

P L A N N I N G C O M M I S S I O N

R E S O L U T I O N N O . 26-6184

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST
COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 25-06. TO
ESTABLISH A CHILD DAYCARE CENTER AT 715 SOUTH GLENDORA AVENUE**

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a Conditional Use Permit to allow a child daycare center within an existing 1,659 square foot commercial office building on the property located at 715 South Glendora Avenue, in the City of West Covina (APN 8475-010-013); and

WHEREAS, the project is located within the Neighborhood Mixed-Use (NMU) Zone, where Daycare Centers are permitted subject to approval of a CUP; and

WHEREAS, notice of the public hearing was provided in compliance with the applicable provisions of the Municipal Code, including notice to property owners within the required notification area and posting of notice on the project site; and

WHEREAS, the Planning Commission has reviewed all materials pertaining to the subject applications and, at a duly noticed public hearing, considered all testimony, evidence, and materials submitted in connection with the project; and

WHEREAS, the Planning Commission finds that the required findings for approval of the Conditional Use Permit, subject to the conditions of approval attached hereto.

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

SECTION 1. The foregoing Recitals are true, correct and hereby incorporated into the terms of this Resolution by reference.

SECTION 2. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is categorically exempt pursuant to Section 15303 (Class 3, Construction or Conversion of Small Structures). This project meets the criteria for this exemption because it converts the use of an existing small structure in a way that does not involve the use of significant amounts of hazardous substances and does not exceed 2500 square feet in floor area.

SECTION 3. On the basis of the evidence presented, both oral and documentary, the Planning Commission makes the following findings:

1. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community. *The proposed child daycare program is necessary and desirable for the community as it addresses a critical need in quality early childhood education in the area. With an increasing number of families in the neighborhood, there is growing demand for accessible, affordable preschool options. Currently, the availability of such programs in this region is limited, which can create challenges for working parents and families seeking early learning opportunities.*

2. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity. *The child daycare center will contribute to the general well-being of the community by providing a safe and nurturing environment for young children to develop essential cognitive, gross motor, social and emotional skills. Studies have shown that early childhood education can enhance long-term academic and personal success, and this program will offer families peace of mind knowing their children and receiving quality care and instruction.*

3. That the site for the proposed use is adequate in size and is so shaped as to accommodate said use, as well as all yards, spaces, walls, fences, parking, loading, landscaping, and any other features necessary to adjust said use to the land and uses in the neighborhood and make it compatible therewith. *The child daycare center will be designed with attention to the needs of both children and the surrounding area, ensuring minimal disruption to nearby residents. Outdoor noises will be limited to outdoor play activities. The center will schedule outdoor play in rotating groups to limit noise impacts to the surrounding properties. Adequate parking, drop-off zones and safety measures will be incorporated into the design, ensuring that the facility is compatible with the surrounding neighborhood. The Applicant will encourage parents to stagger their drop-offs and pick-ups in order to reduce congestion. Additionally, staff will be present in the parking lot to supervise drop-offs and pick-ups.*

4. That the site abuts streets and highways adequate in width and improvements to carry traffic generations typical of the proposed use and that street patterns of such a nature exist as to guarantee that such generations will not be channeled through residential areas on local residential streets. *The proposed site for the child daycare center is located adjacent to Glendora Ave. and South of Interstate 10 freeway. Glendora Avenue is classified by the West Covina General Plan as a Principal Arterial road. With two lanes of vehicle traffic in each of the north and south directions, the street is sufficiently wide and improved to accommodate the traffic typically generated by a preschool facility. These roadways are capable of handling the*

volume of traffic associated with the daily drop-off and pick-up of children, as well as the necessary staff and visitor traffic.

5. That the granting of such a Conditional Use Permit will not adversely affect the General Plan of the City, or any other adopted plan of the City. *The granting of the conditional use permit for the proposed child daycare center will not adversely affect the general plan of the city or any other existing plans. The Commercial General Plan land use designation of the subject property is intended for a variety of commercial uses. The proposed preschool use is consistent with the intended uses within the designation. Additionally, the office market in the city and throughout the County has been very weak. The conversion to preschool use will reposition the use of the property from a vacant office to a more productive use. The proposed use is consistent with Policy 2.1: Maintain and enhance the City's current tax base.*

SECTION 4. The Planning Commission of the City of West Covina approves Conditional Use Permit No. 25-06, subject to the following conditions:

1. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 25-06 is approved subject to the provisions of the West Covina Municipal Code provided that the physical development of the herein described property shall conform to said Conditional Use Permit and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director before the use or occupancy of the property is commenced and before a certificate of occupancy is issued, and the violation of any of which shall be grounds for revocation of said conditional use permit by the Planning Commission or City Council.
2. The Conditional Use Permit shall not be effective for any purpose until the owner of the property involved (or their duly authorized representative) has filed at the office of the Community Development Director an affidavit stating he/she is aware of, and accepts, all conditions of this Conditional Use Permit as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.
3. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.
4. The business shall operate substantially in accordance with the site plan, floor plan, business operations plan, hours of operation, and other materials approved as part of this CUP.

5. Comply with all requirements of the Neighborhood Mixed-Use (NMU) Zone and all other applicable standards of the West Covina Municipal Code.
6. Any proposed change to the approved site plan or floor plan must first be reviewed by the Planning, Building, and Fire Departments and shall require the written authorization of the Community Development Director prior to implementation.
7. Any future expansion to the building footprint that would affect the subject site will require that the applicant file a new Conditional Use Permit.
8. The site shall not create any loud and unnecessary noise and shall be in compliance with Article IV (Noise Regulations), Sec. 15-83 through 15-97 of the West Covina Municipal Code.
9. Pursuant to West Covina Municipal Code Section 26-228, this Conditional Use Permit shall expire if, within two (2) years of its effective date, the approved use has not been implemented or substantial action has not been taken toward implementation. Where construction is required, permits shall be issued, or construction shall have commenced in order to be considered substantial action, unless other required entitlements must first be obtained and the applicant is diligently pursuing such entitlements. Extension of time in one-year increments, up to a maximum of two (2) additional years, may be granted from the original date of expiration of the conditional use permit by the Community Development Director.
10. The applicant shall indemnify, hold harmless, and defend the City of West Covina (City), its agents, officers, and employees from any claim, action, proceeding, or damages against the City, its agents, officers, or employees to attack, set aside, void, or annul the approval by the City of this project. Further, the applicant shall indemnify, hold harmless, and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees arising out of the action, inaction, or negligence of the applicant, its employees, officers, agents, contractors, subcontractors, successors, or assigns in planning, engineering, constructing or in any manner carrying out the project or any improvements required for the application. The indemnity shall be contained in a written document approved by the City Attorney.

Building Department Requirements:

1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
2. All construction plans shall comply with the codes in effect at the time of plan submittal to the Building Division.
3. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.
4. A building or portion thereof classified as Group E child care occupancy shall comply with Section 452 of the Building Code.
5. Each room used for child care shall not have occupant load (including staff and patrons) exceeding the limit set by Table 1004.5 of the Building Code, using the load factor of 35 net floor area per occupant.
6. Group E occupancy with occupant load more than 10 requires separate toilet facilities for each sex per Section 422.2 of the Plumbing Code. An analysis to determine minimum quantity of plumbing fixtures shall be provided as required. Due to increase in occupant load, additional fixtures may be required.
7. Separate application and plan review is required for Plumbing plans.
8. An analysis of the existing mechanical ventilation system shall be provided to justify the required Minimum Ventilation Rates for daycare per CMC Table 402.1. Existing mechanical systems may be required to be upgraded.
9. Separate application and plan review is required for Mechanical plans.
10. Separate application and plan review is required for Electrical plans.
11. All State of California disability access regulations for accessibility shall be complied with.
12. Indoor Play Area shall be on an accessible route connected to an entrance without steps per Section 11B-202.3 and 11B-206 of the Building Code.
13. Preschool Area #A and #B shall be on an accessible route connected with an opening of width no less 44" per Section 11B-403.5.1 of the Building Code.
14. New toilet facilities triggered by the Plumbing Code due to increase in total occupant load, whether intended for children or staff, shall comply with Section 11B-213 of the Building Code.

15. Summary of Accessibility Upgrades for Commercial Projects shall be completed and the completed form shall be copied on the plans. The form can be found at the following link <https://www.dropbox.com/s/4xkjyn5fhggpotk/Accessibility%20Upgrade%20Summary%20Form.pdf?dl=0>
16. As part of accessibility upgrade per Section 11B-202.4 of the Building Code, the main building entrance shall be retrofitted to meet accessibility requirements per Section 11B-404, and the change of elevation at exterior door landing shall be accommodated by an accessible ramp per Section 11B-405. In addition, the upgrade may involve retrofitting the existing toilet facilities to comply with current accessibility standards.
17. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided if interior alterations as required by the change of occupancy, which involve modifications of existing structural elements.
18. Project shall comply with the CalGreen Non-Residential mandatory requirements.

Fire Department requirements:

Based on the preliminary information received, the Fire Department Requirements for the above-noted project are as follows:

1. Applicant will be required to comply with the 2025 California Fire Code and the West Covina Municipal Code.
2. A Knox box with a labeled master key must be maintained and provided for emergency responder access per 2025 California Fire Code Section 506.
3. Fire Alarm System Required: Add "Fire Alarm System" to deferred submittals.
 - a. Smoke detector coverage throughout every space and in "ceiling-plenums" used for environmental air.
 - b. Manual pull stations at the entrance to exits (i.e. doors into exit stairwells and passageways and exterior exit doors) and elsewhere within the building so that no point is more than 200' from a manual pull station.
 - c. An additional manual pull station shall be provided at a normally attended location, typically the administrative office or reception area.
 - d. Notification devices in all public or common use spaces, including

- at least one exterior device serving playground areas adjacent to the building, which will be triggered by activation of the manual pull stations, smoke detectors, or sprinkler system.
- e. An emergency voice/alarm communication system in accordance with the 2025 California Fire Code Section 907.5.2.2.
4. Portable, dry chemical fire extinguishers of a minimum 2A10BC rating shall be installed and mounted at visible locations within seventy-five feet travel distance of all portions of the occupancy at the height of between three to five feet above the finished floor.
 5. A minimum of two (2) approved means of egress shall be provided from the tenant space, with exits remotely separated and arranged to provide continuous, unobstructed paths of travel to the public way.
 6. Exit doors shall be side-hinged swinging doors opening in the direction of egress travel and shall be equipped with single-action releasing hardware operable from the egress side without the use of a key, special knowledge, or effort.
 7. Exit signs and means of egress illumination are required. In addition to overhead visual exit signs, floor level exit signs shall be provided in interior corridors of Group E occupancies, unless direct exits to the exterior have been provided from each classroom, per 2025 California Building Code Section 1013.7.
 8. Outdoor play areas shall be enclosed with approved fencing and provided with self-closing, self-latching egress gates that are readily openable from the inside without the use of a key or tool.
 9. Fire Department final inspection and clearance shall be required prior to Conditional Use Permit finalization and prior to facility occupancy, and all fire protection systems and life-safety features shall be installed, tested, and approved.
 10. Additional fire and life-safety requirements may be applied upon further review of detailed construction drawings, operational characteristics, or licensing conditions associated with child-care center use.

SECTION 5. The costs and expenses of any enforcement activities, including, but not limited to, attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 6. This Resolution shall become effective in accordance with the applicable provisions of the West Covina Municipal Code.

APPROVED AND ADOPTED on this 22nd day of September, 2026.

Nickolas Lewis, Chair
Planning Commission

ATTEST:

Arturo Cervantes, Secretary
Planning Commission

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 22nd day of September 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: September 22, 2026

Arturo Cervantes, Secretary
Planning Commission