

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, September 22, 2026

The regular meeting of the Planning Commission was called to order at 7:07 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 Heng 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, [August 25, 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. 25-06 TO ESTABLISH A CHILD DAYCARE CENTER.

CONDITIONAL USE PERMIT NO. 25-06

CEQA EXEMPTION TYPE SECTION 15303 (CLASS 3, CONSTRUCTION OR CONVERSION OF SMALL STRUCTURES)

APPLICANT: Kimberly Nguyen

LOCATION: 715 South Glendora Avenue

REQUEST: The applicant is requesting the approval of a Conditional Use Permit (CUP) to allow the operation of a child daycare center in a 1,659 square foot commercial building located in the “Neighborhood Commercial Mixed-Use” (NMU) Zone.

Contract Planner Paul Lam presented the staff report.

Chair Lewis opened the public hearing.

Commissioner Bennett asked about the State-required staff-to-student ratio. Staff stated they did not have the information available and referred the question to the applicant.

Chair Lewis opened the public hearing.

The applicant addressed questions regarding staffing, parking, and pick-up/drop-off procedures. Staff clarified the applicable parking requirements and staffing ratio.

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

The Commission discussed parking and potential use of adjacent parking areas owned by the applicant.

Chair Lewis reopened the public hearing.

The applicant provided additional information regarding the use of adjacent parking areas. The public hearing was subsequently closed.

Chair Lewis opened the commission discussion.

Staff clarified the applicable parking requirements and staffing ratio.

The Commission discussed the potential for overflow parking during peak pickup hours and noted that the applicant has access to an adjacent parking lot that could accommodate staff parking.

Commissioner Becerra made a motion to approve Resolution No. 26-6184, subject to the Conditions of Approval. Chair Lewis seconded the motion.

Motion passed 4-0.

3. CONSIDERATION OF CONDITIONAL USE PERMIT NO. 25-06 TO ESTABLISH A CHILD DAYCARE CENTER.

APPEAL OF ADMINISTRATIVE PERMIT NO. 25-65

PURSUANT TO SECTION 15270 OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES, CEQA DOES NOT APPLY TO PROJECTS THAT A PUBLIC AGENCY REJECTS OR DISAPPROVES.

APPLICANT: Foothill Transit

LOCATION: 100 South Vincent Avenue, West Covina, California

REQUEST: The applicant is appealing the Planning Division's denial of Administrative Permit No. 25-65 for the construction of four (4) freestanding solar carport structures over portions of the existing surface parking area at 100 South Vincent Avenue.

Contract Planner Sonia Griego presented the staff report.

Commissioner Heng asked whether the applicant had renderings or images depicting the proposed project upon completion.

Staff indicated that the applicant could provide the information during the public hearing.

Commissioner Becerra asked about the proposed angle and spacing of the solar panels in relation to the freeway and Vincent Avenue.

Chair Lewis opened the public hearing.

Mr. Dorn Barnes, Chief Executive Officer of Foothill Transit, provided an overview of the proposed solar carport project. He stated that the project would utilize the existing parking lot without changing the current land use and would generate solar power to offset operating costs.

Mr. Barnes noted that the property is publicly owned and subject to federal funding requirements that may limit future development of the site under the Downtown Specific Plan.

The applicant, Vincent, presented the proposed solar carports over the existing Foothill Transit parking lot, stating that the project would not change the existing land use, operations, parking, or traffic circulation. The applicant explained that the carports are accessory structures, would support the City's sustainability goals, and would generate renewable energy while reducing operating costs. The applicant requested approval of the project.

The applicant's Chief of Safety and Security, John Kerley addressed public safety concerns regarding the proposed solar carports. He stated that the project would also reduce risks associated with existing eucalyptus trees and improve site security. He disputed concerns regarding solar glare affecting freeway motorists, noting the use of anti-reflective panels and offering manufacturer specifications as a potential condition of approval. He also stated that the panels could be positioned to minimize visibility from the freeway and requested consideration of the project.

The Commission questioned the applicant regarding the solar carport design, panel orientation, height, lighting, and potential impacts. Discussion also addressed whether the carports are accessory structures or a land use, applicable development standards, and the property's public ownership and federal funding restrictions.

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

The Commission discussed the need for additional review of the proposed solar carports, including health and safety, Fire Department review, CEQA, other City department comments, project drawings, and applicable design standards.

Motion by Commissioner Becerra, seconded by Commissioner Heng, to refer the matter back to staff for review of health and safety considerations, including Fire Department and other City department review, CEQA applicability, project drawings, and concrete design guidelines applicable to the project.

The motion passed 3-1, with Commissioner Bennett voting no.

The Commission recognized and thanked staff for their efforts and work on the item.

NON-HEARING ITEMS

NONE

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 agendize the matter for a future meeting.

Chair Lewis suggested bringing back a proposed municipal code ordinance for parklets at the next meeting. The ordinance is based on San Clemente's regulations and is intended to support downtown revitalization.

Chair Lewis asked for an update on the potential special joint meeting with the Community and Senior Services Commission regarding the Galster Park issues.

Staff reported that the request had been shared with the Community Services Director and that they would try to coordinate the meeting at the next meeting or via email.

Commissioner Becerra commended staff for painting curbs red near the high school, noting that it improves visibility and safety for vehicles exiting nearby side streets.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Deputy Director Arturo reported on California's "daylight" parking law, which restricts parking near intersections and crosswalks to improve driver visibility. He then announced two upcoming community events: the West Covina Moon Festival on October 3 and Festival Frights on October 24.

CITY COUNCIL ACTION

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

NONE

ADJOURNMENT

Chair Lewis adjourned the meeting at 9:02 p.m.

Respectfully submitted:
Norma Villalobos
Administrative Assistant II