



TRANSPORTATION & MOBILITY ADVISORY COMMISSION SPECIAL MEETING AGENDA

Tuesday August 12, 2025, 5:00 P.M.
125 E. College Street, Covina, California
Council Chamber of City Hall

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Engineering Division at Engineering@covinaca.gov or 626-384-5490. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

TRANSPORTATION & MOBILITY ADVISORY COMMISSION 5:00 P.M.

CALL TO ORDER

ROLL CALL

Transportation & Mobility Advisory Commissioners: Eloy Florez, Nick Lopez, Mlee Munoz, Bryan Ochoa, Steven Tillmann

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

To address the Commission, please complete a yellow speaker request card located at the entrance and give it to the City Staff Liaison. 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 Commission Members 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.

COMMISSION COMMENTS

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

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 Transportation & Mobility Advisory Commission votes on them, unless a member of the Transportation & Mobility Advisory Commission requests a specific item be removed from the consent calendar for discussion.

CONSENT CALENDAR

CC 1. Approval of Meeting Minutes

Staff Recommendation: Approve Minutes of May 13, 2025, Regular Meeting of the Transportation & Mobility Advisory Commission.

NEW BUSINESS

NB 1. Speed Hump Installation Project – N. Larkin Drive between Badillo Street and San Bernardino Road

Staff Recommendation: That the Traffic & Mobility Advisory Commission recommends to the City Council the installation of a Speed Hump at N. Larkin Drive between Badillo Street and San Bernardino Road

CONTINUED BUSINESS

CB 1. South Citrus Avenue and West Center Street Parking Restrictions – Updates

Staff Recommendation: That the Transportation & Mobility Advisory Commission provides direction to City Staff regarding current parking conditions on South Citrus Avenue and West Center Street.

STAFF COMMENTS

- A. Project Updates
- B. Badillo Street and Citrus Avenue Sidewalk Widening - Update

ADJOURNMENT

The Transportation & Mobility Advisory Commission will adjourn to its next regular meeting scheduled for Tuesday, September 9, 2025 at 5:00 p.m. inside the Council Chamber, 125 E. College Street, Covina, California, 91723.

MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (626) 384-5490. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

The Public Works Department does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, August 12, 2025, regular meeting was posted on August 7, 2025, on the City's website, www.covinaca.gov, and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; and 2) the Covina Public Library, 234 N. Second Avenue, Covina.

ALL NON-EXEMPT DOCUMENTS RELATED TO THE ITEM ON THIS AGENDA ARE AVAILABLE TO THE PUBLIC IN THE PUBLIC WORKS DEPARTMENT AT 125 E. COLLEGE STREET, COVINA.



**MINUTES OF MAY 13, 2025
REGULAR MEETING OF THE COVINA TRANSPORTATION & MOBILITY
ADVISORY COMMISSION HELD IN THE COUNCIL CHAMBERS OF
COVINA CITY HALL
125 E COLLEGE STREET, COVINA, CALIFORNIA**

CALL TO ORDER

Commissioner Florez called the Commission meeting to order at 5:00 p.m. A quorum was present.

ROLL CALL

Commissioners Present: Eloy Florez, Nick Lopez, Mlee Munoz, Steven Tillmann, Bryan Ochoa
Commissioners Absent: None
Staff Members Present: Rafael M. Fajardo, Director of Public Works/City Engineer
Valerie Cortez, Sr. Management Analyst (Staff Liaison)
Michael Flores, Jr., Public Works Manager of Engineering and Capital Improvement

PUBLIC COMMENTS

None.

COMMISSION COMMENTS

Commissioner Ochoa asked if studies have been conducted in relation to widening the sidewalk at the northwest corner of Citrus Avenue and Badillo Street.

Director Fajardo stated staff would research potential past studies and conduct a new one if necessary.

Commissioner Lopez asked how he can address pedestrians jay-walking and crossing the Metrolink tracks.

Director Fajardo explained the new laws surrounding jay-walking.

Chair Florez asked for updates on the Quiet Zone Study.

Director Fajardo advised that staff expects updates in late September or early October.

Chair Florez asked if EV DC fast chargers are in consideration for installation around the City.

Staff Liaison Cortez explained that staff is working with a consultant on fleet modernization and potential upgrades to charging stations.

Chair Florez stated resident of Briargate Lane, east of Barranca Avenue, asked him about speed mitigation in their neighborhood and advised them to speak with staff regarding speed hump process; asked for an update on the pedestrian crossing at Badillo Street and 4th Avenue.

Engineering Manager Flores provided update on Badillo Street and 4th Avenue, the change order related to Southern California Edison work required, and anticipated construction schedule.

Chair Flores asked what the changer order entailed.

Director Fajardo explained the construction aspect of SCE's requirements surrounding the traffic signal installation and the anticipated wait times associated.

Commissioner Ochoa asked if the project includes striping.

Director Fajardo confirmed this is included.

Chair Florez revisited his previous recommendation of purchasing portable DC fast chargers and the possible incentive dollars involved; Asked if the Saffron project was still on hold.

Director Fajardo stated he does not have any updates regarding the Saffron project.

Commissioner Lopez commented that resident have brought forward concerns regarding parking limits and citations.

Director Fajardo stated he will relay with the Covina Police Department's Parking Enforcement Division.

CONSENT CALENDAR

CC1. Approval of the Minutes of the March 11, 2025 Regular Meeting of the Transportation & Mobility Advisory Commission.

Staff Recommendation: Approve Minutes of March 11, 2025, Regular Meeting of the Transportation & Mobility Advisory Commission.

A motion to approve item CC1 was made by Commissioner Lopez, second by Commissioner Tillmann.

Motion for item CC1 as follows:

AYES: FLOREZ, LOPEZ, MUNOZ, TILLMANN, OCHOA
NOES: NONE
ABSTAIN: NONE
ABSENT: OCHOA

STAFF COMMENTS

Engineering Manager Flores presented the Fiscal Year 2025-2026 Capital Improvement Program Projects.

Commissioner Lopez asked if the City collects rainwater.

Engineering Manager Flores confirmed a number of landscape medians have infiltration chambers that collect rainwater, in addition to various bioswales at City parks.

Director Fajardo added that the Wingate Park Project will collect rainwater into an underground tank for ground infiltration.

Commissioner Ochoa asked if the parking lot next to Campsite Brewery is city-owned.

Director Fajardo confirmed that the parcel is currently in escrow.

Commissioner Ochoa asked if General Fund was used to purchase the lot.

Director Fajardo clarified that the purchase was funded by a grant.

Engineering Manager Flores added that Measure W funding was also used as it will feature filtration systems.

Director Fajardo stated that the lot is project Phase I and explained that Phase II will include a Pedestrian Bridge connecting the parking lot to the future Covina Recreation Village.

Chair Flores asked if EV charging stations can be added to this project.

Director Fajardo confirmed EV charging stations are included as part of the design; Provided update on the flashing crosswalk installation at 4th Avenue and Valencia Street.

Chair Flores commented on his concern regarding the intersection configuration of Citrus Avenue and Workman Avenue.

Director Fajardo stated this location is owned and maintained by West Covina.

ADJORNMENT

At 5:26 p.m., the Covina Transportation & Mobility Advisory Commission was adjourned to its next regular meeting of the Commission scheduled for Tuesday, June 10 2025 at 5:00 p.m. in the Council Chambers, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

Valerie Cortez, Sr. Management Analyst (Staff Liaison)

Eloy Florez, Chair



TMAC Regular Meeting AGENDA ITEM REPORT

Meeting: August 12, 2025
Title: Speed Hump Installation Project – N. Larkin Drive between Badillo Street and San Bernardino Road
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: That the Traffic & Mobility Advisory Commission recommends to the City Council the installation of a Speed Hump at N. Larkin Drive between Badillo Street and San Bernardino Road.

EXECUTIVE SUMMARY/ BACKGROUND:

At the City Council meeting on October 1, 2019, the City Council adopted the Speed Hump Implementation Policy. During the past several years, the Public Works Department – Engineering Division has received service requests from residents for the installation of traffic calming speed humps on pertinent streets.

Speed humps have been used as a traffic calming device in many cities to reduce vehicle speeds on local residential streets with a single travel lane in each direction. Speed humps are round, raised areas of asphalt constructed across the roadway width. The length of speed bumps will be 12 feet with a maximum height of 3 inches; they can also span the full width of a street tapering at the gutters to not affect storm water flow.

DISCUSSION:

N. Larkin Drive is a residential local roadway that runs North/South and carries one lane in each direction. N. Larkin Drive is Stop Controlled at Rowland Avenue and Workman Street. The roadway is approximately 34 feet in width from curb face to curb face with parking allowed on the West and East side of the road with no street sweeping restrictions. There are concrete sidewalks on both sides of the streets.

Several requests were made to the Engineering Department from residents living on N. Larkin Drive from Badillo Street to San Bernardino Road for the installation of traffic calming improvements. Residents stated that car speeds are up due to the lack of stop signs and other traffic calming measures. According to the residents, cars are speeding up to the point that an accident might happen anytime.

Residents living at this location submitted a Speed Hump request to the Engineering Department (Attachment A). City staff reviewed and analyzed their request according to the Speed Hump Policy. City staff determined that this street segment is eligible for speed hump installation.


- A substantial majority (67%) of residents on logical continuous segments of a local residential street must support the installation of speed humps. **70%** of residents approved the installation at this street section.
- The street shall be no more than one lane in each direction.
- The street should not be a truck route or a transit route.
- The street should not have grades greater than 5%. On hilly/rolling streets, the eligible segment of the street shall meet the minimum sight distance requirements.

- Streets eligible for the installation of speed humps shall have a posted speed limit of 30 mph or less as determined in accordance with State Law, and shall have an 85% percentile speed a minimum of 10 mph over the posted speed limit.
- The street should not have grades greater than 5%. On hilly/rolling streets, the eligible segment of the street shall meet the minimum sight distance requirements.
- Streets less than 1,200 feet and greater than 600 feet may be eligible for speed humps provided they meet all other criteria and the street is continuous to street segments of 1,200 feet or longer with speed humps.

FISCAL IMPACT:

The cost for installation of each speed hump is approximately \$23,000 including staff time, requisite engineering study, construction and construction inspection costs. A total funding amount of \$100,000 has been allocated from Measure R funding sources in the City's approved Fiscal Year 2025-2026 Capital Improvement Program Budget.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer



CITY OF COVINA
Public Works - Engineering Division
125 East College Street
Covina, CA 91723
Phone: (626) 384-5490 | Fax: (626) 384-5479 | Email: Engineering@covinaca.gov

Requestor: **Misty Bissman**
Contact: 626-673-2212 mistyruiz@me.com

SPEED HUMP INSTALLATION REQUEST CHECKLIST

Street Segment: **N LARKIN DR FROM BADILLO TO SAN BERNARDINO**

ELIGIBILITY CRITERIA

The street segment above must meet all the below listed criteria to be eligible for speed hump install.

- ☒ Classified as "Local Residential."
- ☒ Speed limit is 30 mph or less and 85th percentile speed is more than 10 mph above the speed limit.
- ☒ Daily traffic volume is more than 1,000 vehicles per day (VPD), but no more than 3,000 VPD.
- ☒ There are no known drainage/flood issues.
- ☒ There are no horizontal curves where visibility is less than 150 feet.
- ☒ No grades greater than 5% or minimum sight distance requirements on hilly/rolling streets.
- ☒ Adequate horizontal and vertical alignment and sight distances.
- ☒ Not a primary/important route for emergency vehicles.
- ☒ More than one lane in each direction.
- ☒ Not a truck route or transit route.
- ☒ Significant portion of traffic will not be diverted to nearby residential or local streets.
- ☐ Length is 1,200 feet or greater and traffic signals or stop signs exist more than 1,200 feet apart.
 - ☒ Streets less than 1,200 and greater than 600 feet may be eligible provided all other criteria are met and are continuous to segments of 1,200 feet or longer with speed humps.

NEIGHBORHOOD PETITION FORM

If all the above eligibility criteria are met, resident is approved to proceed with execution of the Neighborhood Petition Form. Resident Spokesperson has 90 days to return the completed form starting from the time it's received from staff.

Provided to Resident: 7/8/24 CR Return By: 10/8/24 Received By: 9/10/24 CR
Date / Staff Initials Date Date / Staff Initials

SIGNATURE VERIFICATION

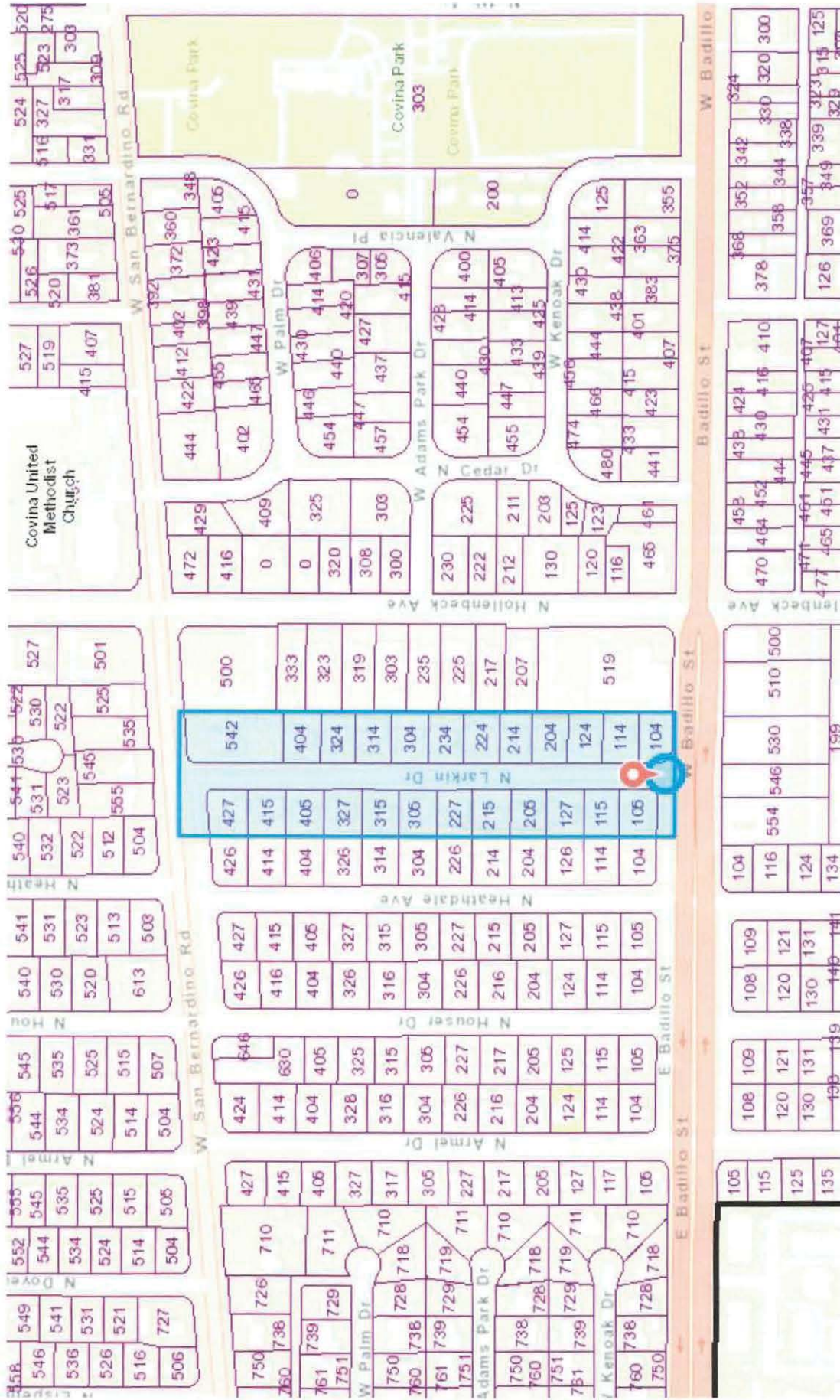
If majority support (67% or more) of abutting lots is confirmed, petition is approved and staff will proceed with the recommendation of speed hump installation to Traffic & Parking Advisory Commission and thereafter, City Council.

In Favor: 17 Opposed: 0 No Response: 7 Percent in Favor: 70% Majority Confirmed: Select Yes

DEPARTMENTAL APPROVAL	
Engineering	<u></u> <u>07/02/24</u> Approved By Date
LA County Fire	_____ Approved By Date
Covina Police	_____ Approved By Date

COMMISSION/COUNCIL APPROVAL	
Traffic & Parking	_____ Item No. Meeting Date
City Council	_____ Item No. Meeting Date

SPEED HUMP INSTALLATION REQUEST



752.33 Feet

N LARKIN DR FROM BADILLO TO SAN BERNARDINO NEIGHBORHOOD PETITION MAP

TOTAL LOTS: (BLUE) 24
MINIMUM # OF SIGNATURES REQUIRED FOR MAJORITY: 17





CITY OF COVINA
Public Works - Engineering Division
125 East College Street
Covina, CA 91723
Phone: (626) 384-5490 | Fax: (626) 384-5479 | Email: Engineering@covinaca.gov

Staff Dissemination Date: 7/8/2024
Target Completion Date: 10/8/2024
Returned to City Staff: 7/16/24

Neighborhood Traffic Management Program - Neighborhood Petition

Each petition page must have the same information presented to the petition signers (proposed toolbox measures, street(s) limits and possible impact to property). This provides complete notification to signers. Include any "nay" responses. Include number of contact attempts should multiple be required. If over three (3) attempts are made to contact a residence, notify City Staff.

Upon completion, please return this form to the Public Works Engineering Division located at City Hall. Staff will retain the document for signature verification and will contact the Petition Spokesperson should any additional information be needed and to keep the requestor informed of the status.

PETITION

We, the undersigned, desire, agree with, and request the implementation of the following traffic calming measures(s):

speed hump installation on N. Larkin Dr. due to increased traffic and speeding

Provide a description the traffic calming measure being requested in the lines above.

For the Following Location(s):

Provide the street limit is if the request applies to a neighborhood block instead of a singular address

Street Name/Address: N. Larkin Dr.
From: Badillo
To: San Bernardino

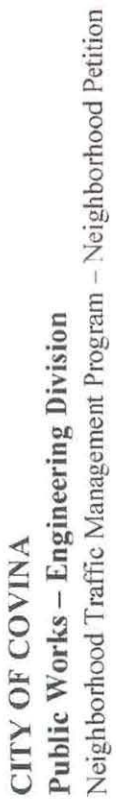
[SIGNATURE PAGES FOLLOWS]



CITY OF COVINA
Public Works – Engineering Division
Neighborhood Traffic Management Program – Neighborhood Petition

By signing this petition, I understand that the proposed traffic calming measure(s) may have a direct impact on my property as the traffic calming measure could be placed directly in front of my property. I acknowledge that I have read the detailed description (page 1) of the traffic calming measure(s) being proposed and my signature demonstrates support of the proposed traffic calming measure.

#	Address	Name	Signature	Phone	Date	Attempt #
1	115 N. Larkin Dr Covina CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
Petition Spokesperson						
2	127 N. LARKIN COVINA CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
3	205 N LARKIN DR. COVINA, CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
4	215 N LARKIN DR. COVINA, CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	tenant
5	327 N. LARKIN DR COVINA, CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
6	542 W. 5th Street COVINA, CA 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
7	324 N Larkin Dr, Covina 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
8	204 N. Larkin Dr Covina 91722	[Redacted]	[Signature]	[Redacted]	8/31/24	
9	Claudia Mendez [Redacted]	[Redacted]	[Signature]	[Redacted]	9-2-24	
10	214 N. LARKIN DR COVINA CA 91722	[Redacted]	[Signature]	[Redacted]	9-2-24	
11	415 N. LARKIN COVINA, CA 91722	[Redacted]	[Signature]	[Redacted]	9-4-24	

[illegible]



Neighborhood Traffic Management Program – Neighborhood Petition

By signing this petition, I understand that the proposed traffic calming measure(s) may have a direct impact on my property as the traffic calming measure could be placed directly in front of my property. I acknowledge that I have read the detailed description (page 1) of the traffic calming measure(s) being proposed and my signature demonstrates support of the proposed traffic calming measure.

#	Address	Name	Signature	Phone	Date	Attempt #
1	215 N. Larkin Dr Corvina CA 91722	[REDACTED]	[Signature]	[REDACTED]	1/28/2025	1

Petition Spokesperson

[illegible]



CITY OF COVINA
Public Works - Engineering Division

125 East College Street
Covina, CA 91723

Phone: (626) 384-5490 | Fax: (626) 384-5479 | Email: Engineering@covinaca.gov

SPEED HUMP INSTALLATION – POLICIES & PROCEDURES

POLICIES FOR THE INSTALLATION OF SPEED HUMPS

1. Speed bumps are an appropriate mechanism for reducing speeds on certain streets in the City of Covina when properly installed and under the right circumstances.
2. Speed humps can be considered for installation when the benefits normally derived by residents from a local residential street are significantly diminished by the speed of traffic (even though there have been few or no reported accidents) as evidence by a substantial majority (67% or more) of the abutting residents signing a petition for the installation of speed humps.
3. Speed humps should only be used on local residential streets. Speed humps will not be considered for streets which are classified as collector streets or higher in the City's General Plan or which are determined to provide transportation service to the community beyond simply providing access to the immediately abutting residents. Experience has shown that the average motorist reduces speed to approximately 16 mph to traverse a 3-inch speed hump. Such installations would inevitably lead to extreme driver frustration and substantial negative public reaction to the concept of using speed humps for speed control, even at locations where they are clearly appropriate. Installation of speed humps on streets other than local residential streets could have potentially severe traffic safety consequences, almost certainly affecting emergency services and other services delivery activities, and likely create the diversion of large amounts of through traffic onto local residential streets which were not intended for that purpose.
4. Speed humps will be considered on streets where the traffic volumes in both directions are at least 1,000 vehicles per day and no more than 3,000 vehicles per day. In the final analysis, the suitability of a particular street for the installation of speed humps will have to be determined on a case-by-case basis.
5. Speed humps should be installed on logical segments of local residential streets. They will not normally be installed in isolated blocks along a continuous street or on relatively short or cul-de-sac streets. Speed humps should not be installed on street segments less than 1,200 feet, or where traffic signals or stop signs exist less than 1,200 feet apart along the street segment(s). Streets less than 1,200 feet and greater than 600 feet may be eligible for speed humps provided

they meet all other criteria and the street is continuous to street segments of 1,200 feet or longer with speed humps.

6. A substantial majority (67%) of residents on logical continuous segments of a local residential street must support the installation of speed humps.
7. Streets eligible for the installation of speed humps shall have a posted speed limit of 30 mph or less as determined in accordance with State Law, and shall have an 85% percentile speed a minimum of 10 mph over the posted speed limit. The need to reduce speed substantially at speed humps would not make these devices appropriate for streets posted higher than 30 mph because of the severe speed differential such installation would create along the street. Severe differentials between the speeds of vehicles on a street are known to contribute to traffic collisions.
8. The street shall be no more than one lane in each direction.
9. The street should not be a truck route or a transit route.
10. The street should not have grades greater than 5%. On hilly/rolling streets, the eligible segment of the street shall meet the minimum sight distance requirements.
11. Speed humps will only be considered for installation on local streets determined by the Public Works Department – Engineering Division to have adequate vertical and horizontal alignment and sight distances to safely accommodate the installation of speed humps. Speed humps should not be installed on streets with horizontal curves with less than 300 feet centerline radius, and on streets with vertical curves with less than minimum safe stopping distance.
12. The street should not be an important access route to emergency vehicles. Factors to be considered are:
 - a. Whether the street is a primary route for emergency vehicles;
 - b. Whether the installation of speed humps could cause a significant delay in the response of emergency vehicles.
13. Speed humps should not be installed on streets where a significant portion of the traffic will be diverted to nearby residential or local streets.
14. Speed humps should generally be avoided where the drainage gutter or flow of water is in the center of the roadway. Drainage and hydraulic impacts should be carefully evaluated on a case-by-case basis for such streets.
15. Speed humps may be considered in residential alleys on a case-by-case basis based on all other criteria and engineering review.

16. Speed humps are still experimental roadway features; therefore, additions, alterations, or removal of any or all speed humps may occur at any time.
17. Speed humps should not be installed without approval from the police and fire department.
18. Speed humps should be installed according to the engineering study recommendation on a case-by-case basis.

**REQUEST & APPROVAL PROCESS/
PROCEDURE FOR THE INSTALLATION OF SPEED HUMPS**

1. The City Council adopted policies and procedures for the installation of speed humps will be made available to all interested parties.
2. A representative of a local residential street segment who believes the residents on their street will support the installation of speed humps will submit a request in writing to the Department of Public Works – Engineering Division which will consult with the Police and Fire Departments in making a determination of whether the street segment in question is eligible for further consideration for the installation of speed humps.
3. Upon determination that a street segment is not eligible for speed humps, the representative(s) of the street will be notified in writing giving the reason why the street segment is not eligible.
4. Upon determination that a street segment is eligible for further consideration, the representative of the street will be advised to submit a petition (forms provided by the City) from the abutting residents indicating that a clear majority (67% or more) support the installation of speed humps on their street. The petition forms provided by the City will state: If there is subsequently a desire by residents to remove the speed humps, the humps will only be considered for removal after receipt of a petition from a substantial majority (67% or more) asking the removal along with a sufficient fund for the removal up to \$1000.
5. The sponsor of the petition is required to contact every resident of the abutting properties on the subject street. If a resident is against the speed humps, the word “OPPOSED” will be noted on the petition signature space. If the sponsor is unable to contact a resident, “NO CONTACT” will be noted on the petition signature space with the days and times that contact was attempted. It is required that the sponsor makes a least two attempts on separate days to contact a resident.
6. Any petitions submitted prior to an eligibility determination by City staff will not be processed ahead of schedule and shall be subject to rejection if all required information on the installation of speed humps is not included thereon.

7. To be considered for the program, petitions must be received by the Public Works Department – Engineering Division within 90 days from the date of the application.
8. Upon verification of the petition, staff will make every reasonable effort to notify the surround area of the proposal for speed humps on a particular street. If there is substantial opposition to the installation of speed humps by motorists who travel the street on a regular basis, the Traffic & Parking Advisory Committee will consult with the various parties and attempt to reach consensus. If agreement cannot be reached on a particular street, the matter will be referred to the City Council for final determination.
9. The physical installation of speed humps and the associated traffic control devices shall conform to design standards established by the City Engineer.
10. A review of a specific speed hump installation, including a new spot speed survey, shall be conducted 12 months after installation and shall consist of a speed survey and polling (by mail) of property owners and residents as to the effectiveness of the humps. Said review shall be reported to the City Council as an official report.



TMAC Special Meeting AGENDA ITEM REPORT

Meeting: August 12, 2025
Title: South Citrus Avenue and West Center Street Parking Restrictions – Updates
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: That the Transportation & Mobility Advisory Commission provides direction to City Staff regarding current parking conditions on South Citrus Avenue and West Center Street

EXECUTIVE SUMMARY/BACKGROUND:

In April 2024, a local business owner reported concerns regarding parking limits along Citrus Avenue and Center Street. The chief concern being inadequate parking for the business's employees and customers given the 2-hour time limit. As such, the business owner requested the City amend the existing restrictions in this area in order to better accommodate the parking needs. Staff proposed increasing the parking time limit from 2 to 4-hours along Center Street between 3rd Avenue and Citrus Avenue and on Citrus Avenue just north of Center Street (Figure 1). A survey detailing this proposed change was mailed in April 2024 in order to obtain feedback from the residents and businesses within the area of study, however, due to a lack in majority vote in either support or opposition, parking conditions remained the same.



Figure 1
Location of Study

The original requestor revisited the concerns again in late November 2024 and on January 14, 2025, the matter was brought forward to the Transportation & Mobility Advisory Commission (TMAC) for consideration. After careful discussion, the Commission recommended staff survey the location again with a different parking limit proposal than was detailed in the original survey. On February 4, 2025 staff mailed out the amended survey which

proposed increasing the time limit from 2-hours to 4-hours in only the commercial zones, and proposed the addition of a loading zone at the northwest corner of Citrus Avenue and Center Street. After receiving an insufficient number of responses, staff mailed out the same survey a second time on April 21, 2025 (Attachment A). Four more responses were received as a result. One more response was received on August 4, 2025 via phone/email as a response to a parking citation received in the area of study. Given the limited number of survey responses, staff is unable to formally propose a change in the current parking restriction and now seeks the recommendation of TMAC on next steps.

BACKGROUND/DISCUSSION:

The second survey, first sent out in February 2025, resulted in a total of 9 response. A 10th reply was received via phone on August 4th in light of a parking citation received at this location with request to remove the restriction for the residents. The below summarizes the results:

Survey Reponses

Total Surveyed	28
Received Responses	10
Pending Response	18

Increase to 4-Hours Responses

Total in Favor	5
Total Opposed	4

Loading Zone Responses

Total in Favor	8
Total Opposed	1

A majority (2/3 or 67%) response either in support or opposition must be received in order for staff to formally propose a course of action. Given the 35% response rate, staff is unable to recommend a change to the parking regulations at this time.

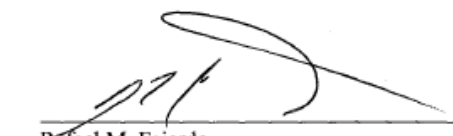
Current Parking Options

There is a total of nine (9) municipal parking lots within and around Downtown Covina that offer free parking up to four hours, and permits for hourly, daily, and monthly parking. Aside from Parking Lot #9, Parking Lot #6 and the Civic Center Parking Structure are relatively close if needed. At these locations, persons can purchase an hourly or daily permit at the permit kiosks and utilize them at any other municipal lot in Downtown, including Parking Lot #9. Furthermore, downtown businesses who primarily depend on municipal lots for parking needs may purchase monthly permits for their employees and are allowed to interchange said permits during shift changes as required. This likewise applies to Parking Lot #9 and businesses located in the area of study.

RECOMMENDATION:

It is recommended that the Transportation & Mobility Advisory Commission provide direction to City staff for potential next steps.

Respectfully Submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer



April 21, 2025

Dear Homeowner/Resident,

The below notice of survey was mailed to all residents and business owners of Center Street and Citrus Avenue on February 4, 2025. According to our records, we have not yet received a response from your address. **Please review the below notice and return the attached survey to Covina City Hall using the enclosed pre-stamped envelope or via email at Engineering@covina.ca.gov by May 5, 2025.**

RE: Parking Limit Restrictions on Center Street between Citrus Avenue and 3rd Avenue

Dear Residents/Business Owners,

In April 2024, various business owners located on S. Citrus Avenue, just north of Center Street, expressed concerns regarding the existing parking conditions surrounding their businesses. Citing inadequate parking available for employees and customers, they requested the City amend the existing restrictions of 2-hours. The area in question includes Center Street from 3rd Avenue to Citrus Avenue, a primarily residential zone with commercial spaces at the eastern terminus, and Citrus Avenue from Badillo Street to Center Street, a solely commercial zone. After consideration, the Department of Public Works proposed increasing the time limit to 4-hours along Center Street and Citrus Avenue. A survey was mailed to all the addresses within these locations however, due to a lack of majority in either opposition or support, the survey was deemed inconclusive and parking conditions remain unchanged.

In November 2024, the original requestor reiterated their concerns, which prompted staff to reevaluate the matter. A detailed report was prepared and presented to the Transportation & Mobility Commission (TMAC) at its regular monthly meeting on January 14th wherein, after careful consideration, the Commission requested staff re-survey the area with a proposal to increase the parking restriction from 2 to 4-hours within the commercial parking zone only (see survey Figure 1). This differs from the original survey as it excludes changes to the residential parking zone (see survey Figure 1).

The Commission noted that an increase in time limits may decrease parking turnover in this area, which may ultimately result in less parking spaces available. Furthermore, at their recommendation, the survey includes consideration of a green curb (loading zone) at the northwest corner of Citrus Avenue and Center Street as an alternative to the hourly parking.

Please complete the attached survey and return via email to Engineering@covina.ca.gov or with the enclosed pre-stamped envelope, by Tuesday March 4, 2025. The results of this survey will be compiled and a report presented to the Commission at the next TMAC meeting scheduled for March 14, 2025 at 5 p.m. in the Council Chambers at Covina City Hall. All are welcome to attend and address the Commission with comments. After consideration, the Commission will recommend action to City staff. For any questions or concerns regarding this notice or survey, please contact the Public Works Department at (626) 384-5490 or via the email above.

Regards,

Valerie Cortez, Sr. Management Analyst
Department of Public Works

ATTACHMENT A



NEIGHBORHOOD SURVEY CITRUS AVENUE & CENTER STREET PARKING RESTRICTIONS

Name: _____ Date: _____

Address: _____ I am the Current: ☐ Owner ☐ Tenant

Contact Info (Optional): _____

Comments may be provided on the reverse of this page.

Time Limit Increase

- ☐ Yes, I am in favor increasing the time limit to 4-hours within the commercial zone of Citrus Avenue and Center Street (as depicted in the yellow dashed line in Figure 1).
- ☐ No, I am not in favor increasing the time limit to 4-hours within the commercial zone of Citrus Avenue and Center Street (as depicted in the yellow dashed line in Figure 1).

Green Curb

- ☐ Yes, I am in favor of a 15-minute loading zone on Citrus Avenue (as depicted in solid green line in Figure 1).
- ☐ No, I am not in favor of a 15-minute loading zone on Citrus Avenue (as depicted in solid green line in Figure 1).

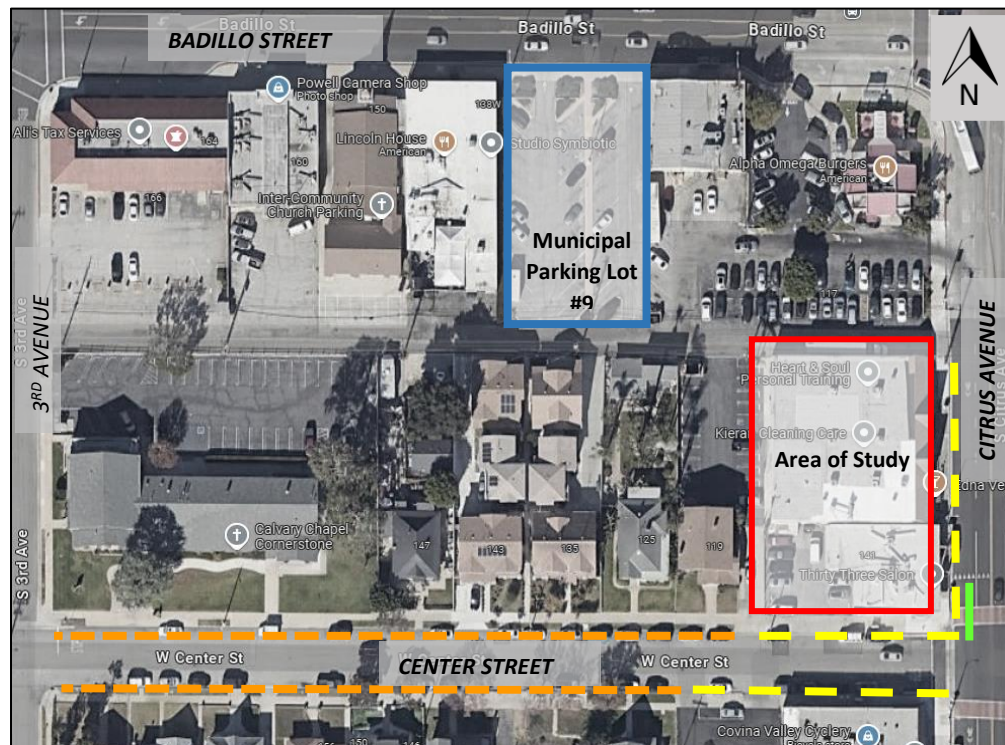
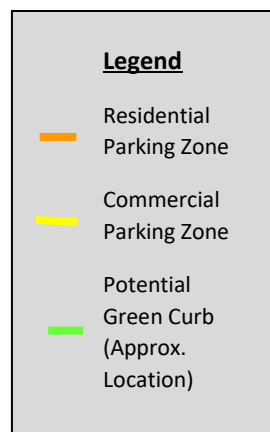


Figure 1





**NEIGHBORHOOD SURVEY
CITRUS AVENUE & CENTER STREET PARKING RESTRICTIONS**

Comments: _____

Please returned the completed survey, via email to Engineering@covina.ca.gov or with the enclosed pre-stamped envelope, by Monday May 5, 2025.