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/86170109094?pwd=d1prWHNOUCs1Wk1CWDZJZUFFNUhXZz09

Telephone:
Dial: +1 669 900 6833
Meeting ID: 861 7010 9094
Passcode: *716401#
[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 February 08, 2022.

CONTINUED PUBLIC HEARING
None

PUBLIC HEARING
1. Zoning Code Amendment (ZCA) 22-002; a request to amend the Chapter 17.69 (“Accessory Dwelling Units”) of Title 17 (Zoning) of the Covina Municipal Code Related to Accessory Dwelling Units subject to standards set forth under California State Law and find the proposed Zoning Code Amendment (ZCA) 22-002 to be Exempt from the Requirements of the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15282(h).

   Staff Recommendation: Staff recommends the Planning Commission adopt Resolution No. 2022-003 PC recommending approval of Zoning Code Amendment (ZCA) 2022-002 to the City Council.

CONTINUED BUSINESS
None.

NEW BUSINESS
None.

GENERAL MATTERS
None.

ADMINISTRATIVE ITEMS
None.

ADJOURNMENT
Adjourn to a regular meeting of the Planning Commission at 7:00 p.m. on April 12, 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 forgoing agenda was posted on February 3, 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.
MINUTES OF THE FEBRUARY 8, 2022 REGULAR MEETING OF THE COVINA PLANNING COMMISSION HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET AT 7:00 P.M.

This meeting was conducted utilizing teleconference and electronic means consistent with AB 361 and Government Code Section 54953(e), regarding the COVID-19 pandemic, with the option for members of the Planning Commission and the public to meet in the Council Chamber of City Hall.

CALL TO ORDER
Vice Chairman Susan Zermeno called the Planning Commission to order at 7:00 p.m.

A. PLEDGE OF ALLEGIANCE
Vice Chairman Zermeno led the Pledge of Allegiance.

B. ROLL CALL
Commission Members Present: Hodapp, McMeekin, Manning, Zermeno
Commission Members Absent: Connors (excused absence)

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

PARTICIPANTS/ATTENDEES

ZOOM PARTICIPANTS/ATTENDEES
Anastasia Preedge, Tom Fitzpatrick, Angel Lara

C. AMENDMENTS TO THE AGENDA
None.

PUBLIC COMMENTS
None.

CONSENT CALENDAR
1. Approval of Minutes of the regular meeting of January 25, 2022.
Commissioner Manning made a motion and Commissioner McMeekin seconded to approve the minutes of January 25, 2022.

The motion carried 4-0 as follows:

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

CONTINUED PUBLIC HEARINGS
None.

PUBLIC HEARINGS
1. Application for Conditional Use Permit (CUP) 20-031 and Site Plan Review (SPR) 20-186, a request to construct a new, one-story, 2,200 square-foot, drive-through restaurant (El Pollo Loco) with associated parking and landscape improvements and demolish an existing building on a 0.51-acre site located at 100 N. Azusa Avenue, APN: 8432-033-010.

Staff Recommendation:
Staff recommends that the Planning Commission approve Conditional Use Permit (CUP) 21-031 and Site Plan Review (SPR) 21-186 through the adoption of Resolution No. 2022-002 PC with conditions.

Assistant Planner Megan Wu presented the staff report.

The commissioners had no questions.

The public hearing was opened.

Tom Fitzpatrick, Architect for the project, commented in support of the item and commented that Angel Lara, who would be managing the store is also online.

No other comments were received.

The public hearing was closed.

Commissioner Manning commented that they are glad to see the property being utilized.

A motion was made by Commissioner Manning and seconded by Commissioner McMeekin approve Resolution 2022-002PC.

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

CONTINUES BUSINESS.
None.

NEW BUSINESS.
1. Study Session on Draft Mixed-Use Overlay District (MUOD) Regulations

Staff Recommendation:
Staff recommends that the Planning Commission provide input and receive public comments on the proposed Mixed-Use Overlay District Ordinance. No action is required by the Planning Commission.

Community Development Director Brian Lee introduced the item to the Planning Commission, discussed the intentions and functions of the overlay zone, and turned over the item to Consultant Planner Nancy Fong.

Consultant Planner Nancy Fong presented the staff report.

Community Development Director Brian Lee added that the concept for the point strategy is to create an economic incentive or trade-off for development in these areas. The point strategy would also allow a more flexible methodology to allow for investment. The director also requested feedback on the point system and for general direction regarding the proposed Mixed-Use-Overlay-District (MUOD) Regulations.

Commissioner Manning requested clarification on what types of incentives developers would obtain by utilizing this point system.

Community Development Director Brian Lee clarified that some of the incentives would include allowing intensification on a specific project site, such as reducing setback requirements or build higher and added that they would be able to obtain more value out of their development than what they would otherwise get.

Commissioners Manning commented that other cities around Rowland Heights have eliminated sidewalks, and would like to know if this is something that staff has considered.

Commented that the elimination of sidewalks is not mentioned on the table, and added that the superior project may elect to choose up to three development standards for reduction or increase as follow: required building setbacks, required parking, exceed building height,
and/or increase lot coverage, and provided examples, such as allowing a 5-foot encroachment into the set back requirement.

Commissioner Manning commented that there are gardens in West Covina where the development was allowed to go up to five stories and asked if these types of incentives have been considered by staff.

Consultant Planner Nancy Fong clarified that the desired features have the highest points, and that the developer has the choice to go up to a certain amount of points, and can pick and choose. Some developers may choose a few options with high points, or many options with low points.

Community Development Director Brian Lee added that, for example, an open roof top dining space would earn points but also can satisfy the open space requirement. As far as elimination of sidewalks, Rowland Heights is a different environment than Covina, and the parcels that staff are considering are located on relatively busy arterials. Regarding the public safety element, staff would not remove sidewalk requirements. The Director also added that by the City initiating an overlay zone, it would lessen the application costs and associated with a zone change and save time for developers.

Commissioner McMeekin asked how the areas were picked on the draft MUOD map and wanted to know if property owners had any input into the selection of some of the areas.

Clarified that in some cases they were, and that the Draft MUOD map, as shown, was primarily assessed by City Staff. Staff felt that intensification of land would be more appropriate then other locations. Some other areas, for example, off of Vincent Avenue, have been under Code Enforcement for some time as well.

Commissioner McMeekin commented that Area D does not appear to be a rundown area.

Community Development Director Brian Lee clarified that parcels were selected that could sustain a Mixed-Use project or development.

Commissioner McMeekin asked for clarification on whether, if the commission approves the Mixed Use Overlay Zone, what the next steps would be and inquired in a scenario the likelihood for a neighboring property owner (to one of the overlay zones) to also obtain the overlay zone.

Community Development Director responded that property owners may reach out to City staff or approach the city staff with a zone change application.

Consultant Planner Nancy Fong added that the Mixed Use Overlay zone may only be applied to existing commercial or manufacturing zones, not residential.
Commissioner McMeekin suggested staff to look into a way to adjust the fee schedule.

City Attorney Serita Young clarified that the fees associated and approved by the City Council must be near the amount estimated to be the actual staff time and cost, and added that if there were an amendment, reducing the fees associated with zone change, that the General Fund would incur the costs. Attorney also added that fees are under the purview of the Council.

Commissioner Manning inquired whether the overlay zone would be amended, or be addressed every 5 years or so.

Community Development Director Brian Lee clarified that a cycle can be incorporated if it is recommended by the Planning Commission and added that other areas were previously considered and removed.

Commissioner Zermeno requested clarification about whether the mixed use overlay zone was only for commercial areas, if landscaping was considered, and recommended that greenery be considered for rooftop dining areas.

Staff confirmed that the overlay zone would be for mixed use only and only in existing commercial areas and that landscaping was considered, however, landscaping may be affected due to the reward structure.

Commissioner McMeekin commented that they embrace the idea and suggestions.

Commissioner Zermeno opened the item for public comment.

No public comments were received.

GENERAL MATTERS
None.

ADMINISTRATIVE ITEMS
None.

ADJOURNMENT
Chairman Connors adjourned the Planning Commission Meeting at 7:59 P.M to the next Planning Commission Meeting scheduled for February 22, 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: Zoning Code Amendment (ZCA) 22-002 – A Request to:

1. Amend Chapter 17.69 (“Accessory Dwelling Units”) of Title 17 (Zoning) of the Covina Municipal Code Related to Accessory Dwelling Units subject to standards set forth under California State Law; and,
2. Find the proposed Zoning Code Amendment (ZCA) 22-002 to be Exempt from the Requirements of the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15282(h).

DISCUSSION

On January 25, 2022, the Planning Commission held a Study Session to discuss amending Chapter 17.69 (“Accessory Dwelling Units”) of the Covina Municipal Code to discuss and consider changes in areas where local jurisdiction has the discretion to tailor its ADU regulations based on recent local conditions.

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 “A”. GIS maps identifying all ADUs in Covina, Single Story ADUs, and 2-Story ADUs are also referenced under Exhibit “B”.

<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>
</tr>
</tbody>
</table>

Included with the staff report is a matrix summary of (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 (Exhibit “C”). 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, and ADUs on Hillside properties & High Fire Severity Zones.

A. Building Height and Setbacks. 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 two-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 a 0 to 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 intrusive to neighboring properties. For example, a proposal to construct an ADU above a garage, with a 4-foot setback from the property line creates a larger structure that is intrusive to adjoining properties and no longer have a rear yard buffer that provides privacy to adjoining properties. During the ADU Study Session, the Planning Commission recommended that ADUs greater than 16 feet in height only be permitted within the primary residence “buildable area,” as determined under established CMC Sections 17.14 and 17.26 residential development standards. As such, the following guidelines would be applied to differentiate between one-story and two-story ADUs:

i. One-Story ADUs. A 16-foot height limit on all ADUs is proposed, when setback four (4) feet from a side and rear property line, as required per State of California ADU law.

ii. Two-Story ADU Combination. ADUs greater than 16 feet in height, (i.e. detached two-story ADUs, a second-story ADU above a garage, the addition of a second-story ADU to an existing single-story residence, the addition of an attached two-story ADU to the primary residence, or another combination thereof) be permitted within the primary residence “buildable area,” as determined under established CMC Sections 17.14 and 17.26 residential development standards. Table-1 below summarizes the minimum required single-family residential setback and building height standards that determine the primary residence ‘buildable area.”

<table>
<thead>
<tr>
<th>Development Standards</th>
<th>E-1, E-2-1/2, and E-5</th>
<th>R-1 20,000, R-1 10,000, R-1 8,500, and R-1 7,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Height:</td>
<td>35 ft</td>
<td>35 ft</td>
</tr>
<tr>
<td>Setbacks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front</td>
<td>60 ft</td>
<td>25 ft</td>
</tr>
</tbody>
</table>
### B. 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 outlined within the attached draft ADU Ordinance 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 and ADU size limits 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 and Setback. Maximum building height shall not exceed 16 feet in height when 4 feet from a side or rear property line. ADUs greater than 16 feet in height, (i.e. detached two-story ADUs, a second-story ADU above a garage, the addition of a second-story ADU to an existing single-story residence, the addition of an attached two-story ADU to the primary residence, or any combination thereof) be permitted within the primary residence buildable area, as determined under established CMC Sections 17.14 and 17.26 residential development standards.

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.

C. ADUs on Multi-family lots. Staff is also amending the city ADU Ordinance to include ADUs on multi-family lots, so as to be in conformance with recent changes in State Law:

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.

D. 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;
4. Provide fire sprinkles to ADU;
5. 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);
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.

PUBLIC HEARING NOTICE

The public hearing notice was published in the San Gabriel Valley Examiner newspaper on March 10, 2022, as a display advertisement at least one-eighth page in size, and a minimum ten (10) days before the March 22, 2022 hearing as required by law.
ENVIRONMENTAL DETERMINATION

The proposed ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") (Cal. Pub. Resources Code, § 21000 et seq.) and the CEQA Guidelines (Cal. Code Reg., tit. 14, § 15000 et seq.) pursuant to California Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h).

RECOMMENDATION

Staff recommends the Planning Commission adopt Resolution No. 2022-003 PC recommending approval of Zoning Code Amendment (ZCA) 2022-002 to the City Council.

Prepared by:

Mercenia Lugo
Senior Planner

Brian K. Lee, AICP
Director of Community Development

ATTACHMENTS:

Exhibit A – Summary Tables of ADUs
Exhibit B – GIS maps of ADUs in Covina
Exhibit C – Comparison of State ADU Law and Proposed ADU Ordinance Changes
Exhibit D- PC Resolution No. 2022-003 with Attachment “A” Ordinance 2022-XX
Exhibit “A”

Summary Tables of ADUs
<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>
</tr>
</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 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. Barranca Avenue New 1,191 SF single story detached ADU w/2-car garage @ 623 N</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>CODE CASE - legalize 497 SF JADU at 610 E Puente St Construct a (N) 560 SF ADU above an (E) garage with a covered patio on ground floor at 540 N. 5th Street New 849-SF 2-story ADU with an attached 33 SF patio cover to the rear of existing SFR</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>Dodsworth</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>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>New 849-SF 2-story ADU with an attached 33 SF patio cover to the rear of existing SFR</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>Demolition of unpermitted structures; new dining room addition and new 573 SF ADU on lower floor</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>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 E Brookport Street</td>
<td>06/04/2021</td>
<td>2-STORY</td>
</tr>
<tr>
<td>ADU21-42</td>
<td>451 S ALDENVILLE AVE</td>
<td>8444-019-006</td>
<td>CODE CASE - legalize 497 SF JADU at 610 E Puente St</td>
<td>06/04/2021</td>
<td>2-STORY</td>
</tr>
<tr>
<td>ADU21-43</td>
<td>437 E BROOKPORT ST</td>
<td>8422-011-038</td>
<td>Convert existing Garage to ADU, no SF to be added, existing SF is 407. Convert existing 2 car garage inot ADU, 1 bed room, Bath rm, Kitchen轩 EMPTY 1,161 sf addition totaling 2,323 sf to a new 2-story SFR and partial conversion of 1,099 sf into an att. 1-story ADU</td>
<td>06/23/2021</td>
<td>2-STORY</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. Convert existing 2 car garage inot ADU, 1 bed room, Bath rm, Kitchen</td>
<td>09/23/2021</td>
<td>2-STORY</td>
</tr>
<tr>
<td>ADU21-51</td>
<td>553 S CALVADOS AVE</td>
<td>8444-025-007</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>11/07/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-52</td>
<td>1159 E MEADOW WOOD</td>
<td>8447-023-072</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>11/10/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-53</td>
<td>244 E DEXTER ST</td>
<td>8445-018-029</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>11/10/2021</td>
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<tr>
<td>ADU21-57</td>
<td>772 E PUENTE ST</td>
<td>8446-026-014</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>12/09/2021</td>
<td>APPROVED</td>
</tr>
<tr>
<td>ADU21-58</td>
<td>308 E ITALIA ST</td>
<td>8445-003-029</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>
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<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>
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<tr>
<td>ADU21-60</td>
<td>321 S SAN JOSE AVE</td>
<td>8445-016-035</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>12/20/2021</td>
<td>APPROVED</td>
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<tr>
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<tr>
<td>19041</td>
<td>436 E CYPRESS ST</td>
<td>8430-035-017</td>
<td>New ADU Attached (493)SF &amp; New Addition (897)SF. MEP'S Per Approved Plans. Add New One Story ADU (759)SF. 1 Bedrm, 1 Bath, Kitchen Living Room &amp; Laundry. MEP's per Approved Plans.</td>
<td>10/09/2019</td>
<td>EXPIRED</td>
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<tr>
<td>19061</td>
<td>769 S BRIARGATE LN</td>
<td>8451-009-010</td>
<td>New detached ADU 528sf, w/ portch 520sf MEP Included</td>
<td>10/21/2019</td>
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<tr>
<td>21148</td>
<td>636 N STEPHORA AVE</td>
<td>8402-022-020</td>
<td>New Attached 1Story(718)SF ADU, Demo (E)Patio&amp;Laundry Rm, Convert Store Rm to Laundry Rm, Includes MEPS as per Approved Plans</td>
<td>11/07/2019</td>
<td></td>
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<tr>
<td>8LD20-71</td>
<td>744 N GLENODORA AVE</td>
<td>8427-002-001</td>
<td>CC: Legalize Garage Conversion to ADU (360)</td>
<td>11/12/2019</td>
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<tr>
<td>8LD20-387</td>
<td>169 E LOMA VIST ST</td>
<td>8451-002-037</td>
<td>New ADU (183)SF w/(45)SF Laundry Rm &amp; (24)SF Trash Enclosure, Include MEPS as per Approved Plans</td>
<td>11/07/2019</td>
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<tr>
<td>8LD20-498</td>
<td>1033 W CYPRESS ST</td>
<td>8420-014-052</td>
<td>MEPS as per Approved Plans: Address:</td>
<td>07/10/2020</td>
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<tr>
<td>8LD21-77</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>
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<tr>
<td>8LD21-358</td>
<td>663 S RANCHO SIMI DR</td>
<td>8448-005-038</td>
<td>NEW DETACHED ADU 605 SQ FT INCLUDES MEPS AS PER APPROVED PLANS Convert E Garage to ADU(473)SF, Demo unpermitted sunroom (215)SF C/O 12 Windows. MEPS Per Approved Plans. ADU 1088</td>
<td>04/20/2021</td>
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<tr>
<td>8LD21-611</td>
<td>1086 E WANAMAKER DR</td>
<td>8428-014-021</td>
<td>CONVERT (E) ATTACHED GARAGE TO ADU 390 SF &amp; ADD BATHRM IN (E) LIVING SPACE. INCLUDES MEPS ON PLANS. ADU: (403 N LARKIN) (N) 2 STORY DETACHED ADU: (565) SF GARAGE ON 1ST STORY &amp; (600) SF ADU ON 2ND STORY</td>
<td>06/07/2021</td>
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<tr>
<td>8LD21-706</td>
<td>1847 E ADAMS PARK DR</td>
<td>8426-013-028</td>
<td>N DETACHED 1182 SF ADU, INCLUDES MEPS AS PER APPROVED PLANS REFER BLD21-825 &amp; BLD21-826 CONVERT E GARAGE TO ADU (448 SF) INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>06/29/2021</td>
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<tr>
<td>8LD21-810</td>
<td>436 E COVINA BLVD</td>
<td>8422-011-041</td>
<td>PROPED (N) 1188 SF ADU AT REAR OF YARD MEPS INCLUDED AS PER APPROVED PLANS CONV E GARAGE TO ADU (448)SF INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>07/15/2021</td>
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<td>8LD21-827</td>
<td>551 N VALENCIA PL</td>
<td>8431-018-021</td>
<td>CONVERT E GARAGE TO ADU (448)SF INCLUDES MEPS AS PER APPROVED PLANS POPED (N) 1188 SF ADU AT REAR OF YARD MEPS INCLUDED AS PER APPROVED PLANS CONV E GARAGE TO ADU (448)SF INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>08/12/2021</td>
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<tr>
<td>8LD21-840</td>
<td>1175 E WINGATE ST</td>
<td>8428-024-011</td>
<td>CONVERT (E) BEDROOMS TO (382)SF JADU &amp; MAKE DOORWAY TO ADU</td>
<td>08/24/2021</td>
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<tr>
<td>8LD21-886</td>
<td>729 E LEVEL ST</td>
<td>8446-026-009</td>
<td>PROPED (N) 1188 SF ADU AT REAR OF YARD MEPS INCLUDED AS PER APPROVED PLANS CONV E GARAGE TO ADU (448)SF INCLUDES MEPS AS PER APPROVED PLANS</td>
<td>09/09/2021</td>
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<tr>
<td>8LD21-996</td>
<td>158 W ORANGE ST</td>
<td>8431-029-035</td>
<td>(N) GARAGE (517)SF &amp; 2ND STORY ADU (566)SF CODE CASE: GARAGE CONVERSION TO ADU WITH PORCH 367 SF TOTAL Living 232.77, Porch 67 SF, Laundry 20SF</td>
<td>08/07/2021</td>
<td>ADU on 2ND-STORY</td>
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<td>8LD21-982</td>
<td>860 N VICEROY AVE</td>
<td>8431-001-015</td>
<td>CC: CONVERT (E) BEDROOMS TO (382)SF JADU &amp; MAKE DOORWAY TO ADU</td>
<td>09/29/2021</td>
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<tr>
<td>8LD21-1030</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>
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<tr>
<td>8LD21-1039</td>
<td>442 W WORKMAN ST</td>
<td>8453-020-005</td>
<td>CONVERT (E) GARAGE TO ADU (400)SF ATTACHED GARAGE TO ADU CONVERSION (400)SF INCLUDES MEPS AS ON APPROVED PLANS</td>
<td>10/14/2021</td>
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<tr>
<td>8LD21-1076</td>
<td>479 N STEPHORA AVE</td>
<td>8402-021-007</td>
<td>CC: RESIDENTIAL ALTERATION (1,439)SF CONVERSION TO Hybrid ADU 897.5 Total, Addition of (565)SF For Laundry Rm Convert (2) Existant GARAGES into ADUS (2) Attatched - 670 SF (1)</td>
<td>10/26/2021</td>
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<tr>
<td>8LD21-1101</td>
<td>853 W CHESTER RD</td>
<td>8432-009-014</td>
<td>CONVERT (E) OFFICE TO ADU 695 SF INCLUDES MEPS AS ON PLANS</td>
<td>11/02/2021</td>
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<tr>
<td>8LD21-1137</td>
<td>211 S BARRANCA AVE</td>
<td>8445-004-022</td>
<td>CONVERT (E) OFFICE TO ADU 695 SF INCLUDES MEPS AS ON PLANS</td>
<td>11/09/2021</td>
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<tr>
<td>8LD21-1140</td>
<td>1220 N REIDER AVE</td>
<td>8401-033-076</td>
<td>CONNECT JADU TO THE MAIN HOUSE</td>
<td>11/09/2021</td>
<td>ADU on 2ND-STORY</td>
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<tr>
<td>8LD21-1159</td>
<td>321 S SAN JOSE AVE</td>
<td>8445-016-035</td>
<td>CONVERT GARAGE TO ADU 376 SQ FT INCLUDES KITCHEN, BATHROOM, BEDROOM. ADD ADDITIONAL BATHROOM TO MAIN HOUSE</td>
<td>11/16/2021</td>
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<tr>
<td>8LD21-1233</td>
<td>581 N FIFTH AVE</td>
<td>8431-019-012</td>
<td>CONVERT GARAGE TO ADU 376 SQ FT INCLUDES KITCHEN, BATHROOM, BEDROOM. ADD ADDITIONAL BATHROOM TO MAIN HOUSE</td>
<td>12/08/2021</td>
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</tbody>
</table>

**Notes:**
- **RTI:** Requires Technical Inspection
- **MULTI-FAM:** Multi-Family Use
- **EXPIRED:** Permit has expired
- **ON HOLD DUE TO COVENANT WENT BACK TO PLN:** Permit is on hold due to a covenant that went back to planning process.
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<tr>
<td>BLD21-1250 354 E COLLEGE ST</td>
<td>8445-007-022</td>
<td>CONVERT (E) 2-CAR GARAGE INTO ATTACHED ADU (790) SF TO INCLUDE 2BEDRMS, 2RESTRMS, 1 KITCHEN &amp; 1 LIVING RM</td>
<td>12/13/2021</td>
<td>MULTI-FAM</td>
</tr>
<tr>
<td>BLD21-1286 718 N ARMEL DR</td>
<td>8432-007-028</td>
<td>DEMO AND ADD TO (E) GARAGE TO CREATE ADU (599)SF 2BED 2 BATH, FULL KITCHEN, MEPS &amp; 1-CAR GARAGE (238)SF</td>
<td>12/12/2021</td>
<td>Includes BLD21-1288</td>
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<tr>
<td>BLD21-1290 1143 N IVESCREST AVE</td>
<td>8403-009-043</td>
<td>CONVERT (E) GARAGE TO ADU TOTAL (540) SF</td>
<td>12/23/2021</td>
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ALL ADU's ISSUED

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<tbody>
<tr>
<td>15988</td>
<td>362 E ITALIA ST</td>
<td>8445-003-016</td>
<td>Res Add-(1,112)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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<td>ADU on 2ND-STORY</td>
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<tr>
<td>200013</td>
<td>1239 N 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.</td>
<td>02/20/2020</td>
<td>5/12/2020</td>
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<tr>
<td>BLD20-10</td>
<td>852 N ELSPETH WAY</td>
<td>8432-007-003</td>
<td>Construction of detached 750 SF ADU in rear yard area heating space 705 sqft. ADU has own utility meters</td>
<td>04/06/2020</td>
<td>7/17/2020</td>
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<tr>
<td>BLD20-126</td>
<td>708 S BARRANCA AVE</td>
<td>8451-009-001</td>
<td>Covert (E) 414 SF detached garage into an ADU w/a 637 SF expansion @ 708 S. Barranca Avenue</td>
<td>06/01/2020</td>
<td>3/16/2021</td>
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<tr>
<td>BLD20-197</td>
<td>1172 W GREENHAVEN ST</td>
<td>8409-014-003</td>
<td>New Detached Single Family ADU (795)SF Located at Rear of Property. MEP's per Approved Plans.</td>
<td>06/29/2020</td>
<td>11/17/2020</td>
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<tr>
<td>BLD20-257</td>
<td>820 N CITRUS AVE</td>
<td>8430-001-015</td>
<td>Convert Garage &amp; Rumpus Rm(660)SF &amp; Add(175) into ADU, w/MEP as Per Approved Plans.</td>
<td>07/16/2020</td>
<td>9/14/2020</td>
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<tr>
<td>BLD20-334</td>
<td>1781 E RUDDOCK ST</td>
<td>8402-025-014</td>
<td>Convert (e) Garage to ADU 605sqft</td>
<td>08/05/2020</td>
<td>11/5/2020</td>
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<tr>
<td>BLD20-484</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 1205SF in (E) FRONT HOUSE</td>
<td>09/15/2020</td>
<td>9/30/2021</td>
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<tr>
<td>BLD20-485</td>
<td>570 N FOURTH AVE</td>
<td>8431-016-023</td>
<td>New 2-Story Detached ADU(1195)SF w/Attached 2-Car Garage (438)SF, Includes MEP's &amp;</td>
<td>09/15/2020</td>
<td>9/30/2021</td>
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<tr>
<td>BLD20-512</td>
<td>1235 EVERGREEN CIR</td>
<td>8447-031-081</td>
<td>Construction of an Attached ADU (463)SF to an Existing Single-Family Residence.</td>
<td>09/22/2020</td>
<td>4/15/2021</td>
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<td>BLD20-625</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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<td>BLD20-638</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>2/21/2021</td>
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<td>BLD20-681</td>
<td>1007 N PROSPERO 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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<td>BLD20-717</td>
<td>746 N LYMAN AVE</td>
<td>8402-018-007</td>
<td>CONVERT GARAGE TO ADU (535) SF INCLUDES MEP'S AS PER APPROVED PLANS -</td>
<td>11/10/2020</td>
<td>5/26/2021</td>
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<td>BLD20-744</td>
<td>147 N BARRANCA AVE</td>
<td>8445-006-001</td>
<td>Convert(436)SF Garage to ADU &amp; Add (240)SF Total (676)SF, Includes MEP's as Per Approved Plans.</td>
<td>11/17/2020</td>
<td>3/15/2021</td>
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<td>BLD20-827</td>
<td>660 S FENIMORE AVE</td>
<td>8453-002-005</td>
<td>(ADU) 441SF w/MEP's proved Plans</td>
<td>11/16/2020</td>
<td>5/5/2021</td>
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<td>BL21-458</td>
<td>729 W GROVEREADLE ST</td>
<td>8407-016-017</td>
<td>CONVERT GARAGE TO ADU 1008 SF INCLUDES MEP'S AS PER APPROVED PLANS</td>
<td>01/26/2021</td>
<td>12/20/2021</td>
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<td>BL21-444</td>
<td>915 E RUDDOCK ST</td>
<td>8432-008-011</td>
<td>CONVERT (E) 375 SF GARAGE TO ADU</td>
<td>02/08/2021</td>
<td>4/7/2021</td>
<td>ART is performing Final Inspections 01/06/2022</td>
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<td>BLD21-96</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 Connections)per Approved Plans.</td>
<td>02/08/2021</td>
<td>4/19/2021</td>
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<td>BLD21-150</td>
<td>954 N GLENWOOD AVE</td>
<td>8403-002-041</td>
<td>DEMO UNPERMITTED STRUCTURE 881 SF &amp; NEW 1185 SF ADU INCLUDES MEP'S AS PER APPROVED PLANS.</td>
<td>03/01/2021</td>
<td>6/1/2021</td>
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<td>BLD21-251</td>
<td>615 N MANGROVE AVE</td>
<td>8427-009-020</td>
<td>APPROVED PLANS</td>
<td>03/22/2021</td>
<td>5/27/2021</td>
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<tr>
<td>BLD21-387</td>
<td>204 S STARGLEN AVE</td>
<td>8426-010-006</td>
<td>N ATTACHED ADU 544 SF AND ADDITION TO BEDROOM 144 SF MEP'S INCLUDED AS PER</td>
<td>05/03/2021</td>
<td>10/7/2021</td>
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<td>BLD21-623</td>
<td>107 N ELSPETH WAY</td>
<td>8432-035-006</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, MEP'S AS PER APPROVED PLANS</td>
<td>07/01/2021</td>
<td>10/4/2021</td>
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<tr>
<td>BLD21-933</td>
<td>978 N DAMATO DR</td>
<td>8404-019-045</td>
<td>DETACHED 800SF ADU AT NORTH EAST CORNER OF LOT INCLUDES MEP'S ON APPROVED PLANS</td>
<td>09/16/2021</td>
<td>12/17/2021</td>
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<td>BLD21-1016</td>
<td>158 COLLEGE WAY</td>
<td>8445-004-014</td>
<td>(E) GARAGE INTO (400)SF ADU WITH MEP's ON PLAN (ADU: 160 E College Way)</td>
<td>10/12/2021</td>
<td>12/8/2021</td>
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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 GLENORA 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>
<td></td>
</tr>
<tr>
<td>13013</td>
<td>173 E PUENTE ST</td>
<td>8445-020-021</td>
<td>New ADU (1119sf) and new porch (100sf)</td>
<td>04/16/2019</td>
<td>6/24/2020</td>
<td>8/26/2021</td>
<td></td>
</tr>
<tr>
<td>13281</td>
<td>843 E ADAMS PARK DR</td>
<td>8425-023-006</td>
<td>C/C - Legalize Unpermitted (260) sf ADU, Includes MEP's as Per Approved Plans.</td>
<td>05/23/2019</td>
<td>11/12/2019</td>
<td>1/20/2020</td>
<td></td>
</tr>
<tr>
<td>13236</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 (1138)sf Detached ADU to Rear of (E) SFR w/ New (441)sf 2-Car Garage, Includes MEP's as Per Approved Plans</td>
<td>05/30/2019</td>
<td>3/3/2020</td>
<td>8/5/2020</td>
<td>11/20/2021</td>
</tr>
<tr>
<td>13240</td>
<td>262 E DEXTER ST</td>
<td>8445-018-008</td>
<td>New (1196)sf Detached ADU &amp; New (1138)sf Detached ADU to Rear of (E) SFR w/ New (441)sf 2-Car Garage, Includes MEP's as Per Approved Plans</td>
<td>09/24/2019</td>
<td>2/25/2020</td>
<td>9/23/2020</td>
<td></td>
</tr>
<tr>
<td>2000072</td>
<td>1059 E BADILLO ST</td>
<td>8428-014-032</td>
<td>Convert 746sf of an [E] (2587sf SFR to a ADU (E) &amp; attached garages 635sf) MEP's &amp; Per Approved Plans</td>
<td>01/22/2020</td>
<td>4/2/2020</td>
<td>12/17/2020</td>
<td>5/11/2021</td>
</tr>
<tr>
<td>2000081</td>
<td>131 S Houser Dr</td>
<td>8443-007-011</td>
<td>(N) 1-Story (440) SFR ADU (ATT) to (E) SFD w/ MEP's</td>
<td>01/23/2020</td>
<td>6/30/2020</td>
<td>4/22/2021</td>
<td></td>
</tr>
<tr>
<td>2000092</td>
<td>1244 E COLVER PL</td>
<td>8427-010-015</td>
<td>Convert Existing Workshop (337) SFR to an ADU. Also Adding (88) SFR to Existing Workshop MEP's per Approved Plans</td>
<td>01/27/2020</td>
<td>8/17/2020</td>
<td>4/13/2021</td>
<td>4/5/2021</td>
</tr>
<tr>
<td>2000139</td>
<td>539 N FIFTH AVE</td>
<td>8431-019-006</td>
<td>Construct a New SFR (1,175) SFR and Convert Existing into a ADU (798) SFR. MEP's as Per Approved Plans.</td>
<td>02/06/2020</td>
<td>6/29/2020</td>
<td>8/18/2020</td>
<td>3/14/2021</td>
</tr>
<tr>
<td>2000147</td>
<td>631 E PUENTE ST</td>
<td>8446-009-010</td>
<td>Convert (268) SFR Garage to ADU &amp; Add (364) SFR to SFR, Includes MEP's as Per Approved Plans.</td>
<td>02/10/2020</td>
<td>4/8/2020</td>
<td>7/7/2020</td>
<td></td>
</tr>
<tr>
<td>2000148</td>
<td>960 W BADILLO ST</td>
<td>8442-006-003</td>
<td>New (860) SFR ADU, Includes MEP's as Per Approved Plans New Detached ADU (1175) SFR (9055 SFR w/ Attached Garage 264) SFR MEP ADU address 178 E CYPRESS</td>
<td>02/10/2020</td>
<td>7/22/2020</td>
<td>8/12/2021</td>
<td></td>
</tr>
<tr>
<td>2000152</td>
<td>1786 E CYPRESS ST</td>
<td>8401-020-028</td>
<td>Convert (400) SFR Garage to ADU &amp; Add (100) SFR, Includes MEP's &amp; Convert (E) Closet to BthRm as Per Approved Plans CC</td>
<td>03/10/2020</td>
<td>4/8/2020</td>
<td>12/6/2021</td>
<td></td>
</tr>
<tr>
<td>2000146</td>
<td>516 W GREENDALE ST</td>
<td>8454-003-002</td>
<td>Construction (410) SFR Garage to ADU &amp; Add (105) SFR, Includes MEP's &amp; Convert (E) Closet to BthRm as Per Approved Plans CC</td>
<td>03/16/2020</td>
<td>10/15/2020</td>
<td>3/4/2021</td>
<td></td>
</tr>
<tr>
<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 New ADU (674), Includes MEP's as Per Approved Plans Primary Address: 249 W HAMPTON CT</td>
<td>04/06/2020</td>
<td>10/20/2020</td>
<td>1/13/2021</td>
<td></td>
</tr>
<tr>
<td>BLD20-48</td>
<td>251 W HAMPTON CT</td>
<td>8431-016-013</td>
<td>New ADU (674), Includes MEP's as Per Approved Plans Primary Address: 249 W HAMPTON CT</td>
<td>04/28/2020</td>
<td>10/26/2020</td>
<td>11/24/2021</td>
<td></td>
</tr>
<tr>
<td>BLD20-97</td>
<td>1173 N FAIRVALE AVE</td>
<td>8406-019-008</td>
<td>TINY HOUSE - (N) detached ADU 153 SF. CC 192sf lot coverage (153sf living w/ 35sf porch)</td>
<td>05/06/2020</td>
<td>9/30/2020</td>
<td>5/10/2021</td>
<td></td>
</tr>
<tr>
<td>BLD20-142</td>
<td>127 S WATERBURY AVE</td>
<td>8441-004-023</td>
<td>CC - Conversion of existing 384 sq garage to ADU. Studio</td>
<td>06/09/2020</td>
<td>9/10/2020</td>
<td>11/23/2020</td>
<td></td>
</tr>
<tr>
<td>BLD20-360</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>
<td>2/11/2021</td>
<td></td>
</tr>
<tr>
<td>BLD21-502</td>
<td>244 E EDNA PL</td>
<td>8436-016-006</td>
<td>New Existing Garage to ADU at Rear of Property (365) SFR MEP's &amp; Per Approved Plans</td>
<td>06/01/2021</td>
<td>6/30/2021</td>
<td>11/4/2021</td>
<td></td>
</tr>
</tbody>
</table>
Exhibit "B"

GIS maps of ADUs in Covina
Exhibit “C”

Comparison of State ADU Law and Proposed ADU Ordinance Changes
## EXHIBIT "C" - Comparison of State ADU Law and Proposed Ordinance Changes

<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>
<tr>
<td><strong>Review process and timing</strong></td>
<td><strong>Amending Ordinance to include Objective Design Standards</strong> • 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</td>
<td>Yes – Adoption of Objective Design Standards Required • May provide for a review period shorter than 120 days</td>
<td>• Ministerial review/approval by the Community Development Director • Design review based on objective standards • 120-day time limit for decision</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>• Lots zoned for single-family or multifamily 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.</td>
<td>Yes – limited flexibility based on specific findings</td>
<td>• 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</td>
</tr>
<tr>
<td>Topic</td>
<td>State Requirement</td>
<td>Local Flexibility?</td>
<td>Proposed Ordinance</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Owner occupancy</td>
<td>May be rented separate from the primary residence, but may not be sold or conveyed separate from the primary residence.</td>
<td>Yes — cities may allow both primary unit and ADU to be rented</td>
<td>Owner-occupancy of either the primary unit or the ADU required, with a recorded deed restriction.</td>
</tr>
<tr>
<td>Short-term rental</td>
<td>May require rental term longer than 30 days</td>
<td>Yes — cities may allow short-term rental of ADUs</td>
<td>No limitation on length of occupancy</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 detached from the primary unit</td>
<td>No</td>
<td>As per State law</td>
</tr>
<tr>
<td><strong>Floor area</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Amending Ordinance to include ADU unit size cap.** | • Attached: total floor area shall not exceed 50% of the primary dwelling or 1,200 square feet  
• Detached: total floor area shall not exceed 1,200 square feet  
• Must allow at least an efficiency unit (either attached or detached) | Yes — cities may adopt ADU size limits that differ from the State standards | • 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. |
| Structure height                        | No limits established                                                              | Yes                                 | Attached: Same as primary dwelling                                                |
| **Amending Ordinance to limit ADU height to 16 feet when 4 ft from a side and rear property line and, ADUs greater than 16 feet in height shall be permitted within the primary residence buildable area, as determined under CMC Sections 17.14 and 17.26 residential development standards** | | | • -16 ft max. height limit when 4 ft from a side and rear property line.  
• -ADUs greater than 16 feet in height shall be permitted within the primary residence buildable area, as determined under CMC |
<table>
<thead>
<tr>
<th>Topic</th>
<th>State Requirement</th>
<th>Local Flexibility?</th>
<th>Proposed Ordinance</th>
</tr>
</thead>
<tbody>
<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 floor area the main building</td>
</tr>
</tbody>
</table>
| Off-street parking | - Parking requirements for ADUs shall not exceed one parking space per unit or per bedroom, whichever is less.  
                   - Parking may be provided as tandem parking on a driveway and in setback areas in 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  
                   - 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  
                   - 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 | Yes – parking requirements may be waived or reduced; parking may be prohibited in setbacks or tandem configuration only if specific findings are made | - Number of spaces as per State law  
                   - Parking in tandem configuration and in setbacks allowed per State law  
                   - 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 |
<table>
<thead>
<tr>
<th>Topic</th>
<th>State Requirement</th>
<th>Local Flexibility?</th>
<th>Proposed Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADU</td>
<td>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>No</td>
<td>Attached: Same as primary dwelling Detached: Same as for accessory buildings Exception for garage conversion or ADU above garage per State law</td>
</tr>
<tr>
<td>Setbacks</td>
<td>• No setback required for an existing garage that is converted to an ADU&lt;br&gt;• Not more than five feet from the side and rear lot lines shall be required for an ADU constructed above a garage</td>
<td>No</td>
<td>Attached: Same as primary dwelling Detached: Same as for accessory buildings Exception for garage conversion or ADU above garage per State law</td>
</tr>
<tr>
<td>Utility connections</td>
<td>• 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&lt;br&gt;• 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</td>
<td>Yes – utility connection requirements and fees may be waived</td>
<td>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</td>
</tr>
<tr>
<td>Building code compliance</td>
<td>As required for detached dwellings</td>
<td>No</td>
<td>Per State law</td>
</tr>
<tr>
<td>Topic</td>
<td>State Requirement</td>
<td>Local Flexibility?</td>
<td>Proposed Ordinance</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
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<td>-----------------------------------------</td>
</tr>
<tr>
<td>Fire sprinklers</td>
<td>ADU shall not be required to provide fire sprinklers if they are not required for the primary residence</td>
<td>No</td>
<td>Per State law</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td></td>
<td></td>
<td><strong>Design review based on objective standards</strong></td>
</tr>
<tr>
<td>Amending Ordinance to include Objective Design Standards</td>
<td>Ministerial design review allowed if based on objective standards</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>• May be charged consistent with the Mitigation Fee Act</td>
<td>Yes — may waive or reduce fees</td>
<td>Per State law</td>
</tr>
<tr>
<td></td>
<td>• ADUs shall not be considered to be a new residential use for the purposes of calculating utility connection fees or capacity charges.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exhibit “D”

PC Resolution No. 2022-003 with Attachment “A” Ordinance 2022-XX
RESOLUTION NO. 2022-003 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF COVINA ADOPT ORDINANCE 22-XX, AMENDING CHAPTER 17.69 ("ACCESSORY DWELLING UNITS") OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNITS, AND MAKING FINDINGS OF EXEMPTION UNDER CEQA.

WHEREAS, Covina Municipal Code (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 17.80.080 through 17.80.070 (Zoning Code Amendment or Zone change);

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 as provided in CMC Sections 17.80.030 through 17.80.050;

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;

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;

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;

WHEREAS, Government Code Section 65800 requires that at the hearing, the Planning Commission render its decision in the form of a written recommendation to the City Council, including the reasons for the recommendation and the relationship of the proposed Zoning Code Amendment (ZCA) 22-002 to the City of Covina General Plan, and transmit the recommendation to the City Council in such form and manner as specified by the City Council;

WHEREAS, CMC Section 17.80.050 further provides that any recommendation by the Planning Commission for an amendment shall require an affirmative vote of not less than two-thirds of the total voting members after at least one public hearing and must be filed with the City Council, together with a report of findings, hearings, and other supporting data, within thirty (30) days after the conclusion of the public hearing;

WHEREAS, City staff has prepared proposed Zoning Code Amendment (ZCA) 22-002 as set forth in Ordinance 22-XX attached hereto as Attachment "A," which proposes to establish standards and procedures for the construction of accessory dwelling units in conformance with
State law;

WHEREAS, on March 22, 2022, the Planning Commission of the City of Covina held a duly noticed public hearing as prescribed by law to consider the proposed Zoning Code Amendment (ZCA) 22-002 and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Zoning Code Amendment (ZCA) 22-002. Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Zoning Code Amendment (ZCA) 22-002, the Planning Commission closed the public hearing on that same date; and

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

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

SECTION 1. Recommendation for Findings under California Environmental Quality Act. The Planning Commission hereby recommends that the City Council make the following environmental findings and determinations in connection with the approval of the proposed Zoning Code Amendment (ZCA) 22-002: Community Development Department staff has determined that the proposed Zoning Code Amendment (ZCA) 22-002, as set forth in the Ordinance attached as Attachment “A” to this Resolution, is exempt from the requirements of CEQA pursuant to California Public Resources Code Section 21080.17 and CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) Section 15282(h). The City Council has reviewed the Community Development Department staff’s determination of exemption, and based on its own independent judgment, concurs in staff’s determination that the proposed Ordinance adopting the proposed Zoning Code Amendment (ZCA) 22-002 is exempt from CEQA.

SECTION 2. Recommendation for Findings for Approval of Zoning Code Amendment (ZCA) 22-002. Based on the evidence in the record, the Planning Commission recommends that the City Council of the City of Covina find that the proposed Zoning Code Amendment (ZCA) 22-002 is in substantial compliance with State law and is consistent with the following General Plan Policies:

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 f all income levels and persons with disabilities.

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

SECTION 3. Recommendation for Approval of Zoning Code Amendment (ZCA) 22-002. Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in this Resolution, the Planning Commission hereby recommends that the City Council of the City of Covina introduce for first reading and adopt proposed Ordinance No. 22-XX attached hereto as Attachment “A” and entitled:
"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, AMENDING CHAPTER 19.69 ("ACCESSORY DWELLING
UNITS") OF TITLE 17 (ZONING) OF THE COVINA MUNICIPAL CODE
AMENDING REGULATIONS FOR THE DEVELOPMENT OF ACCESSORY
DWELLING UNITS, AND MAKING FINDINGS OF EXEMPTION UNDER
CEQA"

SECTION 4. The Secretary shall certify to the adoption of this Resolution and shall file
a copy of this Resolution with the City Council, together with any report of findings, hearings, or
other supporting data, within thirty (30) days after the date of this Resolution.

APPROVED AND ADOPTED by the members of the Planning Commission of Covina
this 22nd day of March, 2022.

CHAIRMAN JOHN CONNORS
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 22nd day of March,
2022, by the following vote of the Planning Commission:

AYES:
NOES:
ABSENT:
ABSTAIN:

COVINA PLANNING COMMISSION SECRETARY
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”); and,

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, Zoning Code Amendment (ZCA) 22-002 proposes to amend Chapter 17.69 ("Accessory Dwelling Units") of Chapter 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”);
ATTACHMENT “A”

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 March 22, 2022, during a duly noticed public hearing, the Planning Commission adopted Resolution 2022-003 PC, recommending to the City Council the adoption of this Ordinance No. 22-XX approving Zoning Code Amendment (ZCA) 22-002, a Notice of Exemption and the amendments herein; and,

WHEREAS, on April ________, 2022, 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. 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. "Building Envelope" shall have the same meaning ascribed in Covina Municipal Code Section 17.04.117.

"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, with the exception of two-story accessory dwelling units. ADUs greater than 16 feet in height, (i.e. detached two-story ADUs, a second-story ADU above a garage, the addition of a second-story ADU to an existing single-story residence, the addition of an attached two-story ADU to the primary residence, or any combination thereof) shall be permitted within the primary residence “buildable area,” as determined under CMC Sections 17.14 and 17.26 residential development standards.

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 and Setback. Maximum building height shall not exceed 16 feet in height when 4 feet from a side and rear property line. ADUs greater than 16 feet in height, (i.e. detached two-story ADUs, a second-story ADU above a garage, the addition of a second-story ADU to an existing single-story residence, the addition of an attached two-story ADU to the primary residence, or any combination thereof) shall be permitted within the primary residence “buildable area,” as determined under established CMC Sections 17.14 and 17.26 residential development standards.

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

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