PLANNING COMMISSION
REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, June 28, 2022

IMPORTANT NOTICE
This meeting is being conducted in accordance with Assembly Bill 361, regarding the COVID-19 pandemic.

Members of the public may view the meeting live on the City’s website at www.covinaca.gov or on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the website, hover over the Departments & Services tab until the drop-down menu appears and click on City Council Video Library under the City Council header. A live banner will appear at the start of the meeting.
Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER

ROLL/CALL
Commissioners: Charles Hodapp, Daniel McMeekin, Rosie Richardson, Vice-Chair Susan Zermeno, and Chair John Connors

PLEDGE OF ALLEGIANCE
Led by Chairman Connors

PUBLIC COMMENTS
To address the Planning Commission please complete a yellow speaker request card located at the entrance and give it to the City Planner. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Commissioners from taking action on any item not on the agenda. Individual speakers are limited to five minutes each, unless, for good cause, the Chairperson amends the time limit.
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/88457625507?pwd=SXF1RDN1U0VranVVTkJiQUF4bExqQT09
https://us02web.zoom.us/j/86012367770?pwd=SH1P_1_0Xb6whSBl0Yj4vXujYgn3n1

Telephone:
Dial: +1 669 900 6833
Meeting ID: 
Passcode: 

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 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 a specific item be removed from the consent calendar for discussion.

CC 1. Approval of the Minutes of June 14, 2022

COMMISSIONER COMMENTS
Commissioners wishing to make any announcements of public interest or to request that specific items be added to future Planning Commission agendas may do so at this time.

CONTINUED PUBLIC HEARINGS
None.

PUBLIC HEARINGS
None.

CONTINUED BUSINESS
None.

NEW BUSINESS
NB 1. Endorsement of the Director's Determination that a Proposed "Demonstration Barber Studio" as an Ancillary Use within a Direct Marketing, Warehouse/Storage, Distribution and Repacking of Bulk Hair Products is Consistent with the Permitted Uses within the M-1 Zone (Light Manufacturing), Located at 740 E. Arrow Highway, Unit D.

**Staff Recommendation:**
The Director of Community Development recommends the Planning Commission endorse the Director’s Determination as presented in the staff report analysis.

*Attachment: Staff Report*

**GENERAL MATTERS**
None.

**ADMINISTRATIVE ITEMS**
None.

**ADJOURNMENT**
The Planning Commission will adjourn to its next regular meeting scheduled for Tuesday, July 12, 2022 at 7:00 p.m. inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

The Community Development Department, does hereby declare that the agenda for the June 28, 2022 meeting was posted on the City’s website and near the front entrance of Covina City Hall, 125 East College Street, Covina, in accordance with California Government Code Section 54954.2(a).
MINUTES OF JUNE 14, 2022
MINUTES OF THE JUNE 14, 2022 REGULAR MEETING OF THE COVINA
PLANNING COMMISSION HELD IN THE COUNCIL CHAMBER OF CITY HALL,
125 EAST COLLEGE STREET AT 7:00 PM

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
Chairman Connors called the Planning Commission to Order at 7:01PM

ROLL CALL
Commission members Present: McMeekin, Richardson, Zermeno, Connors
Commission Members Absent: Hodapp (excused)

Staff Members Present: Director of Community Development, Senior Planner, Assistant Planner, Assistant City Attorney

Participants/Attendees: None.

PLEDGE OF ALLEGIANCE
Chairman Connors led the Pledge of Allegiance

PUBLIC COMMENTS
No public comments were received

CONSENT CALENDAR
CC. Approval of the Minutes of May 24, 2022

Commissioner Zermeno made a motion and Commissioner McMeekin seconded to approve the minutes of May 24, 2022.

The motion carried 4-0-1 as follows:

AYES: McMEEKING, ZERMENO, RICHARDSON, CONNORS
COMMISIONER COMMENTS
Commissioner McMeekin requested information regarding a vacant lot located on Front Street and Citrus Avenue.

Community Development Director Brian K. Lee commented that no plans have been submitted for that lot.

Senior Planner Mercy Lugo informed the Planning Commissioners of a Virtual Community Meeting to be held on June 23, 2022 between 5:00PM and 6:30 PM via zoom to learn about the progress of the Covina Draft Housing Element and the Draft Mixed-Use Overlay District, that copies of the "Planning Commissioner's Reference Handbook" were placed on each Commissioner seat, and introduced Assistant Planner Claudia Vargas to the Planning Commission.

CONTINUED PUBLIC HEARINGS
None.

PUBLIC HEARINGS

PH 1. A Request to Rescind Conditional Use Permit (CUP) 20-003, which Allowed Modification of an Existing Conditional Use Permit to Expand the Sale of On-Site Beer and Wine at 624 Shoppers Lane (APN: 8451-001-034). This rescindment will revert the property to the prior CUPs (11-007 and 08-003), which allow the sale of beer and wine at 616 Shoppers Lane and 618 Shoppers Lane.

Staff Recommendation: Staff recommends that the Planning Commission adopt a Resolution No. 2022-012 PC to rescind approvals previously granted through the adoption of Resolution No 2020-018 PC for Conditional Use Permit 20-003 by request of the applicant, Fonda Don Chon.

Assistant Planner Claudia Vargas presented the staff report and answered questions from Commissioner Zermeno.

No other questions were asked by the Planning Commission.

Chairman Connors opened the public hearing.

No public comments were received.

Commissioner McMeekin made a motion and Commissioner Richardson seconded to approve Resolution No. 2022-012 PC to rescind approvals previously granted through the adoption of Resolution No 2020-018 PC for Conditional Use Permit 20-003 by request of the applicant, Fonda Don Chon.

The motion carried 4-0-1 as follows:
AYES: MCMEEKIN, RICHARDSON, ZERMENO, CONNORS
NOES: NONE
ABSTAIN: NONE
ABSENT: HODAPP


Staff Recommendation: Staff recommends that the Planning Commission adopt Resolution No. 2022-013 PC to rescind approvals previously granted through the adoption of Resolution No 2020-030 PC for Conditional Use Permit 20-005 and Site Plan Review 20-009 by request of the applicant, Thomas Serna.

Assistant Planner Megan Wu presented the staff report.

The Planning Commission had no questions or comments.

Chairman Connors opened the public hearing.

No public comments were received.

The public hearing was closed.

Commissioner Richardson made a motion and Commissioner McMeekin seconded to approve Resolution No. 2022-013 PC to rescind approvals previously granted through the adoption of Resolution No 2020-030 PC for Conditional Use Permit 20-005 and Site Plan Review 20-009 by request of the applicant, Thomas Serna.

The motion carried 4-0-1 as follows:

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

CONTINUED BUSINESS
None.

NEW BUSINESS
None.
ADJOURNMENT
Chairman Connors adjourned the Planning Commission Meeting at 7:17 P.M to the next Planning Commission Meeting scheduled for June 28, 2022 at 7:00 PM in the Council Chambers of Covina City Hall.
Meeting: PC Regular Meeting - Jun 28 2022
Title: Endorsement of the Director's Determination that a Proposed "Demonstration Barber Studio" as an Ancillary Use within a Direct Marketing, Warehouse/Storage, Distribution and Repacking of Bulk Hair Products is Consistent with the Permitted Uses within the M-1 Zone (Light Manufacturing), Located at 740 E. Arrow Highway, Unit D.
Presented By: Brian K. Lee, AICP, Director of Community Development
Recommendation: The Director of Community Development recommends the Planning Commission endorse the Director’s Determination as presented in the staff report analysis.

DISCUSSION:
“The Anointed” is a proposed direct marketing, warehouse/storage, distribution and repackaging facility for hair care products to be located within the Arrow Grand Business Park (740 E. Arrow Highway, Unit D). The total floor area of the tenant space is approximately 1,456 square feet.

The primary activity of “The Anointed” is the repackaging and direct marketing of bulk hair care products to barbershops and similar high-volume commercial users of hair care products. Of the approximately 1,456 square feet of floor area, approximately 640 square feet will be dedicated to the sales area which consists of product display and repackaging of bulk delivery hair product into consumer-scale containers. A critical component of the proposed operation is for potential customers (barbers and other hair care service providers) to be able to “demo” the product on actual clientele. Therefore, the ability to provide an ancillary “demonstration barber studio” is a central business feature of “The Anointed” business model. The proposed “demonstration barber studio” will be approximately 321 square feet. (Note: the remaining approximately 495 square feet of floor area consists of restrooms, utilities, hallway and storage of product not on the sales floor.)

- Covina Municipal Code Section 17.54.020 (M-1 Zone Permitted Uses):

In the evaluation of the primary proposed business activity of product display and repackaging of bulk-delivery hair product into consumer-scale containers; Section 17.54.020 (B)(13) provides for:

“Manufacturing, compounding, processing, packaging or treatment of products”

The repackaging of bulk-delivery hair care products is consistent with the above referenced Permitted Use pursuant to CMC 17.54.020. Furthermore, Section CMC 17.54.020 (A)(6) provides as follows:

“Retail sales of only those products manufactured, processed or fabricated under the permitted industrial uses”

The intent of the aforementioned subsection is to provide the ability of light manufacturing uses to directly sale their products to customers from the tenant space where the primary light manufacturing activity occurs.

- Director’s Determination of Similarity of Use:
The business operator has presented that the direct sale of the repackaged hair care product via customers being able to actually use and experience the product on-site is a fundamental component of their business operation. The “demonstration barber studio” will consist of two (2) to four (4) barber stations where the potential customer will be able to test the product on a client. Therefore, the “demonstration barber studio” performs the same function as an ancillary retail sales area for the light manufacturing activity conducted at the 740 E. Arrow Highway, Unit D location.

Based upon the characteristics of the “demonstration barber studio” feature when evaluated in conjunction with the overall repackaging and direct marketing of bulk hair care products, it is the Director of Community Development’s determination that the proposed “demonstration barber studio” activity is in substantial conformity (similar or “same as”) as an ancillary retail sales use.

Therefore, the volume of customers would be limited to the logistical ability to successfully market repackaged bulk hair care products to waiting patrons; and wouldn’t be dissimilar to the volume of patrons accessing other ancillary retail sales space (browsing and purchasing) of other light manufacturing activities within the M-1 (Light Manufacturing) Zone.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):
This action is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378 in that the General Plan conformance findings as required by State law is not a project as defined under CEQA.

Respectfully submitted,

[Signature]
Brian K. Lee
Director of Community Development