ADU) Proposed Ordinance
Staff Recommendation:
Staff recommends that the Planning Commission provide feedback and receive public comments. No action is required of the Planning Commission.

Administrative Items
None.

Adjournment
Adjourn to a regular meeting of the Planning Commission at 7:00 p.m. on Tuesday, February 8, 2022 in the Council Chamber of Covina City Hall.

I, Brian K. Lee, Director of Community Development for the City of Covina, or his designee, hereby declare that a true and accurate copy of the foregoing agenda was posted on Thursday, January 20 2022 near the front entrance of City Hall, 125 East College Street, Covina, and on the City’s official Internet Website, in accordance with Governmental Code Section 54954.2(a.)

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.
CALL TO ORDER
Chairman John Connors called the Planning Commission to order at 7:00 p.m.

A. PLEDGE OF ALLEGIANCE
Chairman Connors led the Pledge of Allegiance.

B. ROLL CALL
Commission Members Present: Hodapp, McMeekin, Zermeno, Manning, Connors
Commission Members Absent: None

Staff Members Present: Director of Community Development, Senior Planner, Assistant Planner, Consultant Planner (MIG, Inc.), Consultant Planner (Interwest), Assistant City Attorney.

PARTICIPANTS/ATTENDEES
Alex O

ZOOM PARTICIPANTS/ATTENDEES
Brian Cunningham, Lori Huntsman, Robert Fisher, Shelly Thompson, Michelle Webb, M Thiel, Erick Van Wechel, Steve Sheldon, S Miller,

C. AMENDMENTS TO THE AGENDA
Corrections were made to the Staff Recommendation section on the Agenda and Staff Report for Public Hearing item #3, to correct the CUP number to CUP21-22

The minutes for both November 9, 2021 and November 23, 2021 were revised to show a reference to AB361 and Government Code Section 54953(e), rather than N-29-20 which is no longer applicable, this is in reference to meeting procedures for meetings utilizing zoom or other teleconference.

PUBLIC COMMENTS
None.
CONSENT CALENDAR

1. Approval of Minutes of the regular meeting of November 09, 2021.

Commissioner Manning made a motion and Commissioner Zermeno seconded to approved the minutes of November 9, 2021

The motion carried 5-0 as follows:

AYES: HODAPP, McMEEKIN, ZERMENO, MANNING, CONNORS
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

Approval of the Minutes of November 23, 2021

Commissioner Manning made a motion Commissioner Zermeno seconded to approve the minutes of November 23, 2021

The motion carried 5-0 as follows:

AYES: HODAPP, McMEEKIN, ZERMENO, MANNING, CONNORS
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

CONTINUED PUBLIC HEARINGS

None.

PUBLIC HEARINGS

1. Application for Conditional Use Permit (CUP) 21-025, a request to offer beer, wine, and distilled spirits (Type 47 ABC License) in conjunction with an existing restaurant within the Covina Town Center Specific Plan – Historic Core, at 325 North Citrus Avenue. APN: 8431-029-001.

Staff Recommendation: Staff recommends that the Planning Commission approve Conditional Use Permit (CUP) 21-023 through the adoption of Resolution No. 2021-015 PC.

Assistant Planner Megan Wu presented the Staff Report and answered the Commissioners questions.

The public hearing was opened.

No comments were received.

The public hearing was closed.
A motion was made by Commissioner McMeekin and seconded by Commissioner Zermeno to approve Resolution 2021-023PC.

AYES: HODAPP, MCMEEKIN, ZERMENO, MANNING, CONNORS
NOES: NONE
ABSTAIN: NONE

10-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.

2. Conditional Use Permit (CUP) 21-18 and Site Plan Review (SPR) 21-64, a request to modify existing Conditional Use Permit (CUP) 85-003, to demolish an existing 918 square foot mini-mart to construct a new 2,994 square foot convenience store, with associated site improvements, within the C-2 (Neighborhood Shopping Center) Commercial zone, located at 478 W. Arrow Highway - APN: 8407-032-003.

Staff Recommendation: Staff recommends that the Planning Commission approve Conditional Use Permit (CUP) 21-18 and Site Plan Review (SPR) 21-64, through the adoption of Resolution No. 2021-024 PC.

Senior Planner Mercy Lugo presented the staff report and answered the Commissioners questions.

The public hearing was opened.

Applicant Alex O responded to Commissioner Manning question regarding expanding the usable space for a convenience store.

No other comments were received.

The public hearing was closed.

Commissioner Manning made a motion and Commissioner Zermeno Seconded to approve Resolution 2021-024 PC.

AYES: HODAPP, MCMEEKIN, ZERMENO, MANNING, CONNORS
NOES: NONE
ABSTAIN: NONE

10-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.

3. Conditional Use Permit (CUP) 21-22, a request to modify the existing CUP by eliminating the condition of approval requiring a parking agreement for off-site parking spaces, and the interior improvements of relocating the kitchen, painting the exterior of
the main Church, and relocating mechanical roof equipment, located at 200 N Second Avenue – APNS: 8445-002-002,018,019, 023, 025, 026, 027.

**Staff Recommendation:** Staff recommends that the Planning Commission approve Conditional Use Permit (CUP) 21-21 and adopt Resolution 2021-025PC with conditions.

Consultant Planner Lisette Sanchez Mendoza presented the Staff Report and answered the Commissioner questions.

Commissioner Manning recommended a traffic control solution for overflow parking at Cody’s Court and no painting/striping parking spaces on the court.

The public hearing was opened.

Steve Camp with Elements Architecture of 6b Liberty in Liso Viejo commented in support of the item and requested a modification of condition #4 in the Conditions of Approval addressing parking spaces and requested elimination of condition #1 in Section E in the Conditions of Approval requiring offsite improvements for ADA access where applicable.

Commissioner Zermeno commented in favor of eliminating Condition #1 of Section E in the Conditions of Approval.

Jerry Lewis at 3538 Rancho Del Monaco in Covina commented on the story behind the creation of Cody’s Court, which is a basketball added to the property twenty years ago, in memory of Cody by his grandparents in 1998.

No public comments were received.

The public hearing was closed.

Commissioner McMeekin made a motion and Commissioner Manning Seconded to approve Resolution 2021-024 PC as amended, modifying Condition #4 in Section B to allow use of neighboring public parking within the Town Center Specific Plan and Eliminating Condition #1 in Section E in the Conditions of Approval

**AYES:** HODAPP, MCMEEKIN, ZERMENO, MANNING, CONNORS
**NOES:** NONE
**ABSTAIN:** NONE

**10-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.

4. Application for General Plan Amendment (GPA) 21-1 to change the land use designation from “General Commercial” to High Density Residential/Transit Oriented Development,” a Covina Forward Specific Plan (CFSP) Amendment 21-1 to change the zoning from “Institutional” to “Transit Oriented Development (TOD),” a Tentative Tract Map (TTM) 83343, and a Site Plan Review (SPR) 21-87,
to allow the construction of five (5) 3-story townhouse buildings, totaling 38 units with 2-car attached garages on approximately 1.5 acres of land, located at 155 E. Covina Boulevard – APN: 8406-019-097.

**Staff Recommendation:** Staff recommends that the Planning Commission adopt Resolution 2021-26 PC, recommending approval to the City council the following land use entitlements: addendum to the Covina Transit-Oriented Mixed-Use Development Project Environmental Impact Report (EIR) with Mitigation Monitoring and Reporting Programs (SCH # 2016051053), General Plan Amendment (GPA) 21-1, Covina Forward Specific Plan (CFSP) Amendment 21-1, Tentative Tract Map (TTM) 83343, and Site Plan Review (SPR) 21-87 with conditions.

Community Development Director Brian K. Lee presented the Staff Report and answered the Commissioner questions.

The public hearing was opened

Applicant Steve Sheldon commented in support of the item.

An email received by Gina Garcia, Covina Resident was read into the record in opposition to the item.

The public hearing was closed.

Community Development Director Brian K. Lee commented that a neighboring development, Meritage Homes, is similarly a three-story townhome development, where the closest distance to the property line is 15 feet and also has a higher-grade difference, compared to this item which has 65 feet distance to existing single family homes on the eastern side and a smaller grade difference.

Commissioner Manning made a motion and Commissioner McMeekin Seconded to approve Resolution 2021-024 PC.

AYES: HODAPP, MCMEEKIN, ZERMENO, MANNING, CONNORS
NOES: NONE
ABSTAIN: NONE

**10-day appeal period:** Not Applicable. Actions taken by the Planning Commission will be forwarded to the City Council for Consideration.

CONTINUES BUSINESS.
None.

NEW BUSINESS.
None.

GENERAL MATTERS
1. Study session on Accessory Dwelling Units (ADU) Proposed Ordinance
**Staff Recommendation:** Staff recommends that the Planning Commission review the proposed ADU Ordinance for discussion at the January 11, 2022 study session.

Senior Planner Mercy Lugo presented the Staff Report.

Lori Hunstman, Covina Resident, commented on the item requesting a timeline for the ordinance.

Assistant City Attorney Serita Young clarified that the item will be a study session and no Planning Commission decision will be made at that time.

Community Development Director Brian K. Lee, commented that the Draft is available for review at this time.

Commissioner Hodapp commented on R6

City Attorney Serita Young suggested that the question be further addressed during the study session

**ADMINISTRATIVE ITEMS**

None.

**ADJOURNMENT**

Chairman Connors adjourned the Planning Commission Meeting at 8:49 P.M to the next Planning Commission Meeting scheduled for January 11, 2022 at 7:00 P.M in the Council Chambers of Covina City Hall.

________________________________________

Secretary
TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: CONDITIONAL USE PERMIT (CUP) 21-30 AND SITE PLAN REVIEW (SPR) 21-199, A REQUEST TO ALLOW ON-SALE "TYPE 41" BEER AND WINE LICENSE TO OPERATE A BONA-FIDE EATING ESTABLISHMENT FOR AN ALCOHOL-INFUSED ICE CREAM SHOP (SCOOPS ON TAP) ON AN 803 SQUARE-FOOT COMMERCIAL RETAIL SPACE, WITH A 260 SQUARE-FOOT OUTDOOR SEATING AREA, WITHIN THE TOWN CENTER SPECIFIC PLAN (TCSP) TRANSIT ORIENTED DEVELOPMENT (TOD)/HIGH DENSITY RESIDENTIAL (HDR) ZONE, LOCATED AT 491 N. CITRUS AVENUE – APN: 8431-028-039.

APPLICANT/PROJECT INFORMATION

Request: Conditional Use Permit (CUP) 21-30
Site Plan Review (SPR) 21-199

Applicant
Sam Howland
541 S. College Avenue
Claremont, CA 91711

Property Owner:
Gaza Gold LLC
P.O. Box 2003
Artesia CA 90702

Assessor’s Parcel Map No.: 8431-028-045

BACKGROUND

On November 1, 2021, the applicant submitted a Conditional Use Permit and Site Plan Review Permit application, requesting to establish a bona-fide eating establishment (Scoops on Tap) with a “Type 41” ABC License for On-Sale Beer and Wine sales. The project scope also includes a new 260 square-foot outdoor seating area.

After completing an initial review, Staff deemed the application incomplete due to missing information. Upon further review, and discussions with Staff, the project was deemed “complete” for processing on December 19, 2021.
PROJECT ANALYSIS

The project site is located within a newly completed Atwood Mixed-Use Development, also referred to as the City Ventures Development, located on the north east corner of Citrus Avenue and San Bernardino Road, with the applicant occupying an 803 square foot commercial retail space on the ground floor, with a new 260 square foot outdoor seating area.

A. Surrounding Land Uses:

<table>
<thead>
<tr>
<th>Project Site</th>
<th>General Plan</th>
<th>Zoning</th>
<th>Existing Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Town Center Specific Plan</td>
<td>Town Center Specific Plan (TCSP) “Transit Oriented Development (TOD)/High Density Residential (HDR)” District</td>
<td>Vacant Clipping Site</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mixed-Use (Ground floor commercial with 2nd &amp; 3rd floor residential uses)</td>
</tr>
<tr>
<td>South</td>
<td>Town Center Specific Plan</td>
<td>Town Center Specific Plan (TCSP) “Mixed Use” District (NW Corner) and, Town Center Specific Plan (TCSP) “Food Arts Industrial Residential” (F.A.I.R) District (NE Corner)</td>
<td>Domestic BBQ</td>
</tr>
<tr>
<td>East</td>
<td>Town Center Specific Plan</td>
<td>Town Center Specific Plan (TCSP) “Historic Core” District</td>
<td>Heritage Plaza Park</td>
</tr>
<tr>
<td>West</td>
<td>Town Center Specific Plan</td>
<td>Town Center Specific Plan (TCSP) “Transit Oriented Development (TOD)/High Density Residential (HDR)” District</td>
<td>Mixed-Use (Ground floor commercial with 2nd &amp; 3rd floor residential uses)</td>
</tr>
</tbody>
</table>

B. Site Characteristics: The subject site is located within an established area characterized by newly developed tri-level mixed use building, with commercial uses on the ground floor and residential townhomes on the 2nd and 3rd floor levels. The subject site is surrounded by established commercial uses such as Lifestyle Smoothies, Domestic BBQ, The Fret House, Barber Shop, etc. Scoops on Tap will occupy approximately 803 square-feet of interior ground floor space and 260 square-feet of outdoor seating area. The subject site is within 500 to 800 feet of the nearest public parking facilities (Metro link Parking Structure, Covina Police Department/Heritage Park parking lot, and the City Hall public parking lot), including existing angled street parking along Citrus Avenue.

C. Background: Under the TCSP, On-Site Alcohol Sales with Food Service (Ice-Cream Shop) with a “Type 41” ABC license requires the approval of a Conditional Use Permit. Scoops on Tap will serve handcrafted ultra-premium ice cream that will include non-alcoholic, spirit-infused, and plant-based ice cream options. In conjunction with an ice cream shop, services will also include beer and wine sales.

Under the Alcohol Beverage Control (ABC) Act, Section 23004, “alcoholic beverage includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, sprits, or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.” In December 2021, planning staff contacted ABC and confirmed “alcohol-infused” handcrafted ice cream that
are less than .5% are not considered an alcoholic beverage and do not require further regulation by the Department of Alcohol Beverage Control (ABC). However, a “Type 41” Beer & Wine license is required by ABC for the serving of beer, wine, and alcoholic frozen beverages (slushies) that will also be served in conjunction with the ice cream shop. The alcohol infused ice cream flavors will be 25% or less of the entire 16 non-alcoholic ice creams we will be serving.

Scoops on Tap will operate as a bone-fide eating establishment requiring valid ID verification prior to the serving of alcoholic menu items that contain .5% or more of alcohol. Menu items will include the following:

<table>
<thead>
<tr>
<th>Non-Alcoholic Menu Items</th>
<th>Alcoholic Menu Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>(less than .5% = no ABC License)</td>
<td>(.5% or more = Type 41 Beer &amp; Wine License and city approval)</td>
</tr>
<tr>
<td>16 flavors of handcrafted ice-cream</td>
<td>Beer</td>
</tr>
<tr>
<td>Milkshakes</td>
<td>Wine</td>
</tr>
<tr>
<td>Waffle Cones</td>
<td>Alcoholic Frozen Beverages (Slushies)</td>
</tr>
<tr>
<td>Warmed Sauces</td>
<td></td>
</tr>
<tr>
<td>Ice Cream Sandwiches</td>
<td></td>
</tr>
<tr>
<td>Soda Floats</td>
<td></td>
</tr>
<tr>
<td>Affogatos</td>
<td></td>
</tr>
<tr>
<td>Pre-packaged sodas</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>Pre-packaged Snacks (chips, etc.)</td>
<td></td>
</tr>
<tr>
<td>Frozen Beverages (Slushies)</td>
<td></td>
</tr>
</tbody>
</table>

Furthermore, California Health & Safety Code (HSC) Section 114093.1, “requires any food facility that serves or sells over the counter directly to the consumer, an unlabeled or prepackaged food, that is a confectionery and contains alcohol in excess of one-half of 1 percent by weight, shall provide written notice to the consumer of that fact.” The Scoops on Tap menu will identify non-alcoholic, alcohol-infused, and alcoholic menu items. A condition of approval has been added to display such notification in a prominent area, as determined by the Health Department.

**ABC Licenses – Eating Place (Restaurant):** The Department of Alcoholic Beverage Control (“ABC”) issues a retail license to allow for the direct sale of alcohol to customers for either on-site and/or off-site consumption. Scoops on Tap will receive a “Type 41” On-Sale Beer and Wine – Eating Place ABC license. A “Type 41” (restaurant) license authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). The applicant must operate and maintain the licensed premises as a bona fide eating place and required to maintain suitable kitchen facilities, and provide actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises.

Per “ABC” records, the City of Covina currently has 14 active licenses within Census Tract 4061.01. Scoops on Tap would be No. 15. There are currently seven (7) Type 41 licenses, six (6) Type 47 licenses, and one (1) Type 64 license which are listed below for reference. See also Exhibit’s 3, 4 and 5.
<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>License Type</th>
<th>Original Issue Date</th>
<th>Census Tract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bishamon Japanese Restaurant</td>
<td>139 N. Citrus Avenue</td>
<td>41</td>
<td>3/28/94</td>
<td>4061.01</td>
</tr>
<tr>
<td>2 Casa Moreno Grill</td>
<td>223 N. Citrus Avenue</td>
<td>47</td>
<td>8/31/05</td>
<td>4061.01</td>
</tr>
<tr>
<td>3 Covina Center for the</td>
<td>104 N. Citrus Avenue</td>
<td>64</td>
<td>12/20/07</td>
<td>4061.01</td>
</tr>
<tr>
<td>Performing Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 3 Vinos, Inc.</td>
<td>201 N. Citrus Avenue</td>
<td>47</td>
<td>8/11/09</td>
<td>4061.01</td>
</tr>
<tr>
<td>5 Bread &amp; Barley</td>
<td>130 N. Citrus Avenue</td>
<td>41</td>
<td>9/26/13</td>
<td>4061.01</td>
</tr>
<tr>
<td>6 Pan E Vino</td>
<td>143 N. Citrus Avenue</td>
<td>41</td>
<td>10/3/14</td>
<td>4061.01</td>
</tr>
<tr>
<td>7 Artist Pizzeria</td>
<td>113 N. Citrus Avenue</td>
<td>41</td>
<td>11/21/04</td>
<td>4061.01</td>
</tr>
<tr>
<td>8 Rude Dog Bar &amp; Grill</td>
<td>114 N. Citrus Avenue</td>
<td>41</td>
<td>9/22/16</td>
<td>4061.01</td>
</tr>
<tr>
<td>9 Rude Dog Bar &amp; Grill</td>
<td>307 N. Citrus Avenue</td>
<td>47</td>
<td>5/11/17</td>
<td>4061.01</td>
</tr>
<tr>
<td>10 Ola Sports Bar</td>
<td>211-215 N. Citrus Avenue</td>
<td>47</td>
<td>7/3/18</td>
<td>4061.01</td>
</tr>
<tr>
<td>11 Giovanni's Ristorante</td>
<td>114 E. Italia Street</td>
<td>47</td>
<td>6/14/18</td>
<td>4061.01</td>
</tr>
<tr>
<td>12 City Grill</td>
<td>147 E. College Street</td>
<td>47</td>
<td>9/22/18</td>
<td>4061.01</td>
</tr>
<tr>
<td>13 Domestic BBQ</td>
<td>325 N. Citrus Avenue</td>
<td>41</td>
<td>8/2/19</td>
<td>4061.01</td>
</tr>
<tr>
<td>14 El Oasis Fisheria</td>
<td>129 N. Citrus Avenue</td>
<td>41</td>
<td>12/16/19</td>
<td>4061.01</td>
</tr>
<tr>
<td>15 Scoops on Tap</td>
<td>491 N. Citrus Avenue</td>
<td>41</td>
<td>UNDER REVIEW</td>
<td>4061-01</td>
</tr>
</tbody>
</table>

On December 10, 2021, staff confirmed with “ABC” an application has been filed for a “Type 41” On-Sale Beer & Wine – Eating Place license at this location. In the event Scoops on Tap requires approval of a Public Convenience of Necessity (PCN) by the local agency (City of Covina), staff has added a condition of approval requiring the applicant obtain approval by the City Council adopting a resolution affirming the determination.

Design. The project site is consistent with the TCSP objective design standards. No exterior façade changes to the building storefront are proposed, only a 260 square foot outdoor seating area with a 3'-6" wood panel patio fence enclosure to match existing outdoor patios areas within the Atwood Mixed-Use Development. Public Works staff reviewed and confirmed the proposed outdoor patio area is within private property and an encroachment permit is not required.

Live Entertainment. No live entertainment is proposed; However, a condition of approval has been added to obtain an Entertainment Permit with Covina Police Department should the applicant wish to include live entertainment in the future.

Hours of Operation. Scoops on Tap will initially open from 12:00 noon to 10 pm Tuesday through Thursday, 11:00 am to 12:00 am Friday through Saturday, and 11:00 am to 10:00 pm on Sundays. Staff will include 2 full-time and 5 part-time employees. An on-site manager will be hired for the Covina location.

Parking: Off-Street parking requirements for an eating establishment having less than 1,000 square feet of floor area requires one parking stall for each 200 square feet of gross floor area. The combined total floor area (both indoor and outdoor floor area) is 1,063 square feet, requiring 5 parking spaces. The subject site is within 500 to 800 feet from the nearest public parking facilities (Metro link Parking Structure, Covina Police Department/Heritage Park public parking lot, and the city hall public parking lot), including existing angled street parking along Citrus Avenue, resulting in adequate parking for the proposed use.
Conditional Use Permit

The applicant is requesting approval for a new establishment, a bona-fide eating establishment (Scoops on Tap), with on-site alcohol sales, requiring approval of a Conditional Use Permit by the Planning Commission. As presented, and illustrated on architectural plans dated October 25, 2021 (Exhibit 6), the proposed scope of work has demonstrated compliance with all required development criteria under CMC 17.62.026(C) and CMC 17.62.120.

I.  Findings for Conditional Use Permit (CMC Section 17.62.026(C))

Based on an analysis of the proposed project, the following findings for a Conditional Use Permit can be made:

1. Subsection (B) of this section shall not apply to liquor on-sale, in conjunction with a bona fide eating establishment.

   Fact: Scoops on Tap is proposing a “bone-fide eating establishment” with a “Type 41” Beer & Wine license thereby exempting conditional use permit requirements under CMC Section 17.62.026(B)(1) with respect to liquor, on-sale establishments. Therefore, as proposed, this criterion has been met.

II. Findings for Conditional Use Permit (CMC Section 17.62.120)

Based on an analysis of the proposed project, the following findings for a Conditional Use Permit can be made:

1. That the site for the proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this title to adjust the use with land and uses in the neighborhood.

   Facts: As described in detail within the ‘Project Analysis’ and illustrated on attached architectural plans dated October 25, 2021 (Exhibit 6), the subject site is a newly constructed mixed-use development (Atwood City Ventures Development) that complies with all required development standards (i.e. size, shape, setbacks, walls, fences, parking, loading, landscaping) for a proposed bona-fide eating establishment with on-site alcohol sales. The subject site is located within the newly adopted Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” allowing commercial uses such as restaurants, specifically an ice cream shop, with a “Type 41” ABC license, to serve beer and wine. The subject site is located within the Covina Downtown District, further facilitating and encouraging strong pedestrian connections to the Covina Metrolink station, nearby higher-density residential uses, contributing to a more vibrant downtown district becoming a destination for visitors, transit riders, and residents. Therefore, as proposed, this criterion has been met.

2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

   Facts: The surrounding streets, North Citrus Avenue and San Bernardino Road have sufficient widths and capacities to safely accommodate the relatively minor additional daily
trips than an on-sale beer and wine sales function within a restaurant would generate. Therefore, as proposed, this criterion has been met.

3. The proposed use will have no adverse effects on the abutting properties or the permitted use thereof.

**Facts:** The proposed restaurant use (Scoops on Tap) with a “Type 41” Beer and Wine license is a conditionally permitted use whereby beer and wine sales would be allowed under this approval. The subject site is located within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” surrounded by similar uses such as restaurants, retail/specialty stores, and other commercial uses. Conditions of approval have been provided by city staff with adequate safeguards for preventing negative impacts to abutting properties. Therefore, as proposed, this criterion has been met.

4. That the conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare. Such conditions include the following:

The operation of a bone fide eating establishment (Scoops on Tap) with on-sale beer and wine (Type 41) sales are conditionally permitted within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” and complies with criteria outlined under CMC Section 17.04.100 for a bona fide eating establishment. No major public health or safety related impacts have been identified during project staff review. Conditions of approval have been formulated to ensure that the proposed improvements for a bone fide eating establishment (Scoops on Tap) use will operate in a manner consistent with the Covina Municipal Code and will not negatively affect the public health, safety, and general welfare of the community. Therefore, as proposed, this criterion has been met.

III. Findings for Site Plan Review (CMC Section 17.64.070)

In order to approve the Site Plan Review (SPR) application, the Planning Commission must make the findings as listed below:

1. All provisions of Title of the CMC are complied with and the following are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and there will be no adverse effect to surrounding properties: buildings, structures and improvements; vehicle ingress, egress and internal circulation; setbacks; building height; location of service; walls; and landscape materials.

**Fact:** As described in detail within the “Project Analysis”, the proposed project complies with all required provisions for the operation of a bone fide eating establishment (Scoops on Tap) with on-sale beer and wine sales within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone.” The proposed site improvements for a 260 square foot outdoor seating area follows all required development standards under the TCSP and is comparable with other nearby uses in the neighborhood due to the site located within an established area characterized by existing streets, sidewalks, walls, and mixed-use buildings/uses that conform well to surrounding neighborhood infrastructure, circulation and support services. The surrounding streets, North Citrus
Avenue and San Bernardino Road have sufficient widths and capacities to safely accommodate the relatively minor additional daily trips than an on-sale beer and wine sales function within a restaurant would generate. As such, the proposed use will have no adverse effect to surrounding properties therefore, as proposed, this criterion has been met.

2. The project design conforms to the general plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines applicable to the project;

Fact: The proposed scope of work is consistent and conforms to the City of Covina’s General Plan Goals No., Objective No. 3, Policy No. 7, in that the proposed use for a bone-fide eating establishment “...will not adversely affect the integrity of established commercial and/or industrial areas, or impose undue burdens on local infrastructure or services.” The proposed ice cream shop conforms to the City’s design guidelines for said use, as reviewed and determined by planning staff. The subject site is within 500 to 800 feet from the nearest public parking facilities (Metro link Parking Structure, Covina Police Department/Heritage Park public parking lot, and the city hall public parking lot), including existing angled street parking along Citrus Avenue, resulting in adequate parking for the proposed use. As such, the proposed scope of work satisfies all applicable guidelines to the project, as outlined under the Town Center Specific Plan TOD/HDR Zone Development Standards, the Covina Design Guidelines, and General Plan. Therefore, this criterion has been met.

3. The project design is harmonious, consistent and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located;

Fact: The subject site is located within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” a residential and commercial “mixed-use” district designed to blend such uses together, such as residential uses, retail/specialty shops, restaurants, artist studios and galleries, incubator, and creative office activities. Strong pedestrian connections to the Covina Metrolink station, nearby higher-density residential uses, and the historic core will contribute to a vibrant activity center and destination for visitors, transit riders, and employees. The project site is consistent with the TCSP objective design standards. No exterior façade changes to the building storefront are proposed, only a 260 square foot outdoor seating area with a 3'-6" wood panel patio fence enclosure to match existing outdoor patios areas within the City Ventures Development. Public Works staff reviewed and confirmed the proposed outdoor patio area is within private property and an encroachment permit is not required. Therefore, this criterion has been met.

4. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community;

Fact: The proposed Project is designed and in conformance with development standards consistent with the character, appearance, and features described within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood and community it will serve. Therefore, this criterion has been met.
5. Proposed lighting is so arranged as to reflect lighting away from adjoining properties;

**Fact:** Any proposed exterior wall-mounted lighting will be shielded, directed, or illuminated away from neighboring properties. Accent lighting of buildings, trees, or other landscape features will accentuate those individual features with no spillover beyond the façade of the building or tree and be fully shielded and mounted as close as possible to the architectural feature of the building or tree being illuminated. Therefore, as conditioned, this criterion has been met.

6. Proposed signs will not by size, location, color or lighting, interfere with traffic or limit visibility;

**Fact:** Any proposed signage is not a part of this review and approval. As a condition of approval, a separate sign permit application and related plans will be required showing compliance with the Atwood Sign Program and City of Covina’s Sign Ordinance. Therefore, as conditioned, this condition has been met.

7. Utility and street improvements pursuant to CMC Sections 17.64.120 and 17.64.130.

**Fact:** The applicant will be required to comply with utility and/or street improvements required by the Department of Public Works (Engineering, Traffic, and Environmental Services.) Therefore, as conditioned, this criterion has been met.

**PUBLIC HEARING NOTICE AND NOTIFICATION**

The public hearing notice was published in the San Gabriel Examiner newspaper on January 13, 2022.

The applicant was given a copy of the staff report with associated attachments. On January 13, 2022, all property owners within a radius of 300 feet from the overall project site were mailed notices of the Planning commission public hearing meeting, a minimum of ten (10) days before the hearing, as required by law.

As of January 20, 2022, staff has not received public comments for this project.

**ENVIRONMENTAL DETERMINATION**

Staff has determined that the project is exempt from the requirements of the California Environmental Quality Act (CEQA) Guidelines. The project qualified as a Class 1 exemption under State CEQA Guidelines Section 15301(a), Class 1 which consists of exterior alterations involving a 260 square foot outdoor seating area for a bona-fide eating establishment with onsite alcohol sales (Scoops on Tap). Staff finds that there is no evidence that the project will have a significant effect on the environment.

**RECOMMENDATION**

Staff recommends that the Planning Commission, by motion, adopt Resolution No. 2022-001 PC, Conditional Use Permit (CUP) 21-30 and Site Plan Review (SPR) 21-199, with the attached Conditions of Approval and, in the event, it is necessary, recommend to the City Council, the approval of a resolution adopting a Public Convenience or Necessity (PC or N) affirming the determination.
EXHIBITS

1. Zoning/Aerial Map
2. City Application Materials
3. Excel Matrix of ALL Active ABC Licenses in Covina (Tract 4061.01 highlighted for reference)
4. GIS Map of Active ABC Licenses within Census Tract 4061.01
5. GIS Map Exhibits of Active “Type 41” ABC Licenses only
6. Project Plans
7. Resolution 2022-001 PC, with Conditions of Approval
EXHIBIT 1

Zoning/3-D Aerial View
EXHIBIT 2

Application Materials
Standard Application Form – 1
Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Applicant Information

Name of Proposed Project: Scoops On Tap
Project Address: 491 N. Citrus Ave. Covina CA 91723
Assessor’s Parcel Number: 8431028045
Phone: (909) 456-6258 E-Mail: sam@scoopsontap.com

Applicant Name: Sam Howland
Applicant Address: 541 S. College Ave. Claremont CA 91711
Property Owner Name: Gaza Gold LLC
Property Owner Address: P.O. Box 2003 Artesa CA 90702

Project Type

Please check the type of project review requested. If you are applying for more than one review you may check all that apply.

☒ Conditional Use Permit
☐ Development Agreement
☐ General Plan Amendment
☐ Historic Structure Designation
☐ Lot Line Adjustment
☐ Pre-Application Review
☐ Planned Community Development (PCD)
☐ PCD Amendment
☐ Public Convenience or Necessity (ABC)
☐ Site Plan Review-Major
☐ Site Plan Review-Minor (Residential)
☐ Site Plan Review-Minor (Non-Residential)
☐ Tentative Parcel Map
☐ Tentative Tract Map
☐ Time Extension
☐ Time Extension

☐ Tree Preservation Permit
☐ Minor
☐ Vacation of Alley, Easement, Street
☐ Variance
☐ Variance (Minor)
☐ Zoning Code Amendment/ Zone Change
☐ (Other)
☐ (Other)

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)
We are going to be using this location for an ice cream shop that will also feature on site beer and wine.

Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. If applicant is different from the legal property owner, a property owner’s authorization form must accompany this application.

Date: 10/8/21 Signature: Sam Howland
Print Name and Title: Sam Howland Owner

STAFF USE ONLY

Date Received: 17/11/14 Received by: MNN Fees: $2,067 Receipt No: 178554
$632.00
List the name(s) and address(es) of all property owner(s).

1. Owner Name: City Ventures Homebuilding LLC
   Complete Address: 3121 Michelson Drive, Suite 150 Irvine CA 92612
   Email: ryan@cityventures.com  Phone: 949-258-7512

2. Owner Name: Gara Gold LLC
   Complete Address: P.O. Box 2003, Artesa, CA 90702
   Email: Steven@wineaxrealty.com  Phone: (562) 666-6610

3. Owner Name: __________________________
   Complete Address: __________________________
   Email: __________________________  Phone: __________________________

Certification Statement

This letter shall serve to notify you and certify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant’s Name: Sam Howland  Phone: 909-456-6258
Applicant’s Complete Address: 491 N. Citrus Ave. Covina CA 91724  Email: sam@scoopsontap.com

To file and present my/our interest for the referenced application(s): Scoops On Tap Conditional Use Permit
For Beer & Wine License

Name (printed): Steven Hui
Title: Property Manager  Date: 10/12/2021

Signature: __________________________
Standard Application – 3
Project Description Form

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The following information must be completed and submitted with new applications: (Print or type all information entered)

A. General Information
   Project Address or Assessor’s Parcel Number: 491 N. Citrus Ave. Covina CA 91723
   Site Area: 1063 Building Area: 6426 Building Height: 40 No. of Floors: 3
   Total anticipated number of employees: 5-10 Max shift: 8 Hours of operation: 70
   Does the business involve the sale of any food or beverages? □ No □ Yes
   Will the project be built in phases? □ No □ Yes If YES, a phasing plan is required to be submitted.
   Will any permits be required from agencies other than the City (including a Hazardous Materials Business Plan)?
     □ No □ Yes If yes, list:
   Will the project use, store, or dispose of potentially hazardous chemicals, materials, toxic substances, flammables or explosives? □ No □ Yes If yes, describe:
   If any of the above answers are YES, please describe in detail on a separate sheet.

B. Existing Land Uses of the Subject and Surrounding Properties
   Subject property: Mixed Use. Businesses on street level. Living spaces above.
   North: Mixed Use
   East: Civic Core
   South: Historical Core
   West: Medical Core

C. Physical Site
   Will the project modify existing natural features? □ No □ Yes If YES, please describe in detail on a separate sheet?
   Estimated cubic yards of grading involved in the project: □ None □ Cut = ________ Fill = ________
   What is the maximum height and grade of constructed slopes?

D. Archaeological/Historical
   Is the project located in an area of archaeological or historical sensitivity as identified in the Covina General Plan?
     □ No □ Yes If YES, please describe in detail on a separate sheet.

E. Flora and Fauna
   Describe the types of vegetation and trees in the project area: N/A
   Number of Oak trees on the site: _____ Number of Oak trees to be removed: _____ a Tree Permit application
   must be obtained
   Describe the types of wildlife found in the project area: N/A
F. Noise
Will the project increase noise levels within the project area of surrounding neighborhood?
☑ No ☐ Yes If YES, please describe in detail on a separate sheet
Will the project increase the amount of light, vibration, dust, ash, smoke, or odors during construction or after development? ☐ No ☐ Yes If YES, please describe in detail on a separate sheet.

G. List of Attached Environmental Reports

Contact person for environmental: ________________________________ Phone: ______________
Environmental firm: ________________________________ E-mail: ______________________
Mailing Address: ________________________________________________

H. Certifications
Government Code Section 65962.5 requires the Planning Division to make available to applicants the most current list of “Identified Hazardous Waste Sites” from the State Office of Planning and Research. The list is available on the web at http://www.dtsc.ca.gov/under Mandated Web Site Postings.

All applicants must complete and sign the following statement in order for the Planning Division to deem the application complete.

“I, ________________________________, certify that I have reviewed the list of “Identified Hazardous Waste Sites” from the Office of Planning and Research and have determined that the site that is the subject of this application is not on said list.”

I hereby certify that to the best of my ability, the statements furnished above and the exhibits submitted with this application present the data and information required for this initial evaluation and that the facts, statements, and information presented are true and correct to the best of my knowledge. Furthermore, I understand that failure to provide the plans and information required may result in this application not being accepted as complete for planning and processing.

Name (printed): Sam Howland Date: 10/8/21
Signature: ________________________________
Representative for: ________________________________
Title: Owner
<table>
<thead>
<tr>
<th><strong>Project Contact List</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Community Development Department – Planning Division</strong></td>
</tr>
<tr>
<td>125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479</td>
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| **The following information must be completed and submitted with new applications:** (Print or type all information entered) |
|------------------|-----------------|------------------|
| **Project Location:** | | **STAFF USE ONLY** |
| 491 N. Citrus Ave. Covina CA 91723 | | **FILE NO.:** |
| **Applicant:** | | **MUNIS:** |
| Scoops On Tap | | **RELATED FILES:** |
| **Primary Contact Person:** | | |
| Sam Howland | | |
| **Address:** | | |
| 541 S. College Ave. Claremont CA 91711 | | |
| **Phone:** | **E-mail Address:** | |
| 9094566258 | sam@scoopsontap.com | |

<table>
<thead>
<tr>
<th><strong>Secondary Contact Person:</strong> (Please Specify Name, Company, Title)</th>
</tr>
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<tbody>
<tr>
<td>Bryan Marasco, Scoops On Tap, Co Owner</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td>660 W. Bonita Ave Apt 20L Claremont CA 91711</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td>909-921-2611</td>
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<tr>
<th><strong>Legal Property Owner:</strong></th>
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<tr>
<td>City Ventures Homebuilding LLC</td>
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<tr>
<td><strong>Address:</strong></td>
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<tr>
<td>3121 Michelson Drive, Suite 150 Irvine CA 92612</td>
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<tr>
<td><strong>Phone:</strong></td>
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<td>949-258-7512</td>
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<tr>
<th><strong>Architect:</strong></th>
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<tbody>
<tr>
<td>Danny Reynoso</td>
</tr>
<tr>
<td><strong>Contact Person:</strong></td>
</tr>
<tr>
<td>Danny Reynoso</td>
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<tr>
<td><strong>Address:</strong></td>
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<tr>
<td>626-536-7786</td>
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<tr>
<th><strong>Engineer</strong></th>
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<tbody>
<tr>
<td>Martin Espinosa</td>
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<td><strong>Contact Person:</strong></td>
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<td>Martin Espinosa</td>
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<th><strong>Landscape Architect</strong></th>
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Sale of Non-Alcoholic Ice Creams

Our Covina location will carry ice creams that have been “infused” with a variety of spirits including beer, wine, and liquor. All of these ice creams will be under 0.5% abv which defines them (per California Department of Food and Agriculture, ABC, and TTB) as being non-alcoholic and safe for consumption for those under the age of 21.

See the following:

California Code, Health and Safety Code - HSC § 114093.1

(a) Any food facility that serves or sells over the counter directly to the consumer an unlabeled or nonprepackaged food that is a confectionery that contains alcohol in excess of one-half of 1 percent by weight shall provide written notice to the consumer of that fact.

(b) The notice shall be prominently displayed or be provided in some other manner, as determined by the department.

Alcoholic Beverage Control Act Section 23004

Alcoholic beverage" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
Scoops On Tap Covina Storefront
Business Operation Plan

Executive Summary:

Scoops On Tap (SOT) will construct, develop and operate an initial ice cream storefront scoop shop. This single retail storefront will sell handcrafted ultra-premium ice cream that is being produced in their production facility in Montclair.

Revenue will be primarily from the sale of ultra-premium, hand scooped ice cream cones and related products consumed within their Covina location. SOT will also sell specialty ice cream based drinks, gourmet ice cream sandwiches and pre-packed pints of ice cream. Sales are anticipated to be $360,000 in the first year and to increase at an average annual rate of 4% per year in the first five years of operation.

SOT will draw their clientele to the Atwood Community location in Covina, CA from the trade area population of over 45,000 people, with neighboring cities of West Covina, CA population of over 100,000 and Azusa, CA of over 50,000 residents.

Storefront:

Scoops On Tap will provide super premium handcrafted, spirit infused, and plant based options into areas that are under served. Quick run down on products delivered:

- 5 handcrafted ice cream flavors
- 5 spirit infused ice cream flavors
- 5 Plant based ice cream flavors
- 1 House special ice cream flavor
- House Made Vanilla, Chocolate, Seasonal waffle cones
- Milkshakes
- Floats
- Beer / wine floats
- Beer/Wine Slushies
- Ice cream cookie sandwiches
- Toppings
- Prepackaged drinks
- Prepackaged Pints of ice cream
- Iced Coffee/Coldbrew
Location:

First target location is downtown Covina, CA in the City Ventures Development. Building is a mix-use structure that has businesses on the main street facing side and living quarters on top and behind the store front.

Operations:

The shop will run at capacity during peak hours with 5 employees. During off peak hours the shop will run with two employees. Shop hours will be open from 12pm-10pm Tuesday - Thursday and 11am - 12a Friday-Saturday, Sunday 11am - 10pm

The Brick & Mortar location will be initially managed by Sam and Bryan and we will be looking to hire 2-3 full time employees and 3-4 part time employees. We will hire a full time manager for this location.

The Market:

Current competitors in the area are a frozen yogurt shop half a mile south of the location and a Baskin-Robbins located a mile east of the location. These two competitors are a typical franchise style business and do not bring a super premium product to the market. There are no boutique ice cream scoop shops in a 5 mile radius of the location which gives us a competitive edge to bring in more people looking for a super premium product. The closest ice cream shop with a basic concept is located in Glendora's Downtown.
<table>
<thead>
<tr>
<th>Scoops On Tap - Covina Menu</th>
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<tbody>
<tr>
<td>Non - Alcoholic Menu Items</td>
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<tr>
<td>16 Flavors of Handcrafted Ice Cream</td>
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<tr>
<td>Milkshakes</td>
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<tr>
<td>Waffle Cones</td>
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<tr>
<td>Warmed Sauces</td>
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<td>Ice Cream Sandwiches</td>
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<td>Soda Floats</td>
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<td>Affogatos</td>
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<tr>
<td>Prepackaged Sodas</td>
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<tr>
<td>Water</td>
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<tr>
<td>Prepackaged Snacks (Chips etc.)</td>
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<td>Frozen Beverages (Slushies)</td>
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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Covina will conduct a PUBLIC HEARING in the City Hall Council Chamber, 125 East College Street, Covina, on Tuesday, January 25, 2022 at 7:00 p.m., to consider the following application:

1. **Conditional Use Permit (CUP) 21-30 and Site Plan Review (SPR) 21-199**, a request to allow a “Type 41” On-Sale Beer and Wine license to operate an alcohol-infused ice cream shop (Scoops on Tap) on an 803 square foot commercial retail space, with a 260 square foot outdoor seating area, within the Town Center Specific Plan (TCSP) Transit Oriented Development (TOD)/High Density Residential (HDR) zone, located at 491 N. Citrus Avenue – APN: 8431-028-039.

   **Pursuant to and in accordance with the provisions of the California Environmental Quality Act (CEQA) Guidelines, the City has analyzed the proposed project and concluded that it will not have the potential for causing a significant effect on the environment. Therefore, it has been determined that the proposed project would be categorically exempt in accordance with Section 15301, Class 1 of the CEQA Guidelines. Staff’s recommendation will be that the Planning Commission approve CUP 21-30 and Site Plan Review (SPR) 21-199.**

(LEGAL DESCRIPTION OF PROPERTY ON FILE IN PLANNING DIVISION)

If you challenge the proposed action in court, you may be limited to raising only those issues that you or someone else raised at the PUBLIC HEARING described in this notice or in written correspondence delivered to the City Clerk or to the Planning Commission at or prior to the PUBLIC HEARING.

Further information may be obtained from the City of Covina Community Development Department, Planning Division at (626) 384-5450.

BRIAN K. LEE  
DIRECTOR OF COMMUNITY DEVELOPMENT

NOTE: ACCESS TO THE CITY HALL COUNCIL CHAMBER IS FROM THE NORTH SIDE OF THE TWO-STORY CITY HALL BUILDING VIA THE COURTYARD.

PUBLISH: JANUARY 13, 2022  
THE SAN GABRIEL VALLEY EXAMINER

MAIL: JANUARY 13, 2022
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES


491 N. CITRUS AVENUE
COVINA, CA 91723

ASSESSOR’S PARCEL NUMBER: (LAC) 8431-028-045

I/WE CERTIFY (OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA) THAT THE FOREGOING IS TRUE AND CORRECT.

DATE: OCTOBER 27, 2021

SIGNED:
RADIUS MAP 300'

SUBJECT PROPERTY
ADDRESS: 491 N. CITRUS AVE., COVINA, CA 91723
APN: 8431-028-045

Legend
- Subject Property
- 300' Radius
- Mailing List

Graphic Data Source
Los Angeles County Geographic Information System
Base Parcel Database (Derived from APN Maps)
Coordinate System: NAD 1983 StatePlane California V FIPS 0405 Feet
Datum: North American 1983

Latest equalized assessment rolls obtained from the Los Angeles County Assessor's Office through ParcelQuest, a vendor service on 10/27/2021

ORDER NO. 2021-157

RADIUS MAPS 4 LESS
PLANNING + ENGINEERING
www.radiusmaps4less.com | (909) 997-9357

N

0 150 300 600 Feet
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<td>#3</td>
<td>8430-025-016</td>
<td>Eugene Menrad</td>
<td>401 Cannon Ave</td>
<td>San Dimas</td>
<td>CA 91773</td>
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<td>#6</td>
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<td>1025 S Spring Meadow Dr</td>
<td>West Covina</td>
<td>CA 91791</td>
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<td>#9</td>
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<td>Yun Anna Cao</td>
<td>312 Orange Blossom Ln</td>
<td>Covina</td>
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<td>#12</td>
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<td>320 Orange Blossom Ln</td>
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EXHIBIT 3

Excel Matrix of ALL Active
ABC Licenses in Covina
(Tract 4061.01 highlighted for reference)
CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control

Report Date: Friday, December 10, 2021

LICENSE INFORMATION
License Number: 632558 Primary Owner: SCOOPS ON TAP, LLC Office of Application: 02 - MONROVIA

BUSINESS NAME
SCOOPS ON TAP

BUSINESS ADDRESS
491 N CITRUS AVE, COVINA, CA, 91723
County: LOS ANGELES Census Tract: 4061.01

LICENSEE INFORMATION
Licensee: SCOOPS ON TAP, LLC

Company Information
OFFICER: HOWLAND, SAMUEL GRAY (MANAGING MEMBER)
OFFICER: MARASCO, BRYAN NICHOLAS (MANAGING MEMBER)
MEMBER: MARASCO, BRYAN NICHOLAS
MEMBER: HOWLAND, SAMUEL GRAY

LICENSE TYPES
41 - ON-SALE BEER AND WINE - EATING PLACE

License Type Status: PENDING  Status Date: 22-OCt-2021  Term: 12 Month(s)
Original Issue Date:  Expiration Date:  Master: Y Duplicate: Fee Code: P40 Transfers:

OPERATING RESTRICTIONS:
No Operating Restrictions found

DISCIPLINARY ACTION:
No Active Disciplinary Action found

DISCIPLINARY HISTORY:
No Disciplinary History found.

HOLDS:
Hold Type: FORM 220  Hold Date: 22-OCt-2021

ESCROWS:
No Escrow found
EXHIBIT 4

GIS Map of Active ABC Licenses within Census Tract 4061.01
"Active" ABC Licenses within Census Tract 4061.01

Type 41, Type 47, and Type 64
EXHIBIT 5

GIS Map Exhibits of Active “Type 41”
ABC Licenses only
EXHIBIT 6

Project Plans
EXHIBIT 7

Resolution 2022-001 PC, with Conditions of Approval
RESOLUTION NO. 2022-001 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA APPROVING CONDITIONAL USE PERMIT (CUP) 21-30 AND SITE PLAN REVIEW (SPR) 21-199, A REQUEST TO ALLOW ON-SALE "TYPE 41" BEER AND WINE LICENSE TO OPERATE A BONA-FIDE EATING ESTABLISHMENT FOR AN ALCOHOL-INFUSED ICE CREAM SHOP (SCOOPS ON TAP) ON AN 803 SQUARE-FOOT COMMERCIAL RETAIL SPACE, WITH A 260 SQUARE-FOOT OUTDOOR SEATING AREA, WITHIN THE TOWN CENTER SPECIFIC PLAN (TCSP) TRANSIT ORIENTED DEVELOPMENT (TOD)/HIGH DENSITY RESIDENTIAL (HDR) ZONE, LOCATED AT 491 N. CITRUS AVENUE. (APN: 8431-028-039)

WHEREAS, Sam Howland (Applicant) filed a Conditional Use permit (CUP) 21-30 and Site Plan Review (SPR) 21-199 to operate a bona-fide eating establishment (Scoops on Tap) with on-site alcohol sales and outdoor seating, within the Town Center Specific Plan “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone, located at 491 N. Citrus Avenue (Property); and

WHEREAS, on January 25, 2022, the Planning Commission conducted a meeting at which time oral and written comments received prior to or at the meeting together with a written recommendation from the Planning Division was presented to the Planning Commission. The Planning Commission concluded said meeting on that date.

WHEREAS, all legal prerequisite prior to the adoption of this Resolution have occurred.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein and made an operative part of this Resolution.

SECTION 2. Based upon the entire record made available at the January 25, 2022 meeting, the staff report, the oral presentation, and related documents submitted to the Planning Commission prior to and at the meeting, the Planning Commission hereby finds and determines as follows:

A. Findings for Conditional Use Permit (CMC Section 17.62.026(C)

Based on an analysis of the proposed project, the following findings for a Conditional Use Permit can be made:

I. Subsection (B) of this section shall not apply to liquor on-sale, in conjunction with a bona fide eating establishment.

Fact: Scoops on Tap is proposing a “bone-fide eating establishment” with On-Sale “Type 41” Beer & Wine license thereby exempting conditional use permit requirements under CMC Section 17.62.026(B)(1) with respect to liquor, on-sale establishments. Therefore, as proposed, this criterion has been met.
Based on an analysis of the proposed project, the following findings for a Conditional Use Permit can be made:

1. **That the site for the proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this title to adjust the use with land and uses in the neighborhood.**

   **Facts:** As described within the ‘Project Analysis’ and illustrated on attached architectural plans dated October 25, 2021 (Exhibit 6), the subject site is a newly constructed mixed-use development (Atwood City Ventures Development) that complies with all required development standards (i.e. size, shape, setbacks, walls, fences, parking, loading, landscaping) for a proposed bona-fide eating establishment with on-site alcohol sales. The subject site is located within the newly adopted Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” allowing commercial uses such as restaurants, specifically an ice cream shop, with a “Type 41” ABC license, to serve beer and wine. The subject site is located within the Covina Downtown District, further facilitating and encouraging strong pedestrian connections to the Covina Metrolink station, nearby higher-density residential uses, contributing to a more vibrant downtown district becoming a destination for visitors, transit riders, and residents. Therefore, as proposed, this criterion has been met.

2. **That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.**

   **Facts:** The surrounding streets, North Citrus Avenue and San Bernardino Road have sufficient widths and capacities to safely accommodate the relatively minor additional daily trips than an on-sale beer and wine sales function within a restaurant would generate. Therefore, as proposed, this criterion has been met.

3. **The proposed use will have no adverse effects on the abutting properties or the permitted use thereof.**

   **Facts:** The proposed restaurant use (Scoops on Tap) with a “Type 41” Beer and Wine license is a conditionally permitted use whereby beer and wine sales would be allowed under this approval. The subject site is located within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” surrounded by similar uses such as restaurants, retail/specialty stores, and other commercial uses. Conditions of approval have been provided by city staff with adequate safeguards for preventing negative impacts to abutting properties. Therefore, as proposed, this criterion has been met.

4. **That the conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare. Such conditions include the following:**

   The operation of a bone fide eating establishment (Scoops on Tap) with on-sale beer and wine (Type 41) sales are conditionally permitted within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” and complies with criteria outlined under CMC Section 17.04.100 for a bona-fide eating establishment. No major public health or safety related impacts have been identified during project staff review.
Conditions of approval have been formulated to ensure that the proposed improvements for a bona fide eating establishment (Scoops on Tap) use will operate in a manner consistent with the Covina Municipal Code and will not negatively affect the public health, safety, and general welfare of the community. Therefore, as proposed, this criterion has been met.

C. **Findings for Site Plan Review (CMC Section 17.64.070)**

In order to approve the Site Plan Review (SPR) application, the Planning Commission must make the findings as listed below:

1. **All provisions of Title of the CMC are complied with and the following are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and there will be no adverse effect to surrounding properties: buildings, structures and improvements; vehicle ingress, egress and internal circulation; setbacks; building height; location of service; walls; and landscape materials.**

   **Fact:** As described in detail within the “Project Analysis”, the proposed project complies with all required provisions for the operation of a bone fide eating establishment (Scoops on Tap) with on-sale beer and wine sales within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone.” The proposed site improvements for a 260 square foot outdoor seating area follows all required development standards under the TCSP and is comparable with other nearby uses in the neighborhood due to the site located within an established area characterized by existing streets, sidewalks, walls, and mixed-use buildings/uses that conform well to surrounding neighborhood infrastructure, circulation and support services. The surrounding streets, North Citrus Avenue and San Bernardino Road have sufficient widths and capacities to safely accommodate the relatively minor additional daily trips than an on-sale beer and wine sales function within a restaurant would generate. As such, the proposed use will have no adverse effect to surrounding properties therefore, as proposed, this criterion has been met.

2. **The project design conforms to the general plan, the design guidelines, transportation demand management regulations, and any specific plans or guidelines applicable to the project;**

   **Fact:** The proposed scope of work is consistent and conforms to the City of Covina’s General Plan Goals No., Objective No. 3, Policy No. 7, in that the proposed use for a bone-fide eating establishment “...will not adversely affect the integrity of established commercial and/or industrial areas, or impose undue burdens on local infrastructure or services.” The proposed ice cream shop conforms to the City’s design guidelines for said use, as reviewed and determined by planning staff. The subject site is within 500 to 800 feet from the nearest public parking facilities (Metro link Parking Structure, Covina Police Department/Heritage Park public parking lot, and the city hall public parking lot), including existing angled street parking along Citrus Avenue, resulting in adequate parking for the proposed use. As such, the proposed scope of work satisfies all applicable guidelines to the project, as outlined under the Town Center Specific Plan TOD/HDR Zone Development Standards, the Covina Design Guidelines, and General Plan. Therefore, this criterion has been met.

3. **The project design is harmonious, consistent and complete within itself and functionally and visually compatible with neighboring structures and the area in which it is located;**
Fact: The subject site is located within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” a residential and commercial “mixed-use” district designed to blend such uses together, such as residential uses, retail/specialty shops, restaurants, artist studios and galleries, incubator, and creative office activities. Strong pedestrian connections to the Covina Metrolink station, nearby higher-density residential uses, and the historic core will contribute to a vibrant activity center and destination for visitors, transit riders, and employees. The project site is consistent with the TCSP objective design standards. No exterior façade changes to the building storefront are proposed, only a 260 square foot outdoor seating area with a 3’-6” wood panel patio fence enclosure to match existing outdoor patios areas within the City Ventures Development. Public Works staff reviewed and confirmed the proposed outdoor patio area is within private property and an encroachment permit is not required. Therefore, this criterion has been met.

4. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community;

Fact: The proposed Project is designed and in conformance with development standards consistent with the character, appearance, and features described within the Town Center Specific Plan’s “Transit-Oriented Development (TOD) / High Density Residential (HDR) Zone,” thereby facilitating the desired sustainability and stability adequate for its environment, the neighborhood and community it will serve. Therefore, this criterion has been met.

5. Proposed lighting is so arranged as to reflect lighting away from adjoining properties;

Fact: Any proposed exterior wall-mounted lighting will be shielded, directed, or illuminated away from neighboring properties. Accent lighting of buildings, trees, or other landscape features will accentuate those individual features with no spillover beyond the façade of the building or tree and be fully shielded and mounted as close as possible to the architectural feature of the building or tree being illuminated. Therefore, as conditioned, this criterion has been met.

6. Proposed signs will not by size, location, color or lighting, interfere with traffic or limit visibility;

Fact: Any proposed signage is not a part of this review and approval. As a condition of approval, a separate sign permit application and related plans will be required showing compliance with the Atwood Sign Program and City of Covina’s Sign Ordinance. Therefore, as conditioned, this criterion has been met.

7. Utility and street improvements pursuant to CMC Sections 17.64.120 and 17.64.130.

Fact: The applicant will be required to comply with utility and/or street improvements required by the Department of Public Works (Engineering, Traffic, and Environmental Services.) Therefore, as conditioned, this criterion has been met.

SECTION 3. The Planning Commission, based on its own independent judgement, has determined that this Project is categorically exempt pursuant to CEQA Guidelines Section 15301(a), Class 1 exemption, which consists of exterior alterations involving a 260 square foot outdoor seating area for a bona-fide eating establishment with on-site alcohol sales (Scoops on Tap). Staff finds that there is no evidence that the project will have a significant effect on the environment.
The Planning Commission further finds that there is no substantial evidence that the Project will have a significant effect on the environment.

SECTION 4. Based upon findings and conclusion set forth in Sections 1, 2 and 3 above, the Planning Commission hereby approves the application:

A. The Conditional Use Permit (CUP) 21-30 and Site Plan Review (SPR) 21-199 is hereby approved, subject to the conditions of approval set forth in the written record before the Commission incorporated here and attached hereto as Exhibit “A.”

B. In the event it is necessary, recommend to the City Council, the approval of a resolution adopting a Public Convenience of Necessity (PCN) affirming the determination.

C. The Secretary of the Planning Commission is directed to serve, by first-class mail, a written notice of this decision to the Applicant within five (5) days.

SECTION 5. This Resolution shall become effective immediately upon its adoption, subject to a 10 calendar-day appeal period

PASSED AND ADOPTED by the members of the Planning Commission of the City of Covina at a regular meeting thereof held on the 25th day of January, 2022.

JOHN CONNORS, CHAIRMAN
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 25th day of January, 2022, by the following vote of the Planning Commission:

AYES:
NOES:
ABSENT:
ABSTAIN:

COVINA PLANNING COMMISSION SECRETARY
The Conditional Use Permit (CUP) 21-30 and Site Plan Review (SPR) 21-199 shall allow the operation of a bona-fide eating establishment (Scoops on Tap) with on-site alcohol sales, and outdoor seating, within the Town Center Specific Plan’s “Transit Oriented Development (TOD)/High Density Residential (HDR)” Zone, located at 491 N. Citrus Avenue.

ALL OF THE FOLLOWING CONDITIONS APPLY TO THE PROJECT

A. TIME LIMITS:

1. Conditional Use Permit (CUP) 21-30 and Site Plan Review (SPR) 21-199: Approval of this application will expire two years from the date of Project approval if building permits are not issued unless otherwise extended pursuant to applicable laws. The applicant may apply to extend the expiration date for a maximum period of one year upon written request to the Director of Community Development a minimum of thirty (30) days prior to expiration. The request must be approved by the Planning Commission prior to expiration of the approved CUP and SPR applications.

B. PERMITTED AND UNPERMITTED USES AND ACTIVITIES:

1. The establishment shall maintain a valid California Alcohol and Beverage Control (ABC) license for on-site sale and consumption of alcohol in conjunction with a bona fide eating establishment (Type 41) at all times to serve alcohol. Any action taken by the ABC that would render the establishment unable to serve alcohol shall cause to be null and void any entitlements approved herein.

2. Approval of the sale and consumption of alcohol shall be null and void if the establishment ceases to operate as a bona fide eating establishment.

3. The establishment shall post clearly on the entrances, at the bar, and within the restrooms the following information on a single notice: the numbers of locally-serving taxicab companies, the location of the closest ride-sharing or taxicab pick-up and drop-off areas, the hours of services of locally-serving public transportation, and the names of locally-serving transportation network companies with available online dispatch capabilities.

4. No live entertainment is proposed. Should the applicant wish to include live entertainment in the future, he/she must obtain an Entertainment Permit with Covina Police Department.

5. Scoops on Tap will identify non-alcoholic, alcohol-infused, and alcoholic menu items, and display such notification in a prominent area, as determined by the Los Angeles County Health Department.
C. GENERAL REQUIREMENTS:

1. This approval will not be effective for any purposes until the Applicant has filed with the Planning Division an affidavit stating that it is aware of and agrees to accept all of the conditions of this approval as set forth herein and within 10 days from the date of this approval.

2. Applicant shall, at its own expense and with counsel selected by City, fully defend, indemnify and hold harmless City, its officials, officers, employees, and agents ("Indemnified Parties"), from and against any and all claims, suits, causes of action, fines, penalties, proceedings, damages, injuries or losses of any name, kind or description, specifically including attorneys’ fees, ("Liabilities"), arising in any way out of City’s approval of the Applications or the Project. Applicant’s indemnification obligation shall include, but not be limited to, actions to attack, set aside, void, or annul the City’s approval of the Applications, and Liabilities premised on, related to or invoking CEQA, including those arising out of City’s decisions related to the Project’s CEQA documents. City shall promptly notify Applicant of any such claim, action or proceeding, and shall cooperate fully in the defense of such claim, action, or proceeding. Applicant’s indemnification obligations shall not be limited to the amount of insurance coverage that may be available to Applicant, and shall not otherwise be restricted or confined by the presence or absence of any policy of insurance held by City or Applicant.

3. Applicant's obligations, as set forth above, shall survive the completion or abandonment of the Project or the issuance of a certificate of occupancy with respect thereto. However, Applicant’s obligations after the issuance of a certificate of compliance for the Project shall be limited to indemnifying and defending the Indemnified Parties from legal challenges filed to set aside any part of the Project or its related components. The provisions of this condition are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to the City. Further, all obligations and Liabilities under this Condition are to be paid by the Applicant as they are incurred. Applicant's obligations to indemnify under this Condition shall include the obligation of the Applicant to defend City with legal counsel of City's own choosing.

4. In the event the applicant requires approval of a Public Convenience or Necessity (PC or N), the applicant shall obtain the approval of the City Council approving a resolution adopting a Public Convenience or Necessity (PC or N) affirming the determination.

5. The Project Site and all improvements thereon, including landscaping, must be maintained in a sound, healthy, and attractive condition reasonably free of weeds, visible deterioration, graffiti, debris and/or other conditions that violate the Covina Municipal Code.

6. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition or mitigation measure imposed hereunder or any provision of the Covina Municipal Code must be paid by the applicant.

7. Approval of the CUP and SPR applications shall not waive the applicant's obligation for compliance with all other applicable sections of the Covina Municipal Code, the Covina Design Guidelines, Town Center Specific Plan and all other applicable plans.

8. The Project Site shall be developed and maintained in accordance the approved plans on file with the Community Development Department, all representations of record made by the Applicant(s), the conditions contained herein, the Covina Municipal Code, the Town Center Specific Plan and the Covina Design Guidelines.
9. Copies of the signed Resolution No. 2022-001 PC shall be included on the plans (full size) for submittal of plan check.

10. Window painting and posters shall not exceed 50 percent of the window area on the building face on which the painting or poster is located.

11. The Project Site must be clean and reasonably free of trash and construction debris, and all construction equipment must be removed from the Project Site prior to issuance of the last certificate of occupancy for the production units.

D. BUILDING AND SAFETY DIVISION

1. Submit 4 sets of complete plans including any proposed utilities and earthwork/grading. The Project must comply with the 2019 California Building Code and Standards. (see handouts for min submittal requirements for construction plan check)

2. Two sets each of any structural and energy calculations shall be submitted with the above-mentioned plans, if applicable. All calculations must bear an original signature from the documented author.

3. This Project must comply with applicable Federal and State Accessibility requirements to and throughout the buildings. Include compliance methods and structural details on the plans.

4. This Project must comply with applicable Federal and State Accessibility requirements to and throughout the buildings. Include compliance methods and structural details on the plans. It is recommended that an independent CASp review of the project be performed although your new facility may have already been approved and permitted by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, such as placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can review your improvement plans and provide an access compliance evaluation of your facility’s public accommodation areas that may not be part of the alteration.

5. Demolition 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 applicable 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 the relevant permit application for all demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has adhered to the applicable notification requirements to the SCAQMD, a formal demolition plan and permit must be obtained from the Building and Safety Division. SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381.

6. Construction activity within 500’ of a residential zone is prohibited between the hours of 6:00 pm and 7:00 am on Monday through Friday and between 5 pm and 8 am on Saturday and all day on Sunday and Holidays unless otherwise permitted.

7. The Applicant shall pay the applicable SB 50 development impact fees to the School District prior to issuance of the first building permit for production units.
8. Construction plans must be reviewed by Los Angeles County Fire Department. 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

9. The building plan check process may address additional concerns. Approved Plans will be routed to the Planning, Engineering, Water, and Environmental Services Departments for review. These departments will individually determine other requirements.

E. PUBLIC WORKS - ENGINEERING DIVISION

1. If the proposed outdoor dining area encroaches into the public right-of-way, the applicant shall obtain an Encroachment Permit from the Engineering Department.

2. The applicant shall verify compliance with all ADA clear path requirements for the public walkway in front of the restaurant.

3. The applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way (ROW). All work within the public ROW shall be in accordance with applicable standards of the City of Covina, i.e. Standard Specifications for Public Works Construction (Green Book), and the Work Area Traffic Control Handbook (WATCH).

F. PUBLIC WORKS – ENVIRONMENTAL SERVICES DIVISION

None provided.

I. PUBLIC WORKS – WATER SERVICES DIVISION

None provided.

J. LOS ANGELES COUNTY FIRE DEPARTMENT – FIRE PREVENTION DIVISION

1. Comply with Los Angeles County Fire Department Codes and Regulations.
G. COVINA POLICE DEPARTMENT

1. Covina Police Department recommends that each future tenant have a video surveillance system and meet Police Department’s requirements. In addition, Police will comment later on the proposed exterior lighting.

2. When applicable, the owner or operator shall contract with a security company for security personnel or hire security personnel as employees.
   a. If the owner or operator chooses to hire a security company, the security company must be licensed to operate in both the State of California and the City of Covina. Additionally, all employees who are assigned to work the premises must be licensed by the State of California as security guards and be in good standing throughout their time of employment.
   b. In the event the owner or operator or manager provide their own security personnel, all personnel must be employed only as security personnel and not have other responsibilities while acting in that capacity. Additionally, all employees acting as security personnel must be licensed and in good standing with the State of California through their time of employment.

3. The Police Department may, after meeting with owners or managers of the establishment, increase the number of required security personnel or planned events or incidents where the police department determines that the number of on-duty security personnel is deficient.

4. At no time will any security personnel, whether employed by a private company or licensed by the City or employed by the establishment, be armed with any type of firearm.

5. The owners, operators, managers and all employees shall adhere to and obey all State laws and City ordinances relating to the service, consumption and possession of alcoholic beverages. Any violations of State laws or City ordinance will be presented to the District Attorney's office for prosecution and will be grounds for revocation or modification of this permit.

6. No alcoholic beverages or their containers, such as bottles and glasses, will be present other than in the storage area after 2:00 a.m. every day.

7. Only on-duty employees will be allowed inside the establishment during non-operating hours.

8. The owners or operators will be responsible for ensuring they are in compliance with the restrictions, provisions and guidelines of their license from the State of California Alcoholic Beverage Control (ABC) Board, and including if required, the ratio of alcoholic beverage sales to food sales.

9. The permittee and the operator of any business at the premises shall install, use, and maintain in good working condition a video security system capable of viewing and recording events at the premises as approved by the Chief of Police. The video security system shall be on and operating at all times by common areas, development entrances and exits, and parking areas. The video security system shall be of such to provide images of such a resolution as to clearly identify individuals for later identification. Security systems could deter and prevent public nuisances. Installation and approval shall occur prior to the release of the occupancy or approval of business license.
10. The permittee and the operator of any business at the premises shall ensure that at least one employee or other person is present on the premises during normal business hours with the necessary knowledge and skill to operate the video security system so that he or she is able to provide the Covina Police Department copies of video recordings immediately upon request.

END OF CONDITIONS
TO: Chairman and Members of the Planning Commission

FROM: Brian K. Lee, AICP, Director of Community Development

SUBJECT: Study Session to Amend Chapter 17.69 ("Accessory Dwelling Units") subject to standards set forth under California State Law

BACKGROUND

A Zoning Code Amendment to Chapter 17.69 ("Accessory Dwelling Units") (Exhibit A) is proposed in response to recent changes in State law regarding accessory dwelling units ("ADUs"). New ADU laws are intended to stimulate housing production, particularly lower-cost housing options for households of modest means. ADUs have been promoted as a way to expand affordable housing opportunities while also creating revenue for homeowners who are financially stretched by high mortgage payments or living on fixed incomes. The new laws are intended to expand the supply of affordable housing by reducing the development cost of ADUs and simplifying the approval process.

On May 7, 2019, the Covina City Council adopted Ordinance 19-07 establishing regulations for the development of accessory dwelling units.

On December 1, 2020, the Covina City Council adopted Ordinance 20-10 amending Chapter 17.69 "Accessory Dwelling Units" subject to revised standards set forth under State law.

The proposed ADU Ordinance amendment (Exhibit A) seeks to facilitate development of ADUs consistent with State law while preserving the character of established neighborhoods to the extent possible within the limitations established by the Legislature. Cities must either adopt local regulations for ADUs or process ADU applications subject to the standards set forth in State law. Any local ADU regulations that are inconsistent with State standards are deemed "null and void." Amending our city ordinance provides staff with the limited flexibility to tailor ADU regulations to address local conditions within the parameters established in State law. The proposed ordinance would amend current regulations for Accessory Dwelling Units that are contained in Zoning Code Chapter 17.69 (Accessory Dwelling Units).
DISCUSSION

One of the State’s key housing strategies is to encourage the construction of ADUs by streamlining the local approval process. The new laws, which are codified in Section 65852.2 of the California Government Code, limit discretion in regulation ADUs. The most significant requirements in State ADU law include:

- Ministerial (‘by-right”) permit process that limits the local review process to conformance with objective criteria and eliminates public hearings and CEQA review
- ADUs do not conflict with single-family zoning and are not counted in determining density
- Limitations on local discretion related to development standards such as unit size, setbacks, off-street parking.

Since its enactment in January 2019, staff has received 112 ADU submittals. Of the 112 submittals received, 12 are 2-story ADUs and 9 are ADUs in multi-family lots. A summary table listing the total number of ADUs under review by Planning, Building & Safety, Number of Permits Issued, and Number of Permits Finaled/Closed are summarized in the table below and referenced in detail under Exhibit C. GIS maps identifying all ADUs in Covina, Single Story ADUs, and 2-Story ADUs are also referenced under Exhibit D.

<table>
<thead>
<tr>
<th>Under Planning Review</th>
<th>Under Building Review</th>
<th>Permits Issued</th>
<th>Permit Finaled and Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>33</td>
<td>32</td>
<td>26</td>
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</table>

Exhibit B summarizes (1) the major provisions of State ADU law, (2) identifies those areas where cities have discretion to tailor their regulations based on local conditions, and (3) indicates how the proposed ordinance conforms with State requirements. In light of recent community concerns and volume of ADU submittals received, the proposed ordinance amendment includes changes in areas where local jurisdiction has the discretion to tailor its regulations based on recent local conditions. Areas in need of well-defined language within our ordinance include Building Height and ADU Size Limits, Design Review/Objective Design Standards, ADUs on Multi-family lots, ADUs on Hillside properties & High Fire Severity Zones.

1. Building Height. These changes are proposed as a result of complaints received by staff regarding privacy impacts/nuisances resulting from two-story ADUs that are 4 feet from the side and rear property line. Currently, in residential zones, the building height limit is 35 feet however, such structures are setback 25 feet from the rear property line, providing a privacy buffer between properties, as well as to minimize the overall scale of a 2-story residential structure in relation to neighboring properties. Established residential development standards aide in creating a site layout design that is not as intrusive to neighboring properties. Accessory structures, such as a garage, recreation room, or storage room, can vary between 0 to a 5-foot setback from a side and rear property line. Such structures are also limited to a 15-foot height limit, making the structure less obtrusive to neighboring properties. A proposal to construct an ADU above of a garage, with 4-foot setback from the property line creates an a larger structure that is intrusive to adjoining
properties that no longer have a rear yard buffer that provides privacy to adjoining properties. In light of complaints received by the community, a 16-foot height limit on all ADUs is proposed.

2. **Design Review & Size Limits.** State law limits design review unless objective design standards are established. State law defines objective standards as those that "involve no personal or subjective judgement by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and public official prior to submittal." The intent of Objective Design Standards is to provide applicants and developers with a clear understanding of the City’s expectations for residential project design. Objective design standards are written as requirements, rather than guidelines. The State of California continues to enact new laws that require streamlined housing approval by establishing a by-right, ministerial approval process for residential development. Key to ministerial approval is the replacement of subjective design guidelines with objective standards. The quality of building design and site planning has a profound effect on the economic and spiritual health of a community and the well-being of its inhabitants. Attractive design, quality construction, and good land use planning strengthen the image, economy, character and stability of a community while unattractive design and poor planning adversely affects its image and welfare of its residents. The proposed objective design standards for ADUs will assist applicants and developers in providing clear and concise development requirements for a better and quality design.

**Size Limits.** State Law provides a maximum floor area of 1,200 square feet for a detached ADU’s and 50% floor area of primary dwelling (1,200 max) for an attached ADU. In many cases, applicants and developers attempt to maximize the ADU size, regardless of lot size and its available open space, resulting in a 2-story ADU option to maximize the 1,200 square foot allowable ADU size. Staff recommends a size reduction from 1,200 to 1,000 square feet. In doing so, the applicant is afforded the right to construct an ADU (within the parameters afforded to the applicant per State Law, which is a minimum 800 square foot “by right” ADU) and, a smaller ADU will be more to scale with its lot size and partial preservation of private open space will be maintained, while also serving as a buffer to neighboring properties. Below are the proposed “Objective Design Standards” for your consideration:

A. **Design.**

1. The colors, exterior finishes, and roof pitch of the ADU shall match those of the primary dwelling. The roof slope of the ADU must match that of the dominant roof slope of the primary dwelling, which is the slope shared by the largest portion of the roof.

2. If the applicant seeks to build an ADU in a garage, and such ADU requires an expansion of more than 150 square feet, the garage door shall be removed and the opening shall be treated and finished to match the primary residence.
3. All windows shall have exterior trims and sills. Exterior window treatments that face the front and side facades of the ADU must include at least one of the following: decorative shutters, awnings, window shades, or bay windows.

4. Each ADU shall provide a minimum of 60 square feet of covered porch entry with decorative railing and decorative porch lighting.

B. Height. Maximum building height shall not exceed 16 feet in height. An accessory dwelling unit shall not be constructed as a second-story addition to an existing single-family residence or as a second story above an accessory structure.

C. Unit Size. The maximum size of an ADU shall be 850 square feet for a studio or one-bedroom unit and 1,000 square feet for an ADU with two or more bedrooms.

D. Lot Coverage. An accessory dwelling unit larger than 800 square feet shall not cover more than 35 percent of the required rear yard within single family zones.

E. Separation from Primary Unit. A detached ADU larger than 800 square feet shall be separated from the primary dwelling and any other accessory structure by at least 6 feet (measured from eave to eave).

F. Entryway. In cases, where proposed ADU is on a corner lot or reverse corner lot, the entry to an ADU shall face the public right-of-way and shall have a roof cover.

G. Site Plan. A detached ADU shall be located behind the rear building line of the primary residence.

H. Grading and Drainage. Finished ground surfaces/slopes within 5 feet of the ADU shall slope away from the structure at a 5% minimum slope. All exterior hard surfaces shall be installed with a 1% minimum slope and shall drain away from the ADU. Drainage swales and drainage pipes shall have a minimum slope of 1%. Lot grading shall not slope towards property lines in a manner which would cause storm flows onto neighboring properties.

3. ADUs on Multi-family lots. Staff is recommending amending the city ADU Ordinance to be in conformance with recent changes in State Law that now allow ADUs on multi-family lots:

a. Accessory Dwelling Units in Multifamily Buildings. Multiple ADUs within the portions of an existing multifamily dwelling, in spaces not used as living space. Examples include conversion of storage rooms, boiler rooms, attics, basements, and garages. Each unit must comply with building code. The number of ADUs that may be created in a multifamily dwelling is equal to 25% of the number of existing units, or one accessory unit, whichever is greater.

Detached ADUs on Multifamily Lots: Not more than two detached ADUs, on a lot with an existing multifamily dwelling. The accessory units are subject to a 16-foot height limit and must maintain at least a 4-foot rear and side yard setback. An applicant may apply to build ADUs either under paragraph “3” or paragraph “4” but not both.
4. **ADUs on Hillside properties & High Fire Severity Zones.** Staff has also received ADU submittals for hillside properties. In light of recent submittals in such areas, staff is proposing new development standards for ADUs on hillside properties and High Fire Severity Zoned areas. Below are the development standards proposed for your consideration.

R. Detached ADU sited within four to one or greater slopes whether upslope or downslope, or within the High to Very High Fire Hazard Severity Zone (FHSZ) designation from Los Angeles County Fire Department, shall meet the following requirements:

1. May encroach into the four to one (4:1) or greater slopes by a maximum distance of 6 feet;
2. Require Planning review and Los Angeles County Fire Department Review;
3. Provide fire sprinkles to ADU;
4. Provide a minimum 10 feet fire defensive zone around the ADU (Defensible space is the buffer that is created between a building on the property and the grass, trees, shrubs, or any wildland area that surround it. CALFIRE);
5. Comply with construction requirements in the California Building Code and California Residential Code that are specific to the wildland-urban interface fire area.
6. Roof material shall be tiles, slate or imitation thereof. Where the roof material for the main house consists of composition shingles, detached ADU can include the same material. If composition shingles are used, 40-year or higher-grade architectural dimension shingles shall be used.

S. Grading, filling, excavating and construction activities must comply with health and safety requirements of California Building and Grading Standards. Detached ADUs between 500 and 1,200 square feet must submit a drainage plan that provides: existing and proposed topography of the property; existing and proposed drainage system consisting of swales, pipes, catch basins, inlets, outlets; and historic drainage patterns that demonstrate it has not altered in a manner to cause drainage problems to neighboring properties.

**RECOMMENDATION**

Staff recommends that the Planning Commission provide feedback and receive public comments. No action is required of the Planning Commission.

Prepared by:

Mercenia Lugo  
Senior Planner

Brian K. Lee, AICP  
Director of Community Development
ATTACHMENTS:

Exhibit A – Draft ADU Ordinance Amendment
Exhibit B - Comparison of State ADU Law and Proposed Ordinance
Exhibit C – Summary Tables of ADUs
Exhibit D- GIS Maps of ADUs in Covina
ATTACHMENTS:

Exhibit A – Draft ADU Ordinance Amendment
Exhibit B - Comparison of State ADU Law and Proposed Ordinance
Exhibit C – Summary Tables of ADUs
Exhibit D- GIS Maps of ADUs in Covina
Exhibit A
Draft ADU Ordinance Amendment
DRAFT ORDINANCE NO. ___

AN ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, AMENDING VARIOUS SECTIONS OF THE ZONING CODE (TITLE 17 OF THE COVINA MUNICIPAL CODE) REGARDING ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, AND MAKING A DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

WHEREAS, the California Department of Housing and Community Development has determined that housing production is not keeping pace with demand, and the housing shortage is causing people to drive longer distances between a home that is affordable and where they work, or double up to share space, both of which reduces quality of life and produces negative environmental impacts;

WHEREAS, accessory dwelling units can address a portion of the need for additional housing;

WHEREAS, recent amendments to California Government Code Sections 65852.2 and 65852.22 became effective on January 1, 2020 that regulate the development of Accessory Development Units (“ADUs”) and Junior Accessory Development Units (“JADUs”); and,

WHEREAS, Zoning Code Amendment (ZCA) 19-07 was adopted May 7, 2019 amending various provisions of Title 17 (Zoning) of the Covina Municipal Code (CMC) to establish appropriate standards and procedures related to accessory dwelling units consistent with State law collectively, the proposed" Zoning Code Amendments”;

WHEREAS, recent amendments to California Government Code Sections 65852.2 and 65852.22 became effective on January 1, 2021 that regulate the development of Accessory Development Units (“ADUs”) and Junior Accessory Development Units (“JADUs”) necessitate amendment to 17.69 for compliance and clarity; and,

WHEREAS, Zoning Code Amendment (ZCA) 20-10 was adopted December 1, 2020 amending various provisions of Title 17 (Zoning) of the Covina Municipal Code (CMC) to establish appropriate standards and procedures related to accessory dwelling units consistent with State law collectively, the proposed" Zoning Code Amendments”;

WHEREAS, CMC Section 17. 80. 010 provides that any amendment to the text of Title 17 (Zoning) of the CMC that imposes any regulation not theretofore imposed or removes or modifies any such regulation theretofore imposed shall be made according to the procedure set forth in CMC Sections 17. 80. 020 through 17. 80. 070; and,

WHEREAS, CMC Section 17. 80. 020 provides that the Planning Commission may initiate proceedings by motion and then hold public hearings and make a recommendation on proposed Zoning Code text amendments as provided in CMC Sections 17. 80. 030 through 17. 80. 050; and,

WHEREAS, CMC Section 17. 80. 030 provides that the City’ s Planning Department shall
study the proposed amendment and shall provide information necessary to assure action
consistent with the intent of Title 17 (Zoning) of the CMC and the City of Covina General Plan;
and,

WHEREAS, CMC Section 17. 80. 040 provides that after the Planning Commission
initiates proceedings by motion, the Community Development Director shall give notice of a
public hearing in accordance with Sections 17. 80.040.B. and C.; and,

WHEREAS, CMC Section 17. 80. 050 provides that the Planning Commission shall hold
a public hearing on the date and at the time and place specified in the notice; and,

WHEREAS, on __________, 2021, during a duly noticed public hearing, the Planning
Commission adopted Resolution __________, recommending to the City Council the adoption of
this Ordinance No. ___ approving a Notice of Exemption and the amendments herein; and,

WHEREAS, on __________, 2021, the City Council held a duly noticed public hearing
at which time interested persons had an opportunity to testify in support of, or opposition to, the
proposed amendments, and at which time the City Council considered the Notice of Exemption
and Zoning Text Amendment; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN
AS FOLLOWS:

Section 1. The above recitals are all true and correct.

Section 2. The City Council has reviewed and considered the information included in
the General Plan, Zoning Code and Staff Report for the Public Hearing and public testimony
prior to taking action on this Ordinance. This information is on file and available at the
Community Development Department at Covina City Hall.

Section 3. The City Council finds that the proposed Ordinance amends portions of the
Covina Municipal Code is in substantial compliance with State law and is consistent with the
following goals and policies of the General Plan and would not be detrimental to the public
interest, health, safety, convenience, or welfare of the City. Applicable General Plan goals are
identified below with a description of how the Accessory Dwelling Unit/Junior Accessory Dwelling
Unit Ordinance furthers the goals of the General Plan:

A. Policy 2 Facilitate housing production commensurate with projected needs for
households of all types and income levels.

B. Policy 4 Mitigate potential constraints to housing for households of all income levels
and persons with disabilities.

C. Policy 5 Affirmatively further fair housing and equal housing opportunities for all
persons.

Section 4. The City Council has independently reviewed and considered the
requirements of the California Environmental Quality Act ("CEQA") and finds and determines
that the adoption of this Ordinance is exempt pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282 (h), as an action to implement the provisions of Government Code Sections 65852.2 and 65852.22.

Section 5. Section 17.04.013 (Accessory dwelling unit) of Chapter 17.04 (Definitions and Standards) of Title 17 (Zoning) of the Covina Municipal Code is hereby amended to read as follows:

“17.04.013 “Accessory Dwelling Unit” or “ADU” has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time.”

Section 6. Subdivision “C” of Section 17.08.020 (Permitted Uses) of Chapter 17.08 (A-1 Agricultural and Residential Zone (Single-Family)), Section 17.12.020 (Permitted Uses) of Chapter 17.12, Section 17.14.020 (Permitted Uses) of Chapter 17.14, Section 17.16.020 (Permitted Uses) of Chapter 17.16, Section 17.18.020 (Permitted Uses) of Chapter 17.18, Section 17.20.020 (Permitted Uses) of Chapter 17.20, Section 17.22.020 (Permitted Uses) of Chapter 17.22, Section 17.24.020 (Permitted Uses) of Chapter 17.24, and Section 17.26.020 (Permitted Uses) of Chapter 17.26, of Title 17 (Zoning) of the Covina Municipal Code is hereby amended to read as follows, with all other subsections to remain the same:

“Accessory dwelling units and junior accessory dwelling units, subject to the provisions of Chapter 17.69 CMC;”

Section 7. Chapter 17.69 (Accessory Dwelling Units) of Title 17 (Zoning) of the Covina Municipal Code is hereby amended in its entirety to read as follows:

“Chapter 17.69 Accessory Dwelling Units and Junior Accessory Dwelling Units.

17.69.010 Intent.
17.69.015 Definitions.
17.69.020 Application and Approval Process.
17.69.030 Accessory Dwelling Unit Development Standards.
17.69.040 Local Accessory Dwelling Unit Development Standards.
17.69.050 Junior Accessory Dwelling Unit Development Standards.
17.69.010 Intent.

This chapter is intended to implement the requirements of California Government Code Section 65852.2 regarding accessory dwelling units (ADUs) and 65852.22 regarding junior accessory dwelling units (JADUs). In the event of a conflict between the Government Code, as it may be amended from time to time, and this chapter, the Government Code shall prevail. In the event of a conflict between this chapter and another provision of this code, this chapter shall prevail.

17.69.015 Definitions.

The following words shall have the meanings set forth below, unless the context otherwise permits or requires:
1. "Accessory Dwelling Unit" or "ADU" has the meaning ascribed in Government Code Section 65852.2, as the same may be amended from time to time.

2. "Attached ADU" means an ADU that is constructed as a physical expansion (i.e., addition) of the Primary Dwelling and shares a common wall with the Primary Dwelling.

3. "Detached ADU" means an ADU that is constructed as a separate structure from the Primary Dwelling, which does not share any walls with the Primary Dwelling.

4. "Existing structure" means an existing single-family dwelling, multi-family dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the City, and other applicable law.

5. "Junior Accessory Dwelling Unit" or "JADU" has the meaning ascribed in Government Code Section 65852.22, as the same may be amended from time to time.

6. "Primary dwelling" means the existing or proposed single-family dwelling or multi-family dwelling on the lot where an ADU would be located.

7. "Public transit" has the meaning ascribed in Government Code Section 65852.2(j), as the same may be amended from time to time.

9. "Tandem parking" means two or more automobiles parked on a driveway or in any other location on a lot, lined up behind one another.

17.69.020 Application and Approval Process.

A. An application for an accessory dwelling unit or junior accessory dwelling unit shall be considered ministerially, without discretionary review or a hearing, within 60 days after receiving a complete application. Certain accessory dwelling units are reviewed through a ministerial building permit only process and shall be subject only to the standards in Section 17.69.030 (see paragraph "D" below), whereas other accessory dwelling units are subject to a ministerial Planning ADU Review and subject to the standards in Section 17.69.030 and the local standards in Section 17.69.040 (see paragraph "E" below). Junior accessory dwelling units shall be reviewed through a ministerial building permit only process and shall be subject only to the standards in Section 17.69.050 (see paragraph "D" below).

B. If an accessory dwelling unit is being proposed as part of a newly proposed accessory structure, the application for the accessory dwelling unit may be considered separate from, and after, the application for the accessory structure.

C. The lot shall contain an existing primary unit at the time an application for an accessory dwelling unit or junior accessory dwelling unit is submitted, or the application for the accessory dwelling unit or junior accessory dwelling unit may be made in conjunction with the development of the primary unit. Where the applicant needs a discretionary approval for the primary dwelling unit, commencement of the 60-day review period shall commence upon the approval of the primary dwelling unit. However, the City may choose to process the accessory dwelling unit / junior accessory dwelling unit and the primary dwelling unit concurrently, so long as the application for the accessory dwelling unit / junior accessory dwelling unit is approved within 60
days after the approval of the primary structure and the primary structure is issued building permits prior to or concurrent with the accessory dwelling unit / junior accessory dwelling unit.

D. The Director of Community Development, or designee, shall approve an application for the following accessory dwelling units and junior accessory dwelling units in a streamlined building permit only process, so long as the proposed ADU complies with the requirements of Section 17.69.030:

1. Accessory Dwelling Units on Single Family Lots (Conversions and Simultaneous Proposals): One accessory dwelling unit within the space of an existing or proposed single-family dwelling or a detached accessory dwelling unit in an existing accessory structure. The accessory dwelling unit may expand the space of the existing accessory structure by up to 150 square feet beyond the physical dimensions of the accessory structure to allow for ingress and egress. Rear and side yard setbacks must be sufficient for fire and safety. The accessory dwelling unit must have exterior access separate from the proposed or existing single-family dwelling. An ADU allowed under this subparagraph may be combined with a JADU authorized under Section 17.69.050.

2. Detached Accessory Units on Single Family Lots: One detached, new construction ADU, so long as the ADU maintains at least a 4-foot rear and side yard setback, does not exceed 800 square feet, and does not exceed a height of 16 feet. This ADU may be combined with a JADU authorized under Section 17.69.050.

3. Accessory Dwelling Units in Multifamily Buildings. Multiple ADUs within the portions of an existing multifamily dwelling, in spaces not used as living space. Examples include conversion of storage rooms, boiler rooms, attics, basements, and garages. Each unit must comply with building standards. The number of ADUs that may be created in a multifamily dwelling is equal to 25% of the number of existing units, or one accessory unit, whichever is greater.

4. Detached ADUs on Multifamily Lots: Not more than two detached ADUs, on a lot with an existing multifamily dwelling. The accessory units are subject to a 16-foot height limit and must maintain at least a 4-foot rear and side yard setback. An applicant may apply to build ADUs either under paragraph “3” or paragraph “4” but not both.

E. For an accessory dwelling unit that does not qualify for the approvals under subdivision “D” above, the Director of Community Development, or designee, shall approve a ministerial Planning ADU Review if the ADU complies with the standards in Section 17.69.030 and the local standards in Section 17.69.040.

17.69.030 Accessory Dwelling Unit Development Standards.

The following standards shall apply to all accessory dwelling units:

A. No more than one accessory dwelling unit and one junior accessory dwelling unit shall be permitted on any one lot.

B. The minimum gross floor area of an accessory dwelling unit shall be 220 square feet.

C. The total area of floor space for an attached accessory dwelling unit shall not exceed
50 percent of the existing primary dwelling living area, with a maximum floor area of 1,200 square feet.

D. The accessory dwelling unit may be rented but shall not be sold or otherwise conveyed separately from the primary residence on the lot. The owner of the lot shall enter into a restrictive covenant with the city providing that the accessory dwelling unit shall not be sold, or title thereto transferred separate from that of the property as a whole, and shall not be leased for a period of less than 30 consecutive days.

E. An attached accessory dwelling unit shall have a separate entrance.

F. In addition to the required parking for the primary unit, one off-street parking space shall be provided on the same lot that the accessory dwelling unit is located. However, this paragraph "F" shall not require an off-street parking space if:

1. The accessory dwelling unit is located within one-half mile, measured in walking distance, of public transit, including bus stops;

2. The accessory dwelling unit is located within an architecturally and historically significant historic district;

3. The accessory dwelling unit is part of the proposed or existing primary residence or an existing accessory structure;

4. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit; or

5. When there is a designated parking space for a car share vehicle located within one block of the accessory dwelling unit.

G. Off-street parking shall be permitted in front, side, and rear yard setback areas or through tandem parking. The parking does not need to be covered or in an enclosed garage.

H. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or where such structure is converted into an accessory dwelling unit, any off-street parking required for the primary residence that is lost shall not be required to be replaced.

I. No setback shall be required for an existing legally constructed garage that is converted to an accessory dwelling unit, or for a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit. Side yard and rear yard setbacks of four feet shall be required for any other accessory dwelling unit.

J. Upon approval of an accessory dwelling unit on a lot, the lot shall not be further divided unless there is adequate land area to divide the lot consistent with the general plan and zoning designation.

K. A parcel with an existing guest house may not also have an accessory dwelling unit; however, a guest house may be converted to an accessory dwelling unit subject to the provisions of this chapter.
L. Except as otherwise required herein, all construction, structural alterations or additions made to create an accessory dwelling unit shall comply with current development standards and building, electrical, fire and plumbing codes. This includes a requirement that all accessory dwelling units shall comply with the grading standards and permit processes and requirements for development on slopes.

M. Except as otherwise required herein, the accessory dwelling unit shall be subject to the same minimum required front yard setback as the main dwelling unit.

N. A detached accessory dwelling unit that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum 4-foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, or open space. For any other detached accessory dwelling unit, lot coverage, floor area ratio, and open space requirements for the underlying zone shall apply.

O. Fire sprinklers are not required for ADUs if they are not required for the primary residence, as determined by the Fire Marshal.

P. If the ADU will be connected to an onsite wastewater treatment system, the city may require that approval from the Regional Water Quality Control Board and a percolation test has been completed within the last 5 years, or 10 years in the case of tests that have been recertified.

Q. An ADU proposed on a lot or parcel that is not served by a public sanitary sewer system shall require approval by the Los Angeles County Department of Public Health, and any other applicable agencies, of a private sewage disposal system, prior to Building and Safety Division permit issuance.

R. Detached ADU sited within four to one or greater slopes whether upslope or downslope, or within the High to Very High Fire Hazard Severity Zone (FHSZ) designation from Los Angeles County Fire Department, shall meet the following requirements:
   1. May encroach into the four to one (4:1) or greater slopes by a maximum distance of 6 feet;
   2. Require Planning review and Los Angeles County Fire Department Review;
   4. Provide fire sprinkles to ADU;
   5. Provide a minimum 10 feet fire defensive zone around the ADU (Defensible space is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. CALFIRE);
   6. Comply with construction requirements in the California Building Code and California Residential Code that are specific to the wildland-urban interface fire area.
   7. Roof material shall be tiles, slate or imitation thereof. Where the roof material for the main house consists of composition shingles, detached ADU can include the same material. If composition shingles are used, 40-year or higher grade architectural dimension shingles shall be used.

S. Grading, filling, excavating and construction activities must comply with health and safety requirements of California Building and Grading Standards. Detached ADUs between
500 and 1,200 square feet must submit a drainage plan that provides: existing and proposed topography of the property; existing and proposed drainage system consisting of swales, pipes, catch basins, inlets, outlets; and historic drainage patterns that demonstrate it has not altered in a manner to cause drainage problems to neighboring properties.

17.69.040 Local Accessory Dwelling Unit Standards.

An accessory dwelling unit approved pursuant to the Planning ADU Review process shall comply with the following standards, in addition to the standards in Section 17.69.030:

A. Design.

1. The colors, exterior finishes, and roof pitch of the ADU shall match those of the primary dwelling. The roof slope of the ADU must match that of the dominant roof slope of the primary dwelling, which is the slope shared by the largest portion of the roof.

2. If the applicant seeks to build an ADU in a garage, and such ADU requires an expansion of more than 150 square feet, the garage door shall be removed and the opening shall be treated and finished to match the primary residence.

3. All windows shall have exterior trims and sills. Exterior window treatments that face the front and side facades of the ADU must include at least one of the following: decorative shutters, awnings, window shades, or bay windows.

4. Each ADU shall provide a minimum of 60 square feet of covered porch entry with decorative railing and decorative porch lighting.

B. Height. Maximum building height shall not exceed 16 feet in height. An accessory dwelling unit shall not be constructed as a second-story addition to an existing single-family residence or as a second story above an accessory structure.

C. Unit Size. The maximum size of an ADU shall be 850 square feet for a studio or one-bedroom unit and 1,000 square feet for an ADU with two or more bedrooms.

D. Lot Coverage. An accessory dwelling unit larger than 800 square feet shall not cover more than 35 percent of the required rear yard within single family zones.

E. Separation from Primary Unit. A detached ADU larger than 800 square feet shall be separated from the primary dwelling and any other accessory structure by at least 6 feet (measured from eave to eave).

F. Entryway. In cases, where proposed ADU is on a corner lot or reverse corner lot, the entry to an ADU shall face the public right-of-way and shall have a roof cover.

G. Site Plan. A detached ADU shall be located behind the rear building line of the primary residence.

H. Grading and Drainage. Finished ground surfaces/slopes within 5 feet of the ADU shall slope away from the structure at a 5% minimum slope. All exterior hard surfaces shall be installed with a 1% minimum slope and shall drain away from the ADU. Drainage swales and
drainage pipes shall have a minimum slope of 1%. Lot grading shall not slope towards property lines in a manner which would cause storm flows onto neighboring properties.

I. Fees Charged for Accessory Dwelling Units.

1. Utility Connection Fees and Capacity Charges. Where an accessory dwelling unit will be developed within the space of an existing single-family dwelling or accessory structure (i.e., an ADU conversion), and the ADU qualifies for approval with just a building permit, the City shall not require the applicant to install a new or separate utility connection nor charge connection fees or capacity charges. However, the City may charge connection fees and capacity charges for an ADU that is constructed in conjunction with a new single-family dwelling or if it is a newly constructed ADU that is not a conversion of existing space.

2. Impact Fees. The applicant shall pay to the city all applicable impact fees imposed on new residential development, including, but not limited to, park and recreational facility fees. Impact fees shall not apply to an ADU less than 750 square feet in size. For larger ADUs (i.e., 750 square feet or more), impact fees shall be charged proportionally to the square footage of the primary dwelling unit. For example, if a primary dwelling is 1,600 square feet and a proposed accessory dwelling unit is 800 square feet, the applicable impact fee for the accessory dwelling unit is 50% of the amount of the fee for the single-family dwelling.

17.69.050 Junior Accessory Dwelling Units.

A. These provisions are adopted pursuant to California Government Code Sections 65852.2 and 65852.22. The purpose of these standards is to establish standards for the development of junior accessory dwelling units in a manner that preserves the integrity of single-family development, avoids adverse impacts on such areas, and provides additional housing opportunities consistent with state law.

B. As stated in Section 17.69.020, an application for a building permit to create a JADU shall be considered ministerially, without discretionary review or a public hearing, and approved within 60 days after receiving a complete application, so long as the JADU meets all of the following standards:

1. The lot shall contain an existing primary unit at the time an application for a JADU is submitted, or the application for the JADU may be made in conjunction with the application for the primary unit. A JADU shall be constructed within the walls of the proposed or existing single-family residence.

2. No more than one ADU and one JADU shall be permitted on any one lot.

3. The minimum gross floor area of a JADU including an efficiency unit shall be 220 square feet.

4. The maximum floor area for a JADU shall be 500 square feet.

5. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing or proposed single-family dwelling. If the JADU shares sanitation facilities with the single-family dwelling, there shall be interior access between the two units.
6. A JADU shall include an efficiency kitchen, which shall include all of the following:

   a. A cooking facility with appliances.

   b. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

7. The owner of the lot shall reside on the lot, either in the primary unit or in the JADU. Prior to issuance of a building permit, the property owner shall enter into a restrictive covenant with the City regarding such owner-occupancy on a form prepared by the City, which shall be recorded against the property. Such covenant also shall provide that the JADU shall not be sold or title thereto transferred separate from that of the property, and the JADU shall not be leased for a period of less than 30 consecutive days. If the owner ceases to reside on the property, use of the junior accessory dwelling unit shall be discontinued and the unit converted into a portion of the primary unit.

8. A JADU shall have a separate exterior entrance from the primary single-family residence.

9. No parking requirements shall be imposed on the JADU.

10. Except as otherwise required herein, all construction or structural alterations made to create the JADU shall comply with current development standards and building, electrical, fire and plumbing codes.

11. Fire sprinklers are not required for a JADU if they are not required for the primary residence as determined by the Fire Marshal.

   C. The Director of Community Development, or designee, shall approve an application for a JADU through the streamlined “building permit only” process identified under Section 17.69.020.

   D. A JADU is exempt from connection fees, capacity charges, and impact fees.

   E. In the event of any conflicts between the standards set forth in this chapter and those set forth in the regulations of the applicable zoning district, the provisions of this chapter shall prevail.

   F. A JADU that conforms to this section shall be deemed to be in compliance with the general plan.”

   Section 8. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.
Section 9. Submittal of Ordinance. The Community Development Director shall submit a copy of this Ordinance to the Department of Housing and Community Development within 60 days after adoption of this Ordinance.

Section 10. Effective Date. This Ordinance shall take affect thirty (30) days after its adoption. The City Clerk is directed to certify to the enactment of this Ordinance and to cause this ordinance to be published and/or posted as required by law.

Section 11. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED and ADOPTED this ______ day of__________.

City Council of Covina, California

BY: __________________________

________________________, MAYOR

ATTEST:

__________________________
MARY LOU WALCZAK, CITY CLERK

APPROVED AS TO FORM:

__________________________
CANDICE K. LEE, CITY ATTORNEY

CERTIFICATION

SECTION 1. I, Georgianna Nicole Alvarez, Deputy City Clerk of the City of Covina, do hereby certify that Ordinance _________ was introduced for first reading at a REGULAR meeting on the ______ day of __________. Thereafter, said Ordinance was duly approved and adopted at a REGULAR meeting of said City Council on the _______ day of __________, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Dated: __________________________

GEORGIANNA NICOLE ALVAREZ
CHIEF DEPUTY CITY CLERK
Exhibit B

Comparison of State ADU Law and Proposed Ordinance
### EXHIBIT B. Comparison of State ADU Law and Proposed Ordinance

<table>
<thead>
<tr>
<th>Topic</th>
<th>State Requirement</th>
<th>Local Flexibility?</th>
<th>Proposed Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of an ADU</strong></td>
<td>&quot;Accessory dwelling unit&quot; means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary single-family dwelling. An ADU may be an efficiency unit or a manufactured home.</td>
<td>No</td>
<td>Consistent with State law</td>
</tr>
<tr>
<td><strong>Local regulation</strong></td>
<td>Cities may adopt local ordinances within the parameters of State law, or may defer to State standards</td>
<td>Yes – local ordinance is optional</td>
<td>City ordinance proposed in order to reflect local conditions</td>
</tr>
</tbody>
</table>
| **Review process and timing** | • Ministerial review required (no public hearing, exempt from CEQA review)  
• Director’s decision may be appealed to the Planning Commission  
• Design review permitted-limited to objective standards  
• Maximum 120-day time limit for decision | • Yes – Adoption of Objective Design Standards Required  
• May provide for a review period shorter than 120 days | • Ministerial review/approval by the Community Development Director  
• Design review based on objective standards  
• 120-day time limit for decision |
| **Amending Ordinance to include Objective Design Standards** | | | |
| **Location** | • Lots zoned for single-family or multi-family use that include a proposed or existing single-family dwelling  
• An ADU on a single-family lot does not conflict with single-family zoning  
• May limit the location of ADUs based on adequacy of water and sewer services, the impact of accessory dwelling units on traffic flow and public safety, and prevent impacts on historic properties. | Yes – limited flexibility based on specific findings | • Any lot containing one existing or proposed single-family dwelling in a single-family zone or the RD (multiple-family) zone  
• A lot with an existing guest house may not also have an ADU; however, a guest house may be converted to an ADU |
<table>
<thead>
<tr>
<th>Topic</th>
<th>State Requirement</th>
<th>Local Flexibility?</th>
<th>Proposed Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner occupancy</td>
<td>May be rented separate from the primary residence, buy may not be sold or conveyed</td>
<td>Yes – cities may</td>
<td>Owner-occupancy of either the primary unit or the ADU required, with a recorded</td>
</tr>
<tr>
<td></td>
<td>separate from the primary residence.</td>
<td>allow both</td>
<td>deed-restriction.</td>
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<td></td>
<td></td>
<td>primary unit and</td>
<td></td>
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<td></td>
<td></td>
<td>ADU to be rented</td>
<td></td>
</tr>
<tr>
<td>Short-term rental</td>
<td>May require rental term longer than 30 days</td>
<td>Yes – cities may</td>
<td>No limitation on length of occupancy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>allow short-term</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>rental of ADUs</td>
<td></td>
</tr>
<tr>
<td>Development standards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attached vs. detached</td>
<td>May be located within, attached to, or</td>
<td>No</td>
<td>As per State law</td>
</tr>
<tr>
<td></td>
<td>detached from the primary unit</td>
<td></td>
<td></td>
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<tr>
<td>Floor area</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Amending Ordinance to include</td>
<td></td>
<td></td>
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<tr>
<td>ADU unit size cap.</td>
<td></td>
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<tr>
<td></td>
<td><strong>Attached:</strong> total floor area shall not exceed 50% of the primary dwelling or 1,200</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>square feet</td>
<td></td>
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<tr>
<td></td>
<td><strong>Detached:</strong> total floor area shall not exceed 1,200 square feet</td>
<td></td>
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<td></td>
<td>Must allow at least an efficiency unit (either attached or detached)</td>
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<td></td>
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<td></td>
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<tr>
<td>Structure height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amending Ordinance to limit</td>
<td>No limits established</td>
<td>Yes – Proposal to</td>
<td>Attached: Same as primary dwelling</td>
</tr>
<tr>
<td>ADU height to 16 feet. No</td>
<td></td>
<td>limit height to 16</td>
<td>Detached: 16 feet max. (1-story)</td>
</tr>
<tr>
<td>longer allow 2-story ADUs.</td>
<td></td>
<td>feet</td>
<td></td>
</tr>
<tr>
<td>Lot coverage</td>
<td>No limits established</td>
<td>Yes</td>
<td>Total lot coverage of all accessory structures may not exceed 50% of the ground</td>
</tr>
<tr>
<td>Off-street parking</td>
<td></td>
<td></td>
<td>floor area the main building</td>
</tr>
<tr>
<td></td>
<td>**Parking requirements for ADUs shall not exceed one parking space per unit or per</td>
<td>Yes – parking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>bedroom, whichever is less.</td>
<td>requirements may</td>
<td></td>
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<td></td>
<td>Parking may be provided as tandem parking on a driveway and in setback areas in</td>
<td>be waived or</td>
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<td></td>
<td></td>
<td>reduced; parking</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>may be prohibited</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Number of spaces as per State law</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>• Parking in tandem configuration and in setbacks allowed per State law</td>
</tr>
<tr>
<td>Topic</td>
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<td>locations determined by the local agency, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions</td>
<td>in setbacks or tandem configuration only if specific findings are made</td>
<td>• If an ADU is created by conversion of parking space(s) in an existing garage, the converted parking space(s) shall be replaced with new garage space(s) equal to the number of garage spaces converted</td>
</tr>
<tr>
<td></td>
<td>• If a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, and the local agency requires that those parking spaces be replaced, the replacement spaces may be located in any configuration on the same lot, including, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile parking lifts</td>
<td></td>
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<tr>
<td></td>
<td>• No additional parking may be required for an ADU in any the following instances: (1) The ADU is located within one-half mile of public transit; (2) The ADU is located within an architecturally and historically significant historic district; (3) The ADU is part of the proposed or existing primary residence or an accessory structure; (4) When on-street parking permits are required but not offered to the occupant of the ADU; or (5) When there is a car share vehicle located within one block of the ADU</td>
<td></td>
<td></td>
</tr>
<tr>
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</tbody>
</table>
| Setbacks | • No setback required for an existing garage that is converted to an ADU  
• Not more than five feet from the side and rear lot lines shall be required for an ADU constructed above a garage | No | Attached: Same as primary dwelling  
Detached: Same as for accessory buildings  
Exception for garage conversion or ADU above garage per State law |
| Utility connections | • ADUs created within existing space shall not be required to install a new or separate utility connection, and no connection fee or capacity charge may be imposed  
• ADUs not limited to conversion of existing space may be required to provide a new or separate utility connection and may be subject to a connection fee or capacity charge proportionate to the burden of the ADU based upon its size or the number of its plumbing fixtures and shall not exceed the reasonable cost of providing service | Yes – utility connection requirements and fees may be waived | If an ADU is created within existing space in the primary residential unit, garage, or accessory structure, a separate electric or water meter shall not be installed for the accessory unit |
| Building code compliance | As required for detached dwellings | No | Per State law |
| Fire sprinklers | ADU shall not be required to provide fire sprinklers if they are not required for the primary residence | No | Per State law |
| Design | Ministerial design review allowed if based on objective standards | Yes | Design review based on objective standards |
| Amending Ordinance to include Objective Design Standards | | | |
| Fees | • May be charged consistent with the Mitigation Fee Act  
• ADUs shall not be considered to be a new residential use for the purposes of | Yes — may waive or reduce fees | Per State law |
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<td>calculating utility connection fees or capacity charges.</td>
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</table>
Exhibit C

Summary Tables of ADUs
## ADU's UR with PLN

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Location</th>
<th>Parcel ID</th>
<th>PROJECT_DESC</th>
<th>APP_START</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>13245</td>
<td>853 W CHESTER RD</td>
<td>8432-009-014</td>
<td>CODE CASE - Legalize 281 SF attached JADU to SFR; (N) 402 SF detached garage &amp; det. 2-story ADU w/balcony</td>
<td>11/27/2019</td>
<td>HOLD 2-STORY</td>
</tr>
<tr>
<td>ADU20-16</td>
<td>604 E ROWLAND ST</td>
<td>8451-006-021</td>
<td>Demo (E) 464 SF garage; constr (N) 577 SF detached garage; (N) 423 SF workshop; (N) 357 SF ADU &amp; 555 SF workshop-2nd Flr (N) 800 SF single story detached ADU within Multi-family zone @ 504 S.</td>
<td>07/09/2020</td>
<td>ADU on 2ND STORY</td>
</tr>
<tr>
<td>ADU20-18</td>
<td>504 S BARRANCA AVE</td>
<td>8446-016-001</td>
<td>Barranca Avenue New 1,191 SF single story detached ADU w/2-car garage @ 623 N</td>
<td>01/12/2021</td>
<td>MULTI-FAM</td>
</tr>
<tr>
<td>ADU20-27</td>
<td>623 N DODSWORTH AVE</td>
<td>8428-023-017</td>
<td>Dodsworth CODE CASE - legalize 497 SF JADU at 610 E Puente St</td>
<td>11/10/2020</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-30</td>
<td>610 E PUENTE ST</td>
<td>8446-029-016</td>
<td>CODE CASE - legalize 497 SF JADU at 610 E Puente St</td>
<td>01/12/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-31</td>
<td>540 N FIFTH AVE</td>
<td>8431-018-010</td>
<td>Construct a (N) 560 SF ADU above an (E) garage with a covered patio on ground floor at 540 N. 5th Street</td>
<td>01/14/2021</td>
<td>ADU on 2ND STORY</td>
</tr>
<tr>
<td>ADU21-33</td>
<td>755 S FENIMORE AVE</td>
<td>8453-012-004</td>
<td>New 849-SF 2-story ADU with an attached 33 SF patio cover to the rear of existing SFR</td>
<td>04/01/2021</td>
<td>2-STORY</td>
</tr>
<tr>
<td>ADU21-36</td>
<td>967 E WINGATE ST</td>
<td>8428-023-008</td>
<td>Demolition of unpermitted structures; new dining room addition and new 573 SF ADU on lower floor</td>
<td>06/04/2021</td>
<td></td>
</tr>
<tr>
<td>ADU21-42</td>
<td>451 S ALDENVILLE AVE</td>
<td>8444-019-006</td>
<td>Convert attached garage into 1 bedroom ADU, Convert den into bedroom #4, new bathroom/closet addition (N) 290 sf attached ADU (qualifies as &quot;Building Permit Only&quot; Review) at 437</td>
<td>09/02/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-43</td>
<td>437 E BROOKPORT ST</td>
<td>8422-011-038</td>
<td>E. Brookport Street</td>
<td>09/13/2021</td>
<td></td>
</tr>
<tr>
<td>ADU21-45</td>
<td>753 N FIFTH AVE</td>
<td>8431-007-024</td>
<td>Convert existing Garage to ADU, no SF to be added, existing SF is 407.</td>
<td>09/23/2021</td>
<td></td>
</tr>
<tr>
<td>ADU21-51</td>
<td>553 S CALVADOS AVE</td>
<td>8444-025-007</td>
<td>Laundry Connection a 1,161 sf addition totaling 2,323 sf to a new 2-story SFR and partial conversion of 1,099 sf into att. 1-story ADU</td>
<td>11/02/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-53</td>
<td>1159 E MEADOW WOOD</td>
<td>8447-023-072</td>
<td>Convert 3 (E) garage spaces into a 725 sf ADU on a Multi-fam lot at 244</td>
<td>11/07/2021</td>
<td>APPROVED 2-STORY</td>
</tr>
<tr>
<td>ADU21-56</td>
<td>244 E DEXTER ST</td>
<td>8445-018-029</td>
<td>Dexter Street Construction of new ADU 750 SqFt with living room, dining room, kitchen, bathroom, 2 bedroom</td>
<td>11/10/2021</td>
<td>APPROVED MULTI-FAM</td>
</tr>
<tr>
<td>ADU21-57</td>
<td>772 E PUENTE ST</td>
<td>8446-026-014</td>
<td>Construction of new ADU 750 SqFt with living room, dining room, kitchen, bathroom, 2 bedroom</td>
<td>12/09/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-58</td>
<td>308 E ITALIA ST</td>
<td>8445-003-029</td>
<td>753 SF garage conversion, first story, with new car ports</td>
<td>12/16/2021</td>
<td>APPROVED MULTI-FAM</td>
</tr>
<tr>
<td>ADU21-59</td>
<td>1143 N IVESCREST AVE</td>
<td>8403-009-043</td>
<td>New detached ADU to be built in the rear of property. 540 SqFt CODE CASE: LEGALIZE CONVERSION OF TWO STORAGE/LAUNDRY ROOMS</td>
<td>12/16/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-60</td>
<td>321 S SAN JOSE AVE</td>
<td>8445-016-035</td>
<td>INTO ADUs. 273 SF EACH. MEPS PER APPROVED PLANS</td>
<td>12/20/2021</td>
<td>APPROVED MULTI-FAM</td>
</tr>
<tr>
<td>Permit No</td>
<td>Location</td>
<td>Parcel ID</td>
<td>PROJECT_DESC</td>
<td>APP_START</td>
<td>Notes</td>
</tr>
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</tr>
<tr>
<td>13411</td>
<td>436 E CYPRESS ST</td>
<td>8430-035-017</td>
<td>New ADU Attached (493)SF &amp; New Addition (89)SF. MEP'S Per Approved Plans.</td>
<td>10/09/2019</td>
<td>EXPIRED</td>
</tr>
<tr>
<td>13965</td>
<td>769 S BRIARGATE LN</td>
<td>8451-009-010</td>
<td>Add New One Story ADU (759)SF; 1 Bedroom, 1 Bath, Kitchen Living Room &amp; Laundry, MEP'S per Approved Plans.</td>
<td>10/21/2019</td>
<td>EXPIRED</td>
</tr>
<tr>
<td>13106</td>
<td>616 N STEPHORA AVE</td>
<td>8402-022-020</td>
<td>New detached ADU 528SF, w/ porch 52sqft MEP Included</td>
<td>11/07/2019</td>
<td></td>
</tr>
<tr>
<td>BLD20-79</td>
<td>746 N GLENDAORA AVE</td>
<td>8427-002-001</td>
<td>New Attached 1 Story (718)SF ADU, Demo (E) Patio &amp; Laundry Room, Convert Store rm to laundry rm, Includes MEP'S as Per Approved Plans</td>
<td>05/13/2020</td>
<td>EXPIRED</td>
</tr>
<tr>
<td>BLD20-387</td>
<td>169 E LOMA VIST ST</td>
<td>8451-002-037</td>
<td>New ADU (183)SF w/ (45)SF Laundry Room &amp; (24)SF Trash Enclosure, Include CC: Legalize Garage Conversion to ADU (360)</td>
<td>08/20/2020</td>
<td>EXPIRED</td>
</tr>
<tr>
<td>BLD20-249</td>
<td>1035 W CYPRESS ST</td>
<td>8420-014-052</td>
<td>MEP'S as Per Approved Plans. Address:</td>
<td>07/13/2020</td>
<td>MULTI-FAM</td>
</tr>
<tr>
<td>BLD21-37</td>
<td>1035 W GROVECENTER ST</td>
<td>8442-005-015</td>
<td>CONVERT (E) GARAGE TO JADU 476 SF</td>
<td>01/12/2021</td>
<td>RTI</td>
</tr>
<tr>
<td>BLD21-358</td>
<td>663 S RANCHO SIMI DR</td>
<td>8448-005-038</td>
<td>NEW DETACHED ADU 605 SQ FT INCLUDES MEP'S AS PER APPROVED PLANS Convert E Garage to ADU(473)SF, Demo unpermitted sunroom (215)SF C/O</td>
<td>09/04/2021</td>
<td>RTI</td>
</tr>
<tr>
<td>BLD21-519</td>
<td>1086 E WANAMAKER DR</td>
<td>8428-014-021</td>
<td>12 Windows. MEP'S Per Approved Plans. ADU 1088</td>
<td>06/07/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-651</td>
<td>1847 E ADAMS PARK DR</td>
<td>8426-013-028</td>
<td>CONV (E) ATTACHED GARAGE TO ADU 390 SF &amp; ADD BATHRM IN (E) LIVING SPACE. INCLUDES MEP'S ON PLANS (ADU 403 N LARKINS)</td>
<td>06/29/2021</td>
<td>RTI</td>
</tr>
<tr>
<td>BLD21-706</td>
<td>405 N LARKIN DR</td>
<td>8432-025-003</td>
<td>NEW DETACHED ADU 528SF, w/ porch 52sqft MEP Included</td>
<td>07/15/2021</td>
<td>Routed for Final</td>
</tr>
<tr>
<td>BLD21-810</td>
<td>436 E COVINA BLVD</td>
<td>8422-011-041</td>
<td>ADU ON 2ND STORY</td>
<td>08/05/2020</td>
<td>ADU on 2ND-STORY</td>
</tr>
<tr>
<td>BLD21-827</td>
<td>551 N VALENCIA PL</td>
<td>8431-018-021</td>
<td>N DETACHED 1182 SF ADU, INCLUDES MEP'S AS PER APPROVED PLANS REFER BLD21-825 &amp; BLD21-826</td>
<td>08/05/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-840</td>
<td>1175 S WINGATE ST</td>
<td>8428-024-011</td>
<td>CONVERT (E) ATTACHED GARAGE TO ADU (448 SF) INCLUDES MEP'S AS PER APPROVED PLANS</td>
<td>08/12/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-888</td>
<td>729 E LEVEL ST</td>
<td>8446-026-009</td>
<td>(N) GARAGE (517) SF &amp; 2ND STORY ADU (566) SF</td>
<td>09/02/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-996</td>
<td>158 W ORANGE ST</td>
<td>8431-029-035</td>
<td>CODE CASE: GARAGE CONVERSION TO ADU WITH PORCH 367 SF TOTAL (living 232.77, Porch 67 SF, Laundry 60.50)</td>
<td>09/07/2021</td>
<td>2ND-STORY ADU</td>
</tr>
<tr>
<td>BLD21-987</td>
<td>860 N VIGOR OVATE</td>
<td>8431-001-015</td>
<td>CC: CONVERT (E) BEDROOMS TO (382)SF JADU &amp; MAKE DOORWAY TO ADU (367)</td>
<td>09/29/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-1030</td>
<td>604 S PROSPERO DR</td>
<td>8451-005-024</td>
<td>CONNECT JADU TO THE MAIN HOUSE</td>
<td>10/13/2021</td>
<td>RTI</td>
</tr>
<tr>
<td>BLD21-1039</td>
<td>442 W WORKMAN ST</td>
<td>8453-020-005</td>
<td>CONVERT (E) GARAGE TO ADU (400)SF</td>
<td>10/14/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-1076</td>
<td>479 N STEPHORA AVE</td>
<td>8402-021-007</td>
<td>CONV (E) ATTACHED GARAGE TO ADU CONVERSION (400SF) INCLUDES MEP'S AS ON APPROVED PLANS</td>
<td>10/16/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-1103</td>
<td>853 W CHESTER RD</td>
<td>8432-009-014</td>
<td>CC: RESIDENTIAL ALTERATION (1, 439)SF CONVERTING BACK TO ORIGINAL USE AS ON PLANS, ADDITION OF (54)SF FOR LAUNDRY RM</td>
<td>11/02/2021</td>
<td>ON HOLD DUE TO COVENANT WENT BACK TO PLN</td>
</tr>
<tr>
<td>BLD21-1137</td>
<td>211 S BARRANCA AVE</td>
<td>8445-014-022</td>
<td>CONVERT (E) 398 SF OF SECOND STORY BEDRMINTO ADU, RES ALT 530 SF INCLUDES WINDOWS, DOORS &amp; ROOF &amp; ADD (B) PATIO 221 SF</td>
<td>11/09/2021</td>
<td>MULTI-FAM</td>
</tr>
<tr>
<td>BLD21-1140</td>
<td>1220 N REEDER AVE</td>
<td>8401-033-076</td>
<td>CONVERT GARAGE TO ADU 376 SQ FT INCLUDES 5KITCHEN, BATHROOM, BEDROOM. ADD ADDITIONAL BATHROOM TO MAIN HOUSE</td>
<td>11/09/2021</td>
<td>ADU on 2ND-STORY</td>
</tr>
<tr>
<td>BLD21-1159</td>
<td>321 S SAN JOSE AVE</td>
<td>8445-016-035</td>
<td>CC: LEGALIZE CONVERSION OF TWO STORAGE/LAUNDRY ROOMS INTO ADU, 275 SF EACH. MEP'S PER APPROVED PLANS</td>
<td>11/16/2021</td>
<td>MULTI-FAM</td>
</tr>
<tr>
<td>BLD21-1213</td>
<td>581 N FIFTH AVE</td>
<td>8431-019-012</td>
<td></td>
<td>12/08/2021</td>
<td>MULTI-FAM</td>
</tr>
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<tr>
<td>BLD21-1420 354 E COLLEGE ST</td>
<td>8445-007-022</td>
<td>CONVERT (E) 2-CAR GARAGE INTO ATTACHED ADU (790) SF TO INCLUDE</td>
<td></td>
<td>12/13/2021 MULTI-FAM</td>
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<tr>
<td>BLD21-1426 719 N ARMEL DR</td>
<td>8432-007-028</td>
<td>2BEDRMS, 2BSTRMS, 1 KITCHEN &amp; 1 LIVING RM DEMO AND ADD TO (E) GARAGE TO CREATE ADU (599)SF 2BED 2 BATH, FULL</td>
<td></td>
<td>12/22/2021 Includes BLD21-1188</td>
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<tr>
<td>BLD21-1390 1143 N IVESCREST AVE</td>
<td>8403-009-043</td>
<td>KITCHEN, MEPS &amp; 1-CAR GARAGE (238)SF</td>
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<td>12/23/2021</td>
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<tr>
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<td>CONVERT (E) GARAGE TO ADU TOTAL (540) SF</td>
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<tr>
<td>11188</td>
<td>362 E ITALIA ST</td>
<td>8445-003-016</td>
<td>Res Add-(1112)SF to (E)SF &amp; New(768)SF ADU over New(192)Garage, Includes MEP's as Per Approved Plans.</td>
<td>04/11/2019</td>
<td>3/5/2020</td>
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<tr>
<td>12778</td>
<td>1229 W MASLINE ST</td>
<td>8409-011-006</td>
<td>New ADU: Living Area (1,199)SF &amp; Porch Areas (208)SF. MEP's Per Approved Plans. Construction of detached 750 SF ADU in rear yard area heating space 705 sq. ft. ADU has own utility meters</td>
<td>02/22/2020</td>
<td>5/12/2020</td>
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<tr>
<td>12780</td>
<td>852 N ELSPETH WAY</td>
<td>8432-007-003</td>
<td>Covert (E) 414 SF detached garage into an ADU w/a 637 SF expansion @ 708 S. Barranca Avenue</td>
<td>04/06/2020</td>
<td>7/17/2020</td>
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<tr>
<td>12781</td>
<td>708 S BARRANCA AVE</td>
<td>8451-009-001</td>
<td>New Detached Single Family ADU (795)SF Located at Rear of Property. MEP's Per Approved Plans.</td>
<td>06/01/2020</td>
<td>3/16/2021</td>
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<tr>
<td>12782</td>
<td>1172 W GREENHAWN ST</td>
<td>8409-014-003</td>
<td>Convert Garage &amp; Rumpus Rm[600]SF &amp; Add(175) Into ADU, w/MEP as Per Approved Plans.</td>
<td>06/23/2020</td>
<td>11/17/2020</td>
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<tr>
<td>12783</td>
<td>820 N CITRUS AVE</td>
<td>8430-001-015</td>
<td>Address:</td>
<td>07/13/2020</td>
<td>9/14/2020</td>
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<tr>
<td>12785</td>
<td>1781 E RUDDOCK ST</td>
<td>8402-025-014</td>
<td>Convert (E) Garage to ADU 630sqft</td>
<td>08/05/2020</td>
<td>11/5/2020</td>
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<tr>
<td>12786</td>
<td>570 N FOURTH AVE</td>
<td>8431-016-023</td>
<td>ADD (384)SF - (298)SF Efficiency/ADU &amp; (86)SF for FRONT House &amp; Res ALT 320SF In (E) FRONT HOUSE</td>
<td>09/15/2020</td>
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<tr>
<td>12787</td>
<td>570 N FOURTH AVE</td>
<td>8431-016-023</td>
<td>New 2-Story Detached ADU(1150)SF w/Attached 2-Car Garage (438)SF, Includes MEP's &amp;</td>
<td>09/15/2020</td>
<td>9/30/2020</td>
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<tr>
<td>12788</td>
<td>1235 EVERGREEN CIR</td>
<td>8447-031-081</td>
<td>Conversion of an Attached ADU(465)SF to an Existing Single-Family Residence.</td>
<td>09/22/2020</td>
<td>4/15/2021</td>
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<tr>
<td>12789</td>
<td>720 N FOURTH AVE</td>
<td>8431-005-032</td>
<td>New(1200)SF Detached 2 Story ADU, Includes MEP's as Per Approved Plan. ADU Address: 722 N Fourth Ave</td>
<td>10/05/2020</td>
<td>1/28/2021</td>
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<tr>
<td>12790</td>
<td>1051 E BADILLO ST</td>
<td>8428-014-031</td>
<td>(N) DETACHED 1200 SF ADU (N) 441 SF 2 CAR GARAGE</td>
<td>10/15/2020</td>
<td>4/29/2021</td>
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<tr>
<td>12791</td>
<td>805 N FENIMORE AVE</td>
<td>8431-005-007</td>
<td>Conversion of an Existing Detached Garage into an ADU (366)SF. MEP's Per Approved Plans.</td>
<td>10/20/2020</td>
<td>2/22/2021</td>
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<tr>
<td>12792</td>
<td>1007 N PROSPERD DR</td>
<td>8422-014-011</td>
<td>GARAGE CONVERSION TO ADU (418 SF) (GARAGE ATTACHED)</td>
<td>10/29/2020</td>
<td>3/29/2021</td>
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<tr>
<td>12793</td>
<td>746 N LYMAN AVE</td>
<td>8402-018-007</td>
<td>CONVERT GARAGE TO ADU (535)SF INCLUDE MEPS AS PER APPROVED PLANS -</td>
<td>11/10/2020</td>
<td>5/26/2021</td>
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<tr>
<td>12795</td>
<td>660 S FENIMORE AVE</td>
<td>8453-002-005</td>
<td>ADU (498)SF w/ MEP's proved Plans</td>
<td>12/16/2020</td>
<td>5/5/2021</td>
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<tr>
<td>12796</td>
<td>219 W GROVERDALE ST</td>
<td>8407-016-017</td>
<td>CONVERT GARAGE TO ADU 1008 SF INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>01/26/2021</td>
<td>12/20/2021</td>
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<tr>
<td>12797</td>
<td>915 E RUDDOCK ST</td>
<td>8428-008-011</td>
<td>CONVERT (E) 375 SF GARAGE TO ADU (MEPS)</td>
<td>02/08/2021</td>
<td>4/7/2022</td>
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<tr>
<td>12798</td>
<td>473 W SHAMWOOD ST</td>
<td>8453-021-010</td>
<td>Convert Existing Two Car Garage into ADU Studio[452]SF (Bathroom, Kitchen &amp; Laundry</td>
<td>02/08/2021</td>
<td>4/19/2021</td>
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<tr>
<td>12799</td>
<td>954 N GLENDOORA AVE</td>
<td>8403-002-041</td>
<td>DEMO UNPERMITTED STRUCTURE 881 SF &amp; NEW 1185 SF ADU INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>03/01/2021</td>
<td>6/1/2021</td>
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<tr>
<td>12800</td>
<td>615 N MANGROVE AVE</td>
<td>8427-009-020</td>
<td>N ATTACHED ADU 544 SF AND ADDITION TO BEDROOM 144 SF MEPS INCLUDED AS PER APPROVED PLANS</td>
<td>03/22/2021</td>
<td>5/27/2021</td>
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<tr>
<td>12801</td>
<td>204 S STARGLEN AVE</td>
<td>8426-010-006</td>
<td>APPROVED PLANS Converting a Two Car Garage to an ADU (441) SF MEPS's per Approved Plans.</td>
<td>05/03/2021</td>
<td>10/7/2021</td>
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<tr>
<td>12802</td>
<td>107 N ELSPETH WAY</td>
<td>8432-032-006</td>
<td>(E) 2 Car GARAGE CONVERSION TO (N) ADU 462 SF PLUS 105 SF ADDITION TOTAL= 567 SF ADU PROPOSED 366 SF GARAGE CONVERSION AND 815 SF ADDITION TO ADU TOTAL 1181 SF NEW ADU, MEPS AS PER APPROVED PLANS</td>
<td>07/01/2021</td>
<td>10/4/2021</td>
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<td>12803</td>
<td>737 N FENIMORE AVE</td>
<td>8431-005-012</td>
<td>DETACHED 800SF ADU AT NORTH EAST CORNER OF LOT INCLUDES MEPS ON APPROVED PLANS CC: CONVERT (E) GARAGE INTO (400)SF ADU WITH MEPS AS ON PLANS (ADU: 160 E College Way)</td>
<td>09/13/2021</td>
<td>11/17/2021</td>
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<td>12804</td>
<td>978 N DAMATO DR</td>
<td>8404-019-045</td>
<td>DETACHED 800SF ADU AT NORTH EAST CORNER OF LOT INCLUDES MEPS ON APPROVED PLANS CC: CONVERT (E) GARAGE INTO (400)SF ADU WITH MEPS AS ON PLANS (ADU: 160 E College Way)</td>
<td>09/16/2021</td>
<td>12/20/2021</td>
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<tr>
<td>12805</td>
<td>158 COLLEGE WAY</td>
<td>8445-004-014</td>
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## CLOSED ADU's

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<tr>
<th>PERMIT_NO</th>
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<tr>
<td>9651</td>
<td>310 W EDNA PL</td>
<td>8431-012-001</td>
<td>New (1190) Accessory Dwelling Unit, Includes MEP's. Detectors Required at Final Inspection.</td>
<td>01/09/2018</td>
<td>8/15/2018</td>
<td>2/4/2020</td>
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<tr>
<td>11722</td>
<td>1162 N GLENDOVE AVE</td>
<td>8403-009-018</td>
<td>New Accessory Dwelling Unit (1175sf &amp; Garage (352sf)</td>
<td>02/26/2019</td>
<td>10/23/2019</td>
<td>7/14/2021</td>
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<tr>
<td>12018</td>
<td>173 E PUENTE ST</td>
<td>8445-020-021</td>
<td>New ADU (1198)SF and new porch (109)sf</td>
<td>04/16/2019</td>
<td>6/24/2020</td>
<td>8/26/2021</td>
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<tr>
<td>12283</td>
<td>843 E ADAMS PARK DR</td>
<td>8429-023-006</td>
<td>C/C Legalize Unpermitted (260)SF ADU, Includes MEP's as Per Approved Plans.</td>
<td>05/13/2019</td>
<td>11/12/2019</td>
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<td>12326</td>
<td>648 S HEATHDALE AVE</td>
<td>8454-001-007</td>
<td>New Attached (495)SF ADU &amp; New (405)SF Wood Patio, Includes MEP's as Per Approved Plans New(138)SF Detached ADU to Rear of ESFR w/New(441)SF 2-Car Garage, Includes MEP's as Per Approved Plans</td>
<td>05/30/2019</td>
<td>3/20/2020</td>
<td>11/20/2021</td>
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<tr>
<td>12940</td>
<td>262 E CIXTER ST</td>
<td>8445-018-016</td>
<td>Convert 748sf of an existing (E)SF to ADU (E)SF car attached garage 635sf) MEP's per Approved Plans CC</td>
<td>04/24/2019</td>
<td>2/24/2020</td>
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<td>2000072</td>
<td>1059 E BADILLO ST</td>
<td>8428-014-032</td>
<td>New (1-Story (440)SF ADU (ATT) to (ESF)SF to (M)SF ADU (ATT)</td>
<td>01/12/2020</td>
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<td>2000081</td>
<td>131 S HOUSER DR</td>
<td>8443-007-011</td>
<td>New Detached ADU (1170)SF (906SF w/ Attached Garage 245SF) MEP's per Approved Plans</td>
<td>01/13/2020</td>
<td>6/30/2020</td>
<td>4/22/2021</td>
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<td>2000092</td>
<td>1344 E COLVER PL</td>
<td>8427-010-015</td>
<td>New Detached ADU (1170)SF (906SF w/ Attached Garage 245SF) MEP's per Approved Plans</td>
<td>01/27/2020</td>
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<td>2000139</td>
<td>539 N FIFTH AVE</td>
<td>8431-019-006</td>
<td>New Detached ADU (1170)SF (906SF w/ Attached Garage 245SF) MEP's per Approved Plans</td>
<td>02/06/2020</td>
<td>6/29/2020</td>
<td>3/14/2021</td>
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<td>2000147</td>
<td>631 E PUENTE ST</td>
<td>8446-009-010</td>
<td>Convert (268)SF Garage to ADU &amp; Add(364)SF to SFR, Includes MEP's as Per Approved Plans</td>
<td>02/10/2020</td>
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<td>2000148</td>
<td>960 W BADILLO ST</td>
<td>8442-006-003</td>
<td>New (860)SF ADU, Includes MEP's as Per Approved Plans</td>
<td>02/10/2020</td>
<td>7/22/2020</td>
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<td>2000322</td>
<td>1786 E CYPRESS ST</td>
<td>8402-020-028</td>
<td>New Detached ADU (1170)SF (906SF w/ Attached Garage 245SF) MEP's per Approved Plans</td>
<td>03/10/2020</td>
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<td>2000346</td>
<td>516 W GREENDALE ST</td>
<td>8454-003-002</td>
<td>Convert (400)SF Garage to ADU &amp; Add(100)SF, Includes MEP's &amp; Convert (E)SF Closet to BthRm as Per Approved Plans CC</td>
<td>03/16/2020</td>
<td>10/15/2020</td>
<td>3/4/2021</td>
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<td>BLD20-9</td>
<td>1325 N ALDENVILLE AVE</td>
<td>8407-029-017</td>
<td>Convert Existing Garage 410sf ADU - detached 1 bed, 1 bath-kitchen Incl MEP CODE CASE</td>
<td>04/06/2020</td>
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<td>BLD20-67</td>
<td>1173 N FAIRVALE AVE</td>
<td>8406-019-000</td>
<td>Tiny House - (N) detached ADU 153 SF, GC 152sf lot coverage(153sf living w/ 35sf porch)</td>
<td>05/06/2020</td>
<td>9/30/2020</td>
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<td>BLD20-479</td>
<td>330 E ITALIA ST</td>
<td>8445-003-024</td>
<td>Additon For ADU Unit &amp; Kitchenette (372)SF &amp; Convert Closet to New Bathroom(25)SFComp Shingle Roof(49)SC</td>
<td>09/14/2020</td>
<td>5/6/2021</td>
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<td>BLD20-500</td>
<td>720 S SECOND AVE</td>
<td>8451-003-050</td>
<td>GARAGE CONVERSION TO ADU (281 SF) @ Rear of property</td>
<td>10/21/2020</td>
<td>1/6/2021</td>
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<td>BLD21-502</td>
<td>244 E EDNA PL</td>
<td>8430-016-006</td>
<td>Convert Existing Garage to ADU at Rear of Property (365)SF MEP'S Per Approved Plans</td>
<td>06/01/2021</td>
<td>6/30/2021</td>
<td>11/4/2021</td>
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</table>
Exhibit D

GIS Maps of ADUs in Covina