

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 . 26-6186

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA,
APPROVING CONDITIONAL USE PERMIT NO. 25-05 TO ALLOW THE ESTABLISHMENT AND
OPERATION OF AN ADULT DAY CARE FACILITY AT 421 S. GLENDORA AVENUE**

WHEREAS, PALS Inc. filed an application with the City of West Covina for a Conditional Use Permit (CUP) to allow the establishment and operation of an adult day care facility in the City's T4 General Urban (T4-GU) Zone at 421 S. Glendora Avenue (APN: 8474-009-003); and

WHEREAS, the subject property is located within the West Covina Downtown Plan and Code; and

WHEREAS, pursuant to Chapter 3.1, Table 4.3.1 of the West Covina Downtown Plan and Code, adult care facilities require approval of a Conditional Use Permit within the T4 General Urban (T4-GU) Zone; and

WHEREAS, the subject property consists of approximately 20,910 square feet and is developed with an existing approximately 10,474-square-foot, two-story commercial/office building; and

WHEREAS, the proposed adult day care facility, known as "PALS," will serve a maximum of thirty (30) participants and approximately ten (10) staff members and will provide participant programming Monday through Friday from 8:00 a.m. to 2:00 p.m.; and

WHEREAS, the Program Director will remain on site until approximately 4:30 p.m., Monday through Friday, for administrative purposes; and

WHEREAS, participants will be transported to and from the facility through a coordinated third-party transportation provider and, when necessary, personal vehicles, and participants will not independently drive to or park at the subject property; and

WHEREAS, the proposed adult day care facility requires thirteen (13) parking spaces, the remaining office tenants require six (6) parking spaces, and one (1) designated passenger loading space is required for participant pick-up and drop-off; and

WHEREAS, the subject property provides twenty-two (22) parking spaces, which exceeds the minimum requirement of nineteen (19) parking spaces, in addition to the designated passenger loading space; and

WHEREAS, notices of the Planning Commission public hearing were provided to property owners within 500 feet of the subject property; and

WHEREAS, on October 13, 2026, the Planning Commission conducted a duly noticed public hearing regarding Conditional Use Permit No. 25-05, at which time interested persons were provided an opportunity to testify regarding the proposed project; and

WHEREAS, the Planning Commission has reviewed all materials concerning the subject request and held a public hearing on October 13, 2026, considering all evidence submitted thereat.

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 Planning Commission finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1 (Existing Facilities), because the project involves the establishment and operation of an adult day care facility within an existing commercial/office building and includes minor interior alterations associated with the proposed use. The project does not involve an expansion of the existing building.

SECTION 3. Based upon the evidence presented to the Planning Commission, including the application, plans, Business Operation Plan, staff report, Conditions of Approval, written materials, and testimony presented at the public hearing, 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 adult day care facility is a conditionally permitted use within the T4 General Urban (T4-GU) Zone. The facility will provide supervised daytime services to adults with developmental disabilities, including life-skills development, daily living skills training, cooking instruction, arts-based activities, educational programming, structured recreational activities, and approved community-based activities. The facility will serve up to 30 participants, with approximately 10 staff members on site.

The proposed facility will provide participants with opportunities for social interaction, education, skill development, recreation, and community participation within an existing commercial building. The use is compatible with the commercial and service-oriented character of the surrounding area and will provide a community-based service that contributes to the community's general well-being.

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 proposed adult day care facility will operate primarily within an existing commercial/office building. Participant programming will generally occur Monday through Friday from 8:00 a.m. to 2:00 p.m., with the Program Director remaining on site until approximately 4:30 p.m. for administrative purposes. The facility will not provide overnight services.

Participants will be transported to and from the facility through a coordinated third-party transportation service and, when necessary, personal vehicles. Outdoor use will be limited to the approximately 350-

square-foot shaded area designated for outdoor eating, with participant activities otherwise conducted indoors or off-site within the community.

With adherence to the Conditions of Approval, the proposed use is not anticipated to create adverse noise, traffic, parking, or operational impacts and will not be detrimental to the health, safety, peace, or general welfare of persons residing or working in the vicinity or injurious to surrounding properties or improvements.

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 subject property consists of approximately 20,910 square feet and is developed with an existing 10,474-square-foot, two-story commercial/office building. The proposed adult day care facility will occupy the entire 5,237-square-foot first floor and a portion of the second floor for office purposes, while three existing tenants will continue to occupy approximately 1,800 square feet of the second floor.

Based on the applicable parking requirements, the proposed adult day care facility requires thirteen (13) parking spaces, in addition to one (1) designated passenger loading space. The three remaining office tenants require six (6) parking spaces. Therefore, the site is required to provide a minimum of nineteen (19) parking spaces, plus one (1) designated passenger loading space.

Therefore, as conditioned, the existing building and site are adequate in size and configuration to accommodate the proposed adult day care facility, required parking and loading activities, and the remaining tenants.

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 subject property is located at 421 S. Glendora Avenue near West Covina Parkway within an established commercial area. Participants will not drive to the facility independently; transportation will be coordinated through a third-party transportation provider and, when necessary, personal vehicles. Participants will generally arrive around 8:00 a.m., with departures beginning around 2:00 p.m.

The proposed adult day care facility is not expected to generate substantial vehicular traffic or materially alter existing circulation patterns. The surrounding roadway system is adequate to accommodate traffic associated with the proposed use, and project traffic is not anticipated to be directed through local residential streets.

5. **That the granting of such conditional use permit will not adversely affect the General Plan of the City, or any other adopted plan of the City.** The subject property has a General Plan land use designation of Commercial and is located within the Downtown Plan and Code in the T4 General Urban (T4-GU) Zone. Adult care facilities are permitted within the T4-GU Zone subject to approval of a Conditional Use Permit.

The proposed adult day care facility is consistent with General Plan Policy P6.7, which calls for the City to *"Preserve and strengthen social capital by supporting formal and informal social networks in the community,"* and Policy P6.8, which calls for increased participation in community activities such as adult education, senior activities, family-oriented programs, and youth activities.

The proposed facility will provide structured daytime programming for adults with developmental disabilities, including educational programming, life-skills development, recreational activities, social interaction, and approved community-based activities. These services provide opportunities for participants to develop skills, interact with others, and participate in the broader community. The facility will also occupy an existing commercial building within an established commercial area.

Therefore, approval of the Conditional Use Permit is consistent with the General Plan and Downtown Plan and Code and will not adversely affect the General Plan or any other adopted plan of the City.

SECTION 4. The Planning Commission of the City of West Covina approves Conditional Use Permit No. 25-05, 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. 25-05 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 T4 General Urban (T4-GU) Zone and all other applicable standards of the West Covina Municipal Code.

6. **Parking.** The subject property shall maintain a minimum of nineteen (19) code-compliant parking spaces, consisting of thirteen (13) spaces required for the adult day care facility and six (6) spaces required for the remaining office tenants. In addition, one (1) designated passenger loading space shall be maintained for participant pick-up and drop-off. Required parking spaces shall remain available for vehicle parking and shall not be used for storage, participant activities, equipment, or other purposes that interfere with required parking or circulation.
7. **Maximum Participant Capacity.** The adult day care facility shall be limited to a maximum of thirty (30) participants on site at any one time.
8. **Staffing.** The facility shall operate with approximately ten (10) staff members on site, consistent with the approved Business Operation Plan. Any substantial increase in staffing that may affect parking, circulation, or the intensity of the use shall be subject to review by the Planning Division.
9. **Hours of Operation.** Participant programming shall be limited to Monday through Friday from 8:00 a.m. to 2:00 p.m. The Program Director may remain on site until approximately 4:30 p.m. for administrative purposes. Participant programming shall not occur on Saturdays or Sundays unless otherwise approved by the City.
10. **Participant Transportation.** Transportation of participants to and from the facility shall be coordinated through a third-party transportation provider and, when necessary, personal vehicles, consistent with the approved Business Operation Plan.
11. **Participant Parking.** Participants shall not independently drive to or park vehicles at the subject property. Any proposed change to allow participants to independently drive to the facility shall require prior review and approval by the Planning Division to determine whether additional parking or an amendment to the Conditional Use Permit is required.
12. **Passenger Loading.** Participant pick-up and drop-off shall occur within the designated passenger loading area shown on the approved plans. The loading area shall remain unobstructed and shall not interfere with required parking spaces, drive aisles, pedestrian access, or emergency access.
13. **Outdoor Use.** Outdoor use associated with the facility shall be limited to the approximately 350-square-foot shaded area identified on the approved plans and shall be used exclusively for outdoor eating. Participant programming and recreational activities shall otherwise occur indoors or off-site, consistent with the approved Business Operation Plan.
14. **No Overnight Services.** No overnight care, overnight occupancy, residential use, or overnight lodging of participants shall be permitted.
15. **Compliance with Business Operation Plan.** The facility shall operate in substantial compliance with the Business Operation Plan submitted and approved in conjunction with Conditional Use Permit No. 25-05, except as modified by these Conditions of Approval.
16. **Operational Changes.** Any material change to the approved operation, including but not limited to an increase in participant capacity, substantial increase in staffing, expansion of the area occupied by the facility, expansion of outdoor activities, change in transportation arrangements, or material

change in the approved hours of operation, shall be submitted to the Planning Division for review. The Community Development Director shall determine whether the proposed change may be approved administratively or requires modification of Conditional Use Permit No. 25-05.

17. 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.
18. Any future expansion to the building footprint that would affect the subject site will require that the applicant file a new Conditional Use Permit.
19. 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.
20. 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.
21. 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. Unless the nonseparated occupancies provision per Section 508.3 is used, the proposed area of Business B Occupancy shall be separated from the day care area of I-4 Occupancy per Table 508.4 of the Building Code.
5. Day care facility of I-4 Occupancy shall comply with Section 436 of the Building Code.
6. 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 require upgrades.
7. Separate application and plan review is required for Mechanical plans.
8. Separate application and plan review is required for Electrical plans.
9. Separate application and plan review is required for Plumbing plans.
10. All State of California disability access regulations for accessibility shall be complied with.
11. 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>
12. Approval is required from the Los Angeles County Health Department for food handling and/or storage.
13. 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 involve modifications of existing structural elements.
14. 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. 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.
3. 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 a height of between three and five feet above the finished floor.
4. 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.
5. 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.
6. 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, unless direct exits to the exterior have been provided from each area, per 2025 California Building Code Section 1013.7.
7. 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.
8. Additional fire and life-safety requirements may be applied upon further review of detailed construction drawings, operational characteristics, or licensing conditions associated with adult day care use.
9. Additional Fire Department requirements may be set upon future review of plan modification and/or construction revisions at the site.

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 13th day of October 2026.

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 13th day of October 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: October 13, 2026

Nickolas Lewis, Chair
Planning Commission

ATTEST:

Arturo Cervantes, Secretary
Planning Commission