

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, October 13, 2026

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina City Council Chambers, 1444 West Garvey Avenue, West Covina, California.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

Commissioner Becerra Led the Pledge of Allegiance.

ROLL CALL

Present: Heng, Becerra, Bennett, Lewis

Staff Present: Cervantes, Villalobos, Laymond, Griego, Lam

APPROVAL OF MINUTES

1. Regular meeting ,[September 22, 2026](#)

The minutes were approved as presented.

ORAL COMMUNICATIONS

This is the time when any member of the public may speak to the Commission on any matter within the scope of duties assigned to the Commission relating to non-agendized or consent calendar items. Other matters included on this agenda may be addressed when that item is under consideration. For all oral communications, the chairperson may impose reasonable limitations on public comments to assure an orderly and timely meeting. The Ralph M. Brown Act limits the Planning Commission and staff's ability to respond to public comments at this meeting. Thus, your comments may be agendized for a future meeting or referred to staff. The Commission may ask questions for clarification, if desired, at this time.

By policy of the Commission, Oral Communications at this time on the agenda is limited to a total of 15 minutes.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Planning Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

NONE

PUBLIC HEARINGS

2. CONSIDERATION OF CONDITIONAL USE PERMIT NO. 25-05 TO ALLOW THE ESTABLISHMENT AND OPERATION OF AN ADULT DAY CARE FACILITY

ITEM TYPE (S): CONDITIONAL USE PERMIT NO. 25-05

CEQA EXEMPTION TYPE (Section 15301, Class 1, Existing Facilities)

APPLICANT: PALS INC.

LOCATION: 421 S. Glendora Ave, West Covina, California

REQUEST: A Conditional Use Permit (CUP) is requested to allow the establishment and operation of an adult day care facility in an existing building located in the City's "T4 General Urban" (T4-GU) Zone at 421 S. Glendora Avenue. Pursuant to the West Covina Downtown Plan & Code Chapter 3.1 Land Use Standards, Table 4.3.1: Permitted Land Uses, under General Services, Adult care facilities require CUP approval in the T4 General Urban Zone.

Contract Planner Sonia Griego presented the staff report.

Commissioner Becerra asked about the population to be served by the proposed adult day care facility, including whether clients had special needs or disabilities. Staff indicated that the population served would be disadvantaged.

Commissioner Becerra asked about the proposed entrance and exit locations and client pick-up/drop-off procedures. Staff confirmed that clients would access the facility through the rear door and that a designated loading area was required for pick-up and drop-off.

Commissioner Bennett asked whether the existing rear gate would provide access to the facility and raised concerns regarding lighting in the rear parking lot. Staff confirmed the proposed access arrangement and stated that a condition of approval could be added to require improved parking lot lighting.

The Commission discussed other adult day care facilities within the Downtown Plan Area and T4 Overlay Zone. Staff indicated that they were not aware of other facilities within the Downtown Plan Area.

Commissioners discussed existing and proposed adult day care facilities near Big O Tires and reviewed their locations in relation to the Downtown Plan boundaries and T4 zoning designation.

At the Commission's request, staff was asked to display the zoning map and Downtown Plan boundaries to clarify the extent of the Downtown Plan Area for the public.

The Commission further discussed the establishment of an existing adult day care facility in the T4 zone in relation to the adoption of the Downtown Code, believed to have occurred in 2016. Staff indicated that the facility appeared to have been established after adoption of the code.

The Commission also discussed the area's historical commercial zoning and a former foster care facility that had operated in the area.

Applicant Otieno Okatch, founder of PALS Inc., described the proposed adult day program serving up to 30 adults with disabilities, operating Monday through Friday and providing individualized life-skills and community-integration services.

The applicant discussed the organization's 25 years of experience, staffing ratio of approximately one staff member per three participants, and transportation arrangements using primarily 12-passenger vans. The applicant confirmed that the vans had been tested at the site and acknowledged the need for careful maneuvering through the narrow driveway.

The Commission discussed the population served, program activities, regional center affiliation, and the facility's potential contribution to downtown businesses. The applicant expressed a commitment to patronizing local restaurants and businesses.

Chair Lewis invited public comments. No additional speakers came forward.

Chair Lewis closed the public hearing and opened the Commission discussion.

The Commission discussed the proposed facility's potential contribution to local businesses and expressed concern regarding the limited operating hours and the long-term goal of sustaining a vibrant downtown area. Commissioners encouraged the applicant to consider expanding operating hours in the future.

A motion by Chair Lewis and a seconded by Commissioner Becerra to approve Conditional Use Permit No. 25-05 for PALS Inc., located at 421 South Glendora Avenue. The Commission discussed adding a condition to improve parking lot lighting; however, concerns were raised regarding the applicant's control over the shared parking area.

The motion passed **4-0**,

NON-HEARING ITEMS

3. DISCUSSION AND PLANNING COMMISSION DIRECTION REGARDING THE SCOPE OF SINGLE-FAMILY RESIDENTIAL IMPROVEMENTS BY THE SUBCOMMITTEE FOR DESIGN REVIEW.

Deputy Community Development Director Arturo Cervantes presented the staff report with the assistance of Contract Planner Paul Lam.

The Commission discussed proposed revisions to streamline the Design Review Subcommittee process, reduce applicant costs, and expedite approvals for minor residential modifications. Staff reported that Subcommittee review costs approximately \$617.71, compared with \$90.53 for administrative review.

Commissioners expressed differing views regarding architectural consistency and homeowner discretion, including changes to roofing, exterior materials, windows, doors, and porches. The Commission generally supported shifting routine modifications to administrative review while retaining oversight for projects with potential neighborhood compatibility or privacy impacts.

The Commission provided staff direction to process the following modifications administratively, subject to applicable standards: window changes, entryway and porch modifications, attached garage door changes, exterior architectural elements, roof materials and pitch, and qualifying minor home additions of less than 20% of the building footprint that maintain the home's architectural character.

The Commission directed that all second-story additions and new balconies continue to be reviewed by the Design Review Subcommittee due to potential privacy and neighborhood impacts.

Staff will revise the review checklist and implement the changes through an internal Director's memorandum. Staff may bring recurring review items back to the Commission for further direction regarding administrative approval versus Subcommittee review.

No formal motion or vote was taken. The Commission provided direction to staff.

TEN-DAY APPEAL PERIOD: Actions taken by the Planning Commission that are not recommendations to the City Council will become final after ten (10) calendar days unless a written appeal with the appropriate fee is lodged with the City Clerk's Office before close of business on the tenth day.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

This is the time when any member of the Commission may bring a matter to the attention of the full Commission that is within the scope of duties assigned to the Commission. Any item that was considered during the Agenda is not appropriate for discussion in this section of the agenda. NO COMMISSION DISCUSSION OR ACTION CAN BE CONSIDERED AT THIS TIME. If the Commission desires to discuss an issue raised by a speaker or take an action, the Commission may vote to agendaize the matter for a future meeting.

NONE

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Staff announced the Festival of Frights on October 24, from 4:00 p.m. to 9:00 p.m., on South Glendora Avenue in Historic Downtown West Covina, and the Veterans Day event on November 11, from 11:00 a.m. to 1:00 p.m., at the West Covina Civic Center.

Staff updated the Commission regarding the requested joint meeting concerning fires at Gousser Park. Staff reported that the investigation identified arson as the cause of the fires and that Community Services was pursuing improvements to the park, including revitalizing the Nature Center and refurbishing playground equipment to increase public use.

CITY COUNCIL ACTION

This is an oral presentation of City Council matters and actions, which are in the Commission's area of interest.

ADJOURNMENT

Chair Lewis adjourned the meeting at 8:38 p.m.

Respectfully submitted:
Norma Villalobos
Administrative Assistant II