INSTRUCTIONS FOR THE NOVEMBER 3, 2020 DEVELOPMENT REVIEW COMMITTEE MEETING

The Development Review Committee meeting will be closed to the public in compliance with Governor Newsom’s Executive Order to minimize the spread of the COVID-19 Virus. Additionally, the meeting will be conducted via teleconference with members participating remotely. Considering this, the customary meeting format has been modified. Even with this change in format, the City is still encouraging public participation and wishes to make residents aware of the following opportunities for participation:

1) View the meeting through the City’s website at www.cityoflaverne.org/stream.

2) Please submit your written comments via email at planning@cityoflaverne.org. They will be shared with the Board Members prior to the meeting and will be made part of the permanent record. We ask that you provide those emails before 7:00 p.m. the day before the meeting.

3) For individuals that wish to share their comments during the live stream, you may email planning@cityoflaverne.org by 7:00 a.m. on the day of the meeting with a phone number and the item(s) you wish to speak on. We will call you back at the appropriate time during the meeting for your comment.
CITY OF LA VERNE
DEVELOPMENT REVIEW COMMITTEE
AGENDA

Eric Scherer, Chair
Cody Howing, Deputy City Engineer
Richard Martinez, Public Works

City Hall Conference Room
3660 “D” Street
La Verne, CA 91750
(909) 596-8706
www.cityoflaverne.org

Tuesday, November 3, 2020 – 9:00 a.m.
Watch Live at www.cityoflaverne.org/stream
3660 “D” Street, La Verne, CA 91750

Attendance and participation at the City of La Verne Development Review Committee meetings are welcomed and appreciated. As a result of the current stay-at-home orders, participation is limited to viewing the meeting online at www.cityoflaverne.org/stream with submittal of public comments to planning@cityoflaverne.org up to and during the public hearing. Community engagement provides the Development Review Committee with valuable information. Regular Meetings are held on the 1st Tuesday of every month. In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk’s Office at (909) 596-8726 at least 48 hours prior to the meeting.

All items submitted for future agendas must be in writing to the Community Development Department at least 10 days before the regularly scheduled meeting. Materials related to an item on this agenda, submitted to the Development Review Committee after distribution of the agenda packet, are available for public inspection on the city’s website at www.cityoflaverne.org.

1. CALL TO ORDER

2. PUBLIC COMMENT

This is the time set aside for anyone wishing to address the Development Review Committee on items not listed in any other place on this agenda. California Law does not allow the Development Review Committee to take action in response to your statements at this meeting. Your concerns may be referred to staff or set for hearing at a later date.
3. APPROVAL OF MINUTES - October 20, 2020

4. PROJECT REVIEWS

Note: Due to time constraints, discussion on these items will be limited to 30 minutes each.

A. PROJECT: HILLCREST HOMES UTILITY SHED  
CASE NO.: 111-20PPR  
ADDRESS: 2705 MOUNTAIN VIEW AVENUE  
Project Planner: Candice Bowcock

Deposit Project# PL1283  
Environmental: Cat. Ex. per Section 15301 (Class 1)

Action:

5. ADJOURNMENT

The next regular meeting of the Development Review Committee is scheduled to be held on December 1, 2020 remotely at www.cityoflaverne.org/stream or in the Conference Room, 3660 “D” Street, La Verne, CA 91750.

Proof of Posting

I declare under penalty of perjury that I am employed by the City of La Verne in the Planning Department; and that I posted this agenda in the City Hall Council Chambers on October 29, 2020.

________________________________________________________________________
Date Signature
PREFLIMINARY PROJECT REVIEW – 8:30 a.m. to 9:00 a.m.

1. CALL TO ORDER  Mr. Scherer called the meeting to order at 9:02 a.m.


2. PUBLIC COMMENT

   This is the time set aside for anyone wishing to address the Development Review Committee on items not listed in any other place on this agenda.
California Law does not allow the Development Review Committee to take action in response to your statements at this meeting. Your concerns may be referred to staff or set for hearing at a later date.

There was one Public Comment received from Jackson Salinas via e-mail.

3. APPROVAL OF MINUTES

It was moved by Mr. Howing and seconded by Mr. Scherer to approve the minutes of September 1, 2020 meeting. Motioned carried by a 3-0 vote.

4. PROJECT REVIEWS

Note: Due to time constraints, discussion on these items will be limited to 30 minutes each.

The projects were presented out of order of the agenda.

A. PROJECT: TEEN CENTER AT LAS FLORES PARK
CASE NO.: 76-20PPR
ADDRESS: 3175 BOLLING AVENUE
Project Planner: Maia McCurley

Deposit Project# N/A
Environmental: Cat. Ex. per Section 15301 (Class 1), Section 15303 (Class 3), and Exempt per Section 15061 (b)(3)

Action: Bill Aguirre and Chad Peterson of the Community Services Department were present at the meeting as applicants. There was one Public Comment received from Jackson Salinas via e-mail and 6 requests to call into the meeting (5 out of the 6 callers were reached).

It was moved by Mr. Scherer and seconded by Mr. Howing to continue the item indefinitely. Motion carried by a 3-0 vote.

B. PROJECT: CLASSIFICATION OF USE FOR REESE’S VINTAGE PIECES
CASE NO.: 100-20CL
ADDRESS: 2984 FIRST STREET, SUITE B
Project Planner: Maia McCurley

Deposit Project# PL1336
Environmental: Cat. Ex. per Section 15301 (Class 1) and Exempt per Section 15061 (b)(3)
**Action:** The applicant Landon “Benny” Reese was present at the teleconference meeting.

It was moved by Mr. Howing and seconded by Mr. Martinez to approve to classify as a warehouse with off-site sales requiring a Conditional Use Permit in the “I” zone. Motion carried by a 3-0 vote.

### C. PROJECT: HILLCREST WOODS SKILLED NURSING FACILITY REMODEL & NEW FRONT ENTRY
**CASE NO.:** 70-20PPR  
**ADDRESS:** 2600 A STREET  
Project Planner: Candice Bowcock

**Deposit Project#** PL1330  
**Environmental:** Cat. Ex. per Section 15301 Class 1

**Action:** The applicants Guy Le, Tachen Lee, and Daniel Townsend were present at the teleconference meeting.

It was motioned by Mr. Howing and seconded by Mr. Martinez to approve with added conditions regarding tree protection and Fire vehicle access. Motion carried by a 3-0 vote.

### 5. ADJOURNMENT

The meeting was adjourned at 10:50 a.m. The next regular meeting of the Development Review Committee is scheduled to be held on November 3, 2020 remotely at [www.cityoflaverne.org/stream](http://www.cityoflaverne.org/stream) or in the Conference Room, 3660 “D” Street, La Verne, CA 91750.
From: Jackson Salinas <jaxsalinas@gmail.com>
Sent: Sunday, October 18, 2020 2:02:43 PM
To: planning@cityoflaverne.org <planning@cityoflaverne.org>
Subject: DRC Public Comment 10/20/2020

2. PUBLIC COMMENT: This is regarding the house on White Ave that is supposed to be demolished. Before it went to Council shouldn't it had to go through guys, go to the planning commission, then if recommended go to council. I want some explanation on that.

4. PROJECT REVIEWS
C. From looking at the plan and the emails from members of the public in Attachment F about the teen center. Is there any way you can make the proposed basketball court indoors instead of outdoors if it was to go through and get built? I think it would be a better solution regarding the concerns of noise. I also think you guys should wait until things go back to normal from the coronavirus before approving this. As shown in Tony Fraijo’s email, “There are already facilities within the city that could be utilized, and the city (that is already struggling financially) would not have to spend public funds on building. I feel that these funds would be better served on other issues like the fire department, who currently are closing stations and has a difficult time keeping firefighters on board due to day and management.” With that being said I am asking all members of the committee to table this item until things go back normal from COVID-19 regarding our City’s current financial situation. I just do not think this is the appropriate time to do it.

Jackson Salinas
Agenda Report
CITY OF LA VERNE
Community Development Department

DATE: November 3, 2020

TO: Development Review Committee

FROM: Candice Bowcock, Principal Planner

SUBJECT: Case No. 111-20PPR – Brethren Hillcrest Homes – 2705 Mountain View Drive – Request to construct a Utility Shed

AGENDA SUMMARY
The Community Development Department has received an application to construct a utility shed in the garden near 2701 Park Avenue in Neighborhood 5 of the Brethren Hillcrest Homes (Hillcrest) Master Plan.

RECOMMENDATION
Staff recommends that the Development Review Committee approve Case No. 111-20PPR based on this report and the draft conditions of approval.

BACKGROUND
Hillcrest began in 1947, when La Verne residents partnered with the Church of the Brethren to create a retirement home for the community. Over the years, Hillcrest has evolved, growing to accommodate healthcare needs and a rising population. The property now spans more than 50 acres and has undergone numerous upgrades, replacements, and additions. The community now includes The Village Center, a progressive Aquatic and Fitness Center, the Dean Kieffaber interfaith Chapel, new residential homes in Pinecrest, Birch Court, Maple Court, and The Lofts. Hillcrest maintains first-rate healthcare facilities to offer services that fit the needs of each resident.

In 1992, Brethren Hillcrest Homes requested approval of a Master Plan application, which divided the Hillcrest community into 23 separate neighborhoods, all of which offer continuing care for its residents. Neighborhood 5 is located in the southwesterly part of the Hillcrest campus just north of Neighborhood 6. Last year Neighborhood 6 was approved for the construction of 14 attached/detached senior homes on approximately 1.7 acres.

ANALYSIS
Construction for the Hawthorn housing project has begun and various utility companies (SCE, Spectrum, and Frontier) and Hillcrest’s own internal communication department have indicated the need to place a number of boxes/panels/cabinets into the garden area to the north of the project, as this is where the utilities originate. Hillcrest is proposing to construct a utility shed to
house the entire utility infrastructure instead of creating an eyesore or visible utility boxes out in the open in the garden area.

The shed is proposed to be consistent with the approved design of the Hawthorn homes and will be 14 feet by 14 feet with a columned, gabled roof, standing 12 feet 7 inches high. There will be three entries to the three separate areas, an electrical room, cooled data room, and storage room. The plans are proposing 2 windows, however the applicant has expressed they may not want the windows. The building would house utility infrastructure, including two 600 amp panels, a master meter, a data center with split system HVAC, and electrical outlets and lighting. The building would not have the need for any plumbing. It will be placed in the middle of a number of existing fruit trees and will also be used by resident gardeners for their pots, shovels, tomato cages, fertilizer, hoses, etc. instead of the existing small shed that is on the site currently.

Within Neighborhood 5 of the Hillcrest Master Plan, it states that the garden area is located within an MWD easement and shall have turf block. A condition was added to ensure Hillcrest is aware of the potential easement and obtains the necessary approvals prior to obtaining building permits.

The utility shed will be setback 20 feet from the private alley and over 44 feet from the two existing parking spaces. Each elevation will have the same stone that will be used on the previously approved homes on the bottom and wood siding on the top. The building will also have a small porch on the south and north elevations with stone pillars set 5 feet 8 inches from the building.

**Environmental Review:**

This project is categorically exempt from the California Environmental Quality Act per Section 15301 (Class 1) and exempt per the La Verne Environmental Guidelines. No further environmental review is required.

Attachments:  
A. Draft Conditional Approval Letter  
B. Site Plan  
C. Floor Plan/Elevation
November 3, 2020

Brethren Hillcrest Homes
Attn: Mike Townsend
2705 Mountain View Drive
La Verne, CA 91750

SUBJECT: Case No. 111-20PPR – Brethren Hillcrest Homes – 2705 Mountain View Drive – Request to construct a Utility Shed

Dear Mr. Townsend:

The Development Review Committee has considered your application for the construction of a utility shed in the Neighborhood 5 garden area. In accordance with the La Verne Municipal Code, the Community Development Department has APPROVED your project finding that it meets all standards within the Hillcrest Master Plan.

In accordance with the La Verne Municipal Code, your project has been approved based upon the following findings:

1. The subject application is consistent with the general plan and conforms to all specific plans, zoning, and other applicable ordinances and subdivision requirements and resolutions.

   The proposed project meets the setback, height, and land use standards of the Institutional zone, the Zoning Code and the La Verne General Plan.

2. The site is safe, functional and environmentally sensitive to the surroundings. Grading, where required, minimizes environmental damage to the extent possible.

   The site will remain safe and functional after the project is completed. The changes are not expected to require grading as the project site is already relatively flat. The changes do not have a substantive effect on site safety and function of the site.
2. The architecture proposed observes community standards and protects the character of the adjacent development.

The proposed architecture for the shed will be an attractive addition to the Hillcrest Homes Facility. The project is in character with the neighboring properties and will be compatible with the neighborhood.

4. The landscaping plan ensures visual relief, providing an attractive environment for the public’s enjoyment.

No landscape changes are being proposed at this time.

Approval of Case No. 111-20PPR is subject to the following conditions:

1. The applicant shall abide by the attached Standard List of Conditions.

2. The colors and materials to be used shall be in accordance with the approved colors and materials submitted by the applicant and on file with the Community Development Department. Any changes to the colors or materials must be approved by the Community Development Department.

3. The applicant shall submit detailed construction plans to the La Verne Building and Safety Department for review and approval.

4. The applicant shall be responsible for paying all applicable fees in connection with the project.

5. Any revisions to the approved plans shall require review and approval by the Community Development Department.

6. Any work adjacent to the public right-of-way or alley shall require a permit from the Public Works Department.

9. All Fire Code requirements shall be met.

10. The garden area may be located within an MWD easement. The applicant shall obtain the necessary approvals prior to obtaining building permits.

11. The applicant shall restrict all outside and noisy construction activity to occur only between the hours of 7:00 a.m. and 8:00 p.m. or dusk, whichever is earlier, Monday through Saturday. No constructed related disturbances shall occur outside those hours or on holidays.

12. The enclosed affidavit acknowledging the above conditions and the Standard List of Conditions shall be signed by the applicant and returned to
the Community Development Department prior to issuance of building permits.

13. The applicant must obtain building permits from the Building Department before the start of construction. The Building Department is open from 8:00 a.m. to 1:00 p.m., Monday through Thursday.

The approval of Case No. 111-20PPR is subject to a ten (10) day appeal period commencing from the date of this letter. Should you desire any further information, please contact Principal Planner Candice Bowcock of my staff at (909) 596-8706.

Sincerely,

Eric Scherer, AICP
Community Development Director

By: Candice Bowcock
Principal Planner
Department
Enclosed: Affidavit
Standard List of Conditions

Copy: Building
NOTE: FASTENERS, INCLUDING NUTS & WASHERS, AND CONNECTORS IN CONTACT WITH PRESERVATIVE WOOD TREATED AND FIRE TREATED WOOD SHALL BE HOT DIPPED ZINC COATED GALV. STEEL, SILICON BRONZE OR COPPER. THE COATING WEIGHTS FOR ZINC COATED FASTENERS SHALL BE IN ACCORDANCE WITH ASTM A 153.

SURFACE MOUNTED LED
4" THICK SLAB ON GRADE W/ #3 REBAR @ 18" OC. EA WAY OVER VISQUEEN OVERCOMPACTED FILL

ROOF SHEATHING: 15/32" STRUCTURAL 1 APA RATED SHEATHING, SPAN RATING 24/0, NAIL WITH 10d AT 4" oc. AT BOUNDARY AND 10d AT 12" oc. AT FIELD. USE 3/8" WOOD STRUCTURAL PANEL, BLKD, STRUC I, W/ 10d's @ 6" oc. EDGES & 12" oc. FIELD. USE SIMPSON HDU2 @ EA END W/ 4X4 POST & SSTB 24 ANCHOR BOLTS.