CITY OF WEST COVINA

PLANNING COMMISSION

TUESDAY, November 25, 2025 - 7:00 PM
REGULAR MEETING

CITY HALL COUNCIL CHAMBERS
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

Livier Becerra, Chair
Nickolas Lewis, Vice-Chair
Dario Castellanos, Commissioner
Jose Reyes, Commissioner
Sheena Heng, Commissioner

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers.

AMERICANS WITH DISABILITIES ACT
The City complies with the Americans with Disabilities Act (ADA). If you need special assistance at Planning Commission meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Please call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Planning Commission meetings, please request no less than four working days prior to the meeting.

PUBLIC COMMENTS/ADDRESSING THE COMMISSION
Any person wishing to address the Planning Commission on any matter listed on the agenda or on any other matter within their jurisdiction is asked to complete a speaker card that is provided on the speaker podium and submit the card to a Planning Division staff member.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda item. Requests to speak on non-agenda items will be heard during "Oral Communications" before the Public Hearing section of the agenda. Generally, comments are limited to three minutes per speaker unless further time is granted by the Chairperson. ***The Chairperson may also, at his or her discretion, further limit the time of each speaker in order to accommodate a large number of speakers and/or to ensure that the business of the Planning Commission is effectively conducted.***

Any testimony or comments regarding a matter set for Public Hearing will be heard during the public hearing for that item.

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. 1. Regular meeting, August 12, 2025

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.

PUBLIC HEARINGS

2. **PRECISE PLAN NO. 25-02**
CONDITIONAL USE PERMIT NO. 25-03
TREE REMOVAL PERMIT NO. 25-03
CATEGORICAL EXEMPTION
APPLICANT: Charles Smyth (Market Street Development, LLC)
LOCATION: 2200 East Garvey Avenue South
REQUEST: The applicant is requesting the approval of a Precise Plan (PP),Conditional Use Permit (CUP), and Tree Removal Permit (TP) to develop a new adult day care facility located in the “Neighborhood Commercial Mixed-Use” (NMU) Zone.

NON-HEARING ITEMS

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.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

ADJOURNMENT

AGENDA
ITEM NO. 2
DATE: November 25, 2025

PLANNING DIVISION STAFF REPORT

SUBJECT

PRECISE PLAN NO. 25-02
CONDITIONAL USE PERMIT NO. 25-03
TREE REMOVAL PERMIT NO. 25-03
CATEGORICAL EXEMPTION
APPLICANT: Charles Smyth (Market Street Development, LLC)
LOCATION: 2200 East Garvey Avenue South
REQUEST: The applicant is requesting the approval of a Precise Plan (PP),Conditional Use Permit (CUP), and Tree Removal Permit (TP) to develop a new adult day care facility located in the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

DESCRIPTION OF APPLICATION

ITEM	DESCRIPTION
Zoning and General Plan Designation	Zoning: Neighborhood Commercial Mixed-Use (NMU) General Plan: Commercial (C)
Surrounding Zoning and Land Uses	North: Neighborhood Commercial Mixed-Use (NMU); Surface parking lot East: Residential Single-Family (R-1); Six single-family residences South: Residential Single-Family (R-1); Four single-family residences West: Service Commercial Mixed Use (SMU), Residential Single-Family (R-1); Surface parking lot, Two single-family residences
Current Development	Vacant Commercial Building
Legal Notice	Notices of the Public Hearing have been mailed to all owners of properties located within 500 feet of the subject site at least ten (10) days prior to tonight's meeting. In addition, the Public Hearing notice was posted on-site at least thirty (30) days prior to tonight's meeting.

BACKGROUND

The project site is located south of the Interstate 10 Freeway at the southeast intersection of East Garvey Avenue South and South Hollenbeck Street. The overall project site is composed of one parcel totaling approximately 60,480 square feet in area. The site is currently improved with a 13,783 square foot, vacant commercial building last used as a restaurant known as "Villa Tepeyac." The existing structure, and on site parking lot and landscaping, will be demolished. The site is designated for commercial land use by the General Plan and is zoned Neighborhood Commercial Mixed Use (NMU).

DISCUSSION

The applicant is requesting the approval of a PP, CUP, and TP to allow the development and operation of a Program of All-Inclusive Care (PACE) adult day care facility for individuals 55 years old and over. The West Covina Development Code requires a PP for the construction of a new commercial development, CUP for adult day care uses in the "Neighborhood Commercial Mixed-Use" Zone, and a Tree Removal Permit for the removal of three (3) trees in the front yard. The project requires the granting of the following entitlements:

- Precise Plan to allow the development of the site.
- Conditional Use Permit for the operation of an adult day care use.
- Tree Removal Permit for the removal of three (3) significant trees.

Precise Plan

The precise plan is for the review of the site plan and architecture. The proposed project is for the redevelopment of the

project site to accommodate a new adult day health care facility. All existing site improvements consisting of the existing building, pavement, parking lot, and landscaping, will be removed and replaced with a new building, new pavement, new parking lot, and new landscaping. The proposed one-story building will have a total of 15,980 square feet of floor area and a height that varies between 19 to 25 feet. The building will be placed at the west side of the property, in the same general location where the existing building is located. The building will be setback from South Hollenbeck Street (west) 15.2 feet, from East Garvey Avenue South (north) 15.1 feet, from the residences to the south a distance of 30.9 feet, and from the residences to the east a distance of 136 feet. A new surface parking lot with 62 parking spaces will be located on the east half of the lot. New landscaping will be provided along the entire perimeter of the property and within the parking lot, as well.

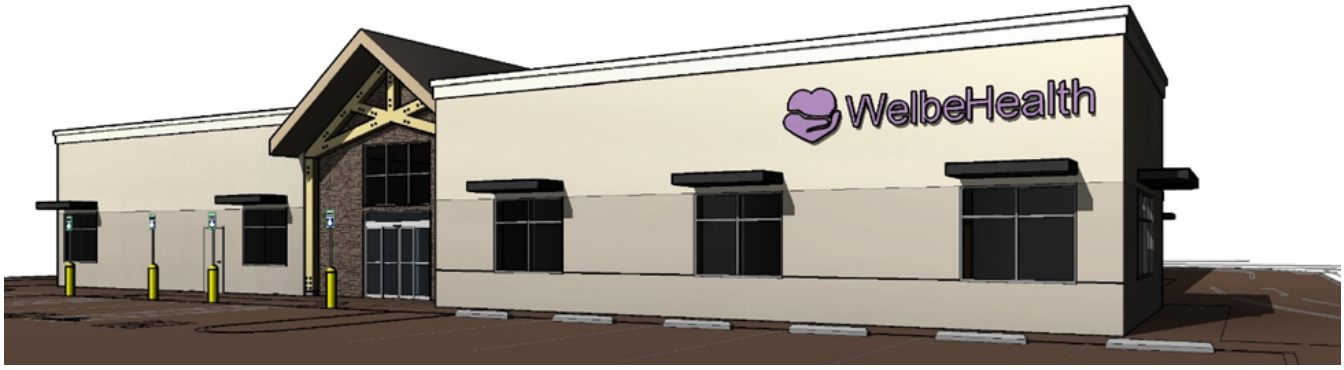
The proposed construction complies with all setbacks, height, and building coverage requirements for the Neighborhood Commercial Mixed-Use Zone. The West Covina Municipal Code (WCMC) requires minimum fifteen (15) foot front and rear setbacks, and ten (10) foot side setbacks for commercial properties abutting residential uses. As noted in the table above, the immediate abutting properties to the east and south are zoned residential. As proposed, the building complies with the minimum setbacks. Additionally, the WCMC allows up to fifty (50) percent building coverage. The proposed building coverage is twenty-six (26) percent, significantly less than the maximum permitted. The building is proposed to be 25'-0" tall at its highest point, which complies with the WCMC.

The table below summarizes how the project compares with the WCMC standards:

	PROPOSED	**WCMC STANDARDS**
MINIMUM LOT AREA	60,480 square feet	15,000 square feet
MAXIMUM HEIGHT	25 feet	25 feet
MAXIMUM BUILDING COVERAGE	0.26 (15,980 square feet)	0.50 (30,240 square feet)
MINIMUM SETBACKS Front (East and North) Side (East) Rear (South)	15 feet 10 feet 15 feet	15 feet(East), 15 feet (North) 131 feet 30.9 feet

Architecture

The proposed architectural style is Contemporary, which is characterized by a combination of flat and gable roofs, stucco walls, metal canopies, metal-framed windows and storefront systems, and stone veneer. The majority of the building is flat roofed and has a height of nineteen (19) feet to the top of the parapet wall. All mechanical equipment will be mounted on the flat roof and the parapet wall will effectively screen the mechanical equipment from surrounding views. The flat roof portion of the building will be finished with two shades of grey stucco. The darker of the two will be applied to the lower half of the exterior wall and the lighter shade will be applied to the upper half. The trim at the top of the parapet will be painted "Dove White." The application of these colors in this manner accentuates the building's horizontal lines and helps to minimize the visual height of the building. The main entry is centered along the east side of the building and will be prominently differentiated from the rest of the building through architectural design and finishes. The entry will be capped with a gabled roof. The gabled roof will run through the entire length of the building in the east-west direction. This part of the building will have a height of 25 feet to the top of the roof ridge and will be of standing seam metal construction. The entry façade will feature a decorative heavy timber architectural tress supported by two heavy timber pilasters. The exterior wall will be finished with a stone veneer. This architectural design will be replicated on the west elevation.



Site Landscaping
The proposed site landscaping consists of a combination of one- and five-gallon grasses, flowers and shrubs used as ground cover throughout, and ample amounts of 15-gallon trees. The South Hollenbeck Street frontage will feature a landscape area with an approximate depth of 15 feet. It will be planted with the aforementioned ground cover and four (4) trees. The East Garvey Avenue South frontage will feature a landscape area with a depth that varies between 15 to 17 feet and will be planted with ground cover and 13 trees. A landscape buffer of approximately 6.5 feet will be provided along the east and south property lines, where the project site abuts single-family residences. These buffer areas will be planted with ground cover. Landscape islands will be dispersed throughout the parking lot. These islands will be planted with ground cover and 14 trees. A total of 31 trees will be planted on-site.

Art In Public Places
The proposed project is subject to the provisions of the Art in Public Places ordinance (WCMC Section 17-41). The applicant may elect to pay an in-lieu fee or provide public art on site at a rate of 1% of the total project costs, excluding land.

Conditional Use Permit
Business Operation
The proposed business would be known as "WelbeHealth." The business will be a regionally oriented PACE center offering community-based services and medical care services to indi-viduals aged 55 and over. PACE (Program of All Inclusive Care for the Elderly) is a national program sponsored by the Federal government through Medicare to enable individuals who are at risk of moving into a nursing home to continue to live safely in their homes and com-munities. Participants to the facility will be those who have been categorized as "nursing home eligible" by the state's Medicaid program. The facility would provide a viable alterna-tive to nursing home placement for such participants by delivering care through a compre-hensive service package of medical, behavioral, and social services that enables patients to stay in their own homes and community.

The PACE mode of care is built around an interdisciplinary team (IDT) which includes a primary care physician, nurse, social worker, physical therapist, occupational therapist, recreational therapist, dietician, center director, transportation coordinator, person care worker, and home care coordinator. The facility will have a maximum 100 participants on-site at any one time and is anticipated to have a total of 80 employees with no more than 40 employees on the property at any one time. The facility will be open only on weekdays and will be closed on weekends. There will be two (2) four- (4) hour sessions for the participants: a morning session from approximately 8:30 am to 12:30 pm and an afternoon session from approximately 1:00 pm to 4:30 pm. This facility will provide a variety of on-site services for its participants with the internal spaces being designed and dedicated to the following functions (Sheet A3).

Medical Clinic:
The medical services provided to participants vary each day based on the appointments scheduled. For example, some dental work, podiatry and vision care is provided on-site. However, those appointments are scheduled when primary care is limited and clinic rooms are available. Participants are taken off-site for more in-depth care such as tooth extraction or a root canal. The same procedures apply to podiatry and vision care. Assessments and maintenance care for podiatry and vision may be handled at this facility. More in-depth care will take place off-site at the specialty provider’s office. The medical clinic comprises 2,914 square feet of the total facility and will have an estimated five (5) employees at full capacity.

Rehabilitation Therapy:
On-site therapeutic care will consist of physical therapy, occupational therapy, and speech therapy. Not all specialties of therapy will be provided each day. Therapists are available as needed according to the schedules prepared for the participants attending the facility that day. Speech therapy, for example, may be provided at the facility, the participant’s home, or at the contracted therapy office. The rehabilitation therapy component will occupy 1,033 square feet of the total facility and is anticipated to have a maximum of four (4) employees at full capacity.

Personal Care:
Personal care services consist of providing hair care and nail care. This service will occupy 1,697 square feet of the facility and there will be three (3) employees.

Great Room:
The Great Room is where engagement programs will be held. Such programs may include music and cultural events,

games, group exercise activities, and social events. The Great Room will occupy 4,105 square feet and will have an estimated six (6) employees at full capacity.

Dining/Day room:
The Dining/Day room is a 1,995 square foot area for participants to have meals (reheated only, no cooking), receive nutritional counseling, and to receive social services support in the form of connections to community resources, benefits support, counseling and psychological services, and guidance and support for participants and caregivers. There are an estimated three (3) employees at full capacity.

Building and Staff Support:
These areas, occupying 1,660 square feet of the building, are administrative and operational areas for the facility and the transportation operations, and not accessible to the participants. These areas include offices, break rooms, lockers, and other amenities.

Parking and Circulation
Site access will be via two (2) separate driveways: one (1) driveway on South Hollenbeck Street on the west side of the project site and one (1) driveway on East Garvey Avenue South on the north side of the project site. The Hollenbeck Street driveway currently allows for egress only and will continue to allow egress only with this proposal. The East Garvey Avenue South frontage presently has two (2) driveways: one is located at the northwest corner of the site near the intersection of East Hollenbeck Street and East Garvey Avenue South, and the other is located at the northeast corner of the site. The northwest driveway will be removed, and the northeast driveway will be retained. The northeast driveway currently provides, and will continue to provide, ingress and egress to the site. All parking spaces will be located on the east half of the project site. A twenty (20) foot wide driveway will be located along the south of the project site and will allow access to South Hollenbeck Street.

The WCMC requires a minimum of sixty-two (62) parking spaces based on the ratio of one (1) parking space per employee, one (1) parking space per 10 participants, and one (1) parking space for each 250 square feet of gross floor area devoted to medical uses.

	EMPLOYEES/CLIENTS/AREA	REQUIRED PARKING
Employees	40 Employees on site	40
Participants	100 On site	10
Medical	2,914 square feet	11.65
TOTAL		62

A minimum of sixty-two (6) parking spaces are required and a total of sixty-two (62) parking spaces are provided. Included in the spaces are four (4) ADA spaces, twelve (12) compact spaces, and thirteen (13) electric vehicle charging spaces.

As typical with these types of uses, most of the participants are anticipated to be brought to the facility in a van operated by the facility, although, there may be a limited number of participants that drive themselves to the facility. One (1) of the four (4) ADA spaces will be a van accessible space for drop-off and pick-up of the participants. The vans are scheduled to arrive in 15-minute increments to ensure that the van driver can pull immediately into a stall for drop-off. The applicant estimates that with an average capacity of nine (9) participants per van, the van unloading will take approximately 15 minutes, taking into account a maximum of two (2) participants in wheelchairs who will need more time to move from the van to the entry. At maximum capacity of 100 participants in each of the am and pm sessions, the applicant anticipates ten (10) to twelve (12) vans arriving in managed sequence between 8:00 am and 8:45 am, between 12:15 pm and 1:15 pm, and between 4:45 pm to 5:30 pm.

The vans are expected to be in use approximately 90% of the time and therefore would not be parked on-site except for short breaks during non-operational hours. In addition to picking-up and dropping-off participants, the vans are also used to take participants to off-site appointments. The applicant expects peak hours for van deliveries to be between 8:00 am and 9:00 am, between 12:30 pm and 1:00 pm, and between 5:00 pm and 5:30 pm. Employees will be arriving between 7:30 am and 8:00 am and leave between 5:00 pm and 6:00 pm. The vans will be stored off-site when the facility is closed.

Tree Removal Permit
The proposed project will remove all on-site landscaping and provide a new comprehensive landscape design for the new

development. The existing landscaping to be removed includes three (3) significant trees located within the front yard, and therefore, a Tree Removal Permit is required. The significant trees in question are all palm trees and are located in the front landscape area along East Garvey Avenue South. One tree is forty (40) feet tall and has a caliper of twenty (20) inches. Another tree is thirty (30) feet tall and has a caliper of twenty (20) inches. The third palm tree is twenty (20) feet tall and has a caliper of fifteen (15) inches. While there are other existing trees located in the front yard and street side yard, only these three palm trees qualify as "Significant Trees" as defined in the WCMC and require approval of the Tree Removal Permit in order to be removed. A significant tree is defined as a tree located on private and/or public property that meets one (1) or more of the following requirements:

- Is located in the front yard of a lot or parcel and has a caliper of one (1) foot or more;
- Is located in the street-side yard of a corner lot and has a caliper of one (1) foot or more;
- Is located anywhere on a lot, has a caliper of six (6) inches, or more, and is a species of Oak or Sycamore tree.

In addition to these three (3) significant trees there is one (1) other tree located in the front yard along the East Garvey Avenue South frontage and two (2) other trees lining street side yard along the South Hollenbeck Street frontage, for a total of six (6) existing trees in the front and side yards to be removed. The proposed project will significantly increase the number of trees in the front and street side yards by planting a total of seventeen (17) trees in those yards: thirteen (13) trees will be planted along East Garvey Avenue South, and four (4) trees will be planted along South Hollenbeck Street. Each of these trees will be of 15-gallon in size and approximately five (5) to eight (8) feet in height at time of planting.

The removal of the three (3) significant trees will allow for the development project to feature a cohesive landscape scheme that includes the planting of 31 trees throughout the site of similar species and sizes.

REQUIRED FINDINGS

Findings are required to allow the Planning Commission to approve the Precise Plan and Conditional Use Permit applications. Findings are required to be made for each of these individual entitlements. The findings for entitlements are included in each individual resolution (Attachment Nos. 1 and 2) and are also presented below.

Prior to the granting of a **Precise Plan** for projects located within all land-use zones it shall be found:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The proposed PACE facility is consistent with the City's General Plan by supporting commercial development that offers essential services in a format compatible with surrounding uses. The project promotes the efficient use of developed land and contributes to access to services, community well-being, and appropriate neighborhood-scale development. While no specific plan applies to the site, the proposed use is consistent with city-wide planning objectives. General Plan policies.

Our Well Planned Community P3.6 Reduce West Covina's production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.
Our Healthy and Safe Community P6.9 Increase awareness about how to prevent mental illness and promote mental health.
Our Healthy and Safe Community P6.10 Increase access to health-promoting foods and beverages in West Covina.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The proposed use falls within the scope of service-oriented commercial activities anticipated in the Neighborhood Commercial Mixed-Use zone. The PACE facility will operate during normal weekday business hours, will not serve the general public, and does not provide emergency or overnight care. Participant transportation is coordinated through program-operated vans, minimizing parking and traffic impacts. Any development associated with the project (e.g., tenant improvements or side modifications) will comply with applicable development standards and be reviewed through the permitting process.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The PACE facility will be non-disruptive and community-integrated. All visits are pre-scheduled, with transportation provided by the program using vans that will be stored off-site. No emergency or overnight services will occur at the location and operates only Monday – Friday from 8 am to 4:30 pm. The facility does not generate excessive noise, traffic, or nighttime activity. All visits are scheduled, and transportation is managed by an operator, reducing the impact on surrounding properties. These operations ensure minimal traffic, noise, and disruption to neighboring properties. The nature of services for older adults enhances the health, safety, peace, and general welfare in the surrounding area rather than be detrimental to.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation.

The existing commercial site is appropriately sized and configured to accommodate the PACE facility, including interior medical offices, day center services, and administrative functions. The 15,980 square foot facility is consistent with the needs of the proposed use. Vehicle access is provided from East Garvey Avenue South, a major arterial road with adequate capacity. Participant transportation is managed via off-site van storage, and no walk-in traffic is permitted, reducing on-site parking demand and circulation impacts.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

The proposed adult day care facility will be constructed on the west side of the site with the surface parking lot developed on the east side of the site. This closely resembles the siting of the existing improvements that have long stood on the site.

The proposed development will be compatible with the existing and future land uses and does not interfere with the development in the vicinity. The design of the building provides a low-rise architectural design with a height of 25 feet, which is consistent with the allowed heights of the surrounding commercial properties to the west and the single-family residential properties to the immediate east and south.

Prior to the granting of a **Conditional Use Permit** for projects located within all land-use zones it shall be found:

a. 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 PACE facility use is both necessary and desirable, as it provides community-based medical and social care for the elderly. This use will significantly contribute to the general well-being of the community by providing much needed services as medical care, rehabilitation, transportation, meals, and personal care. West Covina and greater Los Angeles County have an unmet need for PACE with over 8,000 eligible older adults currently underserved. The center directly aligns with the NMU zone's purpose of providing essential, moderate-intensity services that support nearby residential areas.

b. 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 PACE facility will be non-disruptive and community-integrated. All visits are pre-scheduled, with transportation provided by the program using vans that will be stored off-site. No emergency or overnight services will occur at the location and operates only Monday-Friday from 8 am to 4:30 pm. The center does not generate excessive noise, traffic, or nighttime activity. All visits are scheduled, and transportation is managed by the operator, reducing the impact on surrounding properties. These operations ensure minimal traffic, noise, and disruption to neighboring properties. The nature of services for older adults enhances the health, safety, peace, and general welfare in the surrounding area rather than be detrimental to.

c. 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 there with.

The proposed location at 2200 East Garvey Avenue South is approximately 60,480 square feet, which is consistent with the space needed for a PACE center, including its medical office area and day center functions. The layout is well-suited to support the center's functions, including accessible entrances, indoor activity spaces, administrative offices, and necessary support facilities. Any required staff parking, landscaping, and loading spaces will be adequately accommodated. The location's size and layout are compatible with the neighborhood.

d. 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 fronts East Garvey Avenue South, a major thoroughfare consistent with the locational criteria for the NMU zone, which recommends placement near a four-lane or wider street and is sufficient to accommodate staff and visitor access without routing traffic through nearby residential areas. Because all participant trips are planned and coordinated in advance, and transportation is centrally managed by the operator via vans, traffic impacts will be modest and predictable.

e. 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 proposed PACE center supports the City's General Plan goals to provide accessible healthcare, support aging in plan, and ensure services are distributed equitably across the community. The center is a compatible and beneficial use within the Neighborhood Commercial Mixed-Use zone, aligning with the intent to provide moderate-intensity, service oriented commercial activity near residential areas. It enhances the area's function as a community-serving hub without introducing adverse impacts or incompatible development patterns.

GENERAL PLAN CONSISTENCY

The proposed use is consistent with the following policies of the General Plan:

- Our Well Planned Community P3.6 Reduce West Covina's production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.
- Our Healthy and Safe Community P6.9 Increase awareness about how to prevent mental illness and promote mental health.
- Our Healthy and Safe Community P6.10 Increase access to health-promoting foods and beverages in West Covina.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 Class 32 (In-fill Development Projects) in that:

a) The project is consistent with all applicable general plan designations and policies, as well as all applicable zoning designation regulations;
b) The project occurs entirely within City of West Covina limits on a 1.39-acre site and is surrounded by urban uses;
c) The project site has no value as habitat for endangered, rare, or threatened species;
d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and
e) The site can be adequately served by all required utilities and public services.

STAFF RECOMMENDATIONS

Staff recommends that the Planning Commission adopt Resolutions Nos. 25-6172, 25-6173, and 25-6174, approving Precise Plan No. 25-02, Conditional Use Permit No. 25-03, and Tree Removal Permit No. 25-03, respectively.

LARGE ATTACHMENTS

Plans may be viewed at the West Covina City Hall Planning Division Counter at 1444 W. Garvey Avenue South, 2nd Floor - Room 208, West Covina CA 91790.

Submitted by: Paul Lam, Contract Planner

Attachments

Attachment 1 - Precise Plan Resolution of Approval

Attachment 2 - Conditional Use Permit Resolution of Approval

Attachment 3 - Tree Removal Permit Resolution of Approval

ATTACHMENT NO. 1

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 NO. 25-6172

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 25-02

PRECISE PLAN NO. 25-02

CATEGORICAL EXEMPTION

APPLICANT: Charles Smyth (Market Street Development, LLC)

LOCATION: 2200 East Garvey Avenue South

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 Precise Plan to allow the development of a 15,980 square foot adulty day care center on certain property described as follows:

Assessor Parcel No. 8479-001-009 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS the Planning Commission, upon giving the required notice, did on the 25th day of November 2025, conduct a duly advertised public hearing as prescribed by law to consider said application and voted to forward the application to the City Council for consideration; and

WHEREAS on November 25, 2025, the Planning Commission voted to reconsider the application, and conducted a duly advertised public hearing as prescribed by law to reconsider said application; and

WHEREAS studies and investigations made by and on behalf of this Commission reveal the following facts:

1. The applicant is requesting approval of a Precise Plan (PP) to develop a 15, 980 square foot adult day care facility on a 60,480 square foot site, located in the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

2. Findings necessary for approval of a Conditional Use Permit are as follows:

    a. *The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.*

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 32, In-fill Development Projects).

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of West Covina as follows:

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a Conditional Use Permit:

   a. The proposed PACE facility is consistent with the City's General Plan by supporting commercial development that offers essential services in a format compatible with surrounding uses. The project promotes the efficient use of developed land and contributes to access to services, community well-being, and appropriate neighborhood-scale development. While no specific plan applies to the site, the proposed use is consistent with city-wide planning objectives.

   b. The proposed use falls within the scope of service-oriented commercial activities anticipated in the Neighborhood Commercial Mixed-Use zone. The PACE facility will operate during normal weekday business hours, will not serve the general public, and does not provide emergency or overnight care. Participant transportation is coordinated through program-operated vans, minimizing parking and traffic impacts. Any development associated with the project (e.g., tenant improvements or side modifications) will comply with applicable development standards and be reviewed through the permitting process.

   c. The PACE facility will be non-disruptive and community-integrated. All visits are pre-scheduled, with transportation provided by the program using vans that will be stored off-site. No emergency or overnight services will occur at the location and operates only Monday – Friday from 8 am to 4:30 pm. The facility does not generate excessive noise, traffic, or nighttime activity. All visits are scheduled, and transportation is managed by an operator, reducing the impact on surrounding properties. These operations ensure minimal traffic, noise, and disruption to neighboring properties. The nature of services for older adults enhances the health, safety, peace, and general welfare in the surrounding area rather than be detrimental to.

d. The existing commercial site is appropriately sized and configured to accommodate the PACE facility, including interior medical offices, day center services, and administrative functions. The 15,980 square foot facility is consistent with the needs of the proposed use. Vehicle access is provided from East Garvey Avenue South, a major arterial road with adequate capacity. Participant transportation is managed via off-site van storage, and no walk-in traffic is permitted, reducing on-site parking demand and circulation impacts.

e. The proposed adult day care facility will be constructed on the west side of the site with the surface parking lot developed on the east side of the site. This closely resembles the siting of the existing improvements that have long stood on the site. The proposed development will be compatible with the existing and future land uses and does not interfere with the development in the vicinity. The design of the building provides a low-rise architectural design with a height of 25 feet, which is consistent with the allowed heights of the surrounding commercial properties to the west and the single-family residential properties to the immediate east and south.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 25-02 is approved subject to the provisions of the West Covina Municipal Code expressly provided that the physical development of the herein described property shall conform to said Precise Plan 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.

3. On the basis of the evidence presented, both oral and documentary, the Planning Commission finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-fill Development Projects) in that it consists of an in-fill development that: a) The project is consistent with all applicable general plan designations and policies, as well as all applicable zoning designation regulations; b) The project occurs entirely within City of West Covina limits on a 1.39-acre site and is surrounded by urban uses; c) The project site has no value as habitat for endangered, rare, or threatened species; d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and e) The site can be adequately served by all required utilities and public services.

4. The Precise Plan 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 Precise Plan 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.

5. The costs and expenses of any enforcement activities including, but not limited to, attorneys' fees necessitated 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.

6. That the approval of Precise Plan No. 25-02 is subject to the following conditions:

PLANNING DIVISION

a. Comply with the plans reviewed by the Planning Commission on November 25, 2025.

b. These conditions of approval shall be printed on, or attached to, the working drawings submitted to the Building Division for approval.

c. That the project complies with all requirements of the "Neighborhood Commercial Mixed-Use" (NMU) Zone. and all other applicable standards of the West Covina Municipal Code.

d. This approval is to allow for the construction of a new one-story 15,980 square foot adult day care facility providing medical care and social services support to the elderly, the improvement of a 62-space parking lot, and the installation of on-site landscaping.

e. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.

f. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).

g. This Precise Plan approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.

h. The applicant shall sign an affidavit accepting all conditions of this approval.

i. That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.

j. All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.

k. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26-568 (a) (3).

l. This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

m. All approved materials and colors shall be clearly indicated on the plans.

n. All new ground-mounted, wall-mounted and/or roof-mounted equipment not shown on the approved plans shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.

o. The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Community Development Director prior to the issuance of the building permit. Provide construction details prior to the issuance of a building permit.

p. All new utilities shall be placed underground prior to the issuance of the Certificate of Occupancy. All relocated on-site utility service lines shall be underground when the cost or square footage of an addition or alteration exceeds 50% of the existing value or area per WCMC 23-273.

q. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day. During construction, the delivery of materials and equipment, outdoor operations of equipment, and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

r. Prior to the final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and executive order 13-29-15 shall be submitted for all planted areas to be affected by project. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated, and a detailed watering program and water budget shall be provided. All damaged vegetation shall be replaced, and the site shall be kept free of diseased or dead plant materials and litter at all times.

s. The applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of, or which are in any way related to, the applicant's project, or any approval granted by City related to the applicant's project. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the

applicant's obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section. City shall have the right to choose its own legal counsel to represent the City's interests, and applicant shall indemnify City for all such costs incurred by City.

BUILDING DIVISION

a. 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.

b. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.

c. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

d. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

e. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

f. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

    a) Observation of cleared areas and benches prepared to receive fill;
    b) Observation of the removal of all unsuitable soils and other materials;
    c) The approval of soils to be used as fill material;
    d) Inspection of compaction and placement of fill;
    e) The testing of compacted fills; and
    f) The inspection of review of drainage devices.

g. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by other soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the City, a new Preliminary Soils and/or Geotechnical Investigation.

h. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

i. Stormwater Planning Program LID Plan Checklist (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. When applicable per the LID plan checklist, LID plan shall be approved through the Engineering Division prior submitting grading plans for review. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427

j. All State of California disability access regulations for accessibility shall be complied with.

k. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.

l. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

m. Separate application and plan review is required for Electrical plans.

n. Separate application and plan review is required for Mechanical plans.

o. Separate application and plan review is required for Plumbing plans.

p. Plumbing fixtures shall be provided as required by Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.

q. Project shall comply with the CalGreen Non-Residential mandatory requirements.

r. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.

s. Demolition permit is required for any existing buildings which are to be demolished.

t. Buildings used as an adult day care shall be classified as I-4 Group Occupancy. Its design and construction shall comply with Section 436 of the Building Code.

u. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indicating this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

v. Separate permit is required for Fire Sprinklers.

ENGINEERING

a. The second sheet of building plans, grading plans and/or offsite improvement 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.

b. Reconstruct the driveway approach on East Garvey Avenue South in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

c. Remove and replace broken and off grade sidewalk in accordance with SPPWC standard plan 113-2, and as directed by the City Engineer or his/her designee.

d. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.

e. The approved building address(es) shall be painted on the curb to the City's standards as required by the Public Works Inspector prior to final inspection.

f. Relocate water meter from the side walk as directed by the City Engineer or his/her designee.

g. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as indicated below, and as directed by the City Engineer or his/her designee.

   Install Type II slurry on existing AC pavement.

   or

   Pay in-lieu fee in the amount based on the most current LA County Public Works Bond Calculation Sheet for the required rehab to the City. City will use the in-lieu fees in the future for street rehabilitations as necessary.

h. Should the proposed work generate a cut into any public right of way infrastructure (street, sidewalk, driveway, curb & gutter, etc.):

   1. street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.

   2. sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.

3. driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

4. curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

i. Underground all utility services to the property and adjacent to the property.

j. Sewer Study shall be reviewed and approved by the City Engineer or his/her designee, prior to the issuance of permits. If sewer is found to be inadequate, sewer improvement plans shall be submitted to the City for approval and required improvements shall be made at the sole cost to the property owner/developer.

k. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

1) Observation of cleared areas and benches prepared to receive fill;
2) Observation of the removal of all unsuitable soils and other materials;
3) The approval of soils to be used as fill material;
4) Inspection of compaction and placement of fill;
5) The testing of compacted fills; and
6) The inspection of review of drainage devices.

l. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

m. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

n. Stormwater Planning Program LID Plan Checklist (Form PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427

o. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.

p. LID review shall be completed prior to submitting grading plans for plan review. Grading plans shall be submitted including the proof of approval of LID or exemption of LID.

q. Project shall be reviewed and approved by the City Traffic Engineer, prior to the issuance of permits. Any improvement measures needed as a result of findings from the traffic engineering review shall be made at the sole cost to the property owner/developer.

r. Prior final of the building permit(s), inspection required by Public Works inspector.

FIRE DEPARTMENT
Based on the preliminary information received, the Fire Department Requirements* for the above-noted project are:

a. NFPA 13D/13R/13 Fire Sprinkler System.

b. NFPA 72 – Fire Alarm/Fire Sprinkler Monitoring System.

c. NFPA 72 – Automatic Smoke Detection System.

d. NFPA 17/17A – Dry/Wet Chemical Extinguishing System.

e. NFPA 10 – Portable Fire Extinguishers.

f. New Fire Flow Test Required.

g. Required Fire Flow of 1,750 GPM @ 20 PSI for two (2) hours.

h. At least one (1) on-site fire hydrant shall be installed at 250 foot spacing.

i. A minimum 20-foot-wide fire apparatus access road shall be provided if any portion of the building is further than 150 feet from Fire Department access at the public curb. Said access roads shall not be blocked or obstructed in any manner, including via the parking of vehicles.

j. Overhead utility & power lines shall not be located over any fire apparatus access road or between an aerial fire apparatus access road and the building (2022 CA Fire Code, Appendix D-104.4).

k. The turning radius along the fire apparatus access road shall meet the requirements as set forth in Section D103.3 of the 2022 California Fire Code and West Covina Municipal Code.

l. Marking and signage identifying fire apparatus access roads is required and shall be installed in accord with Section D103.6(1).

m. Gates entering, exiting or installed across that fire apparatus access road shall not be less than twenty (20) feet wide where a single gate is provided. Where a fire apparatus access road consists of a divided roadway, the minimum gate width shall be twelve (12) feet.

n. All security gates, both vehicle and pedestrian, shall be equipped with an emergency entry system (i.e., Knox key box and/or switch) to allow first responders immediate access to the property.

o. Where elevators are provided in buildings, not fewer than one (1) elevator shall be provided in that building for fire department emergency access to all floors. The elevator car shall be sized to accommodate an ambulance stretcher of 24 X 84 inches, with not less than 5-inch radius corners in the open, horizontal position. Said elevator(s) shall be identified with the international symbol for emergency medical services, i.e., Star of Life.

***NOTE: Additional Fire Department Requirements may be set upon future review of a full set of architectural plans.**

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 25th day of November 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: November 25, 2025

_____

Livier Becerra, Chair
Planning Commission

Roxanne Lerma, Secretary
Planning Commission

ATTACHMENT NO. 2

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 NO. 25-6173

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 25-03

CONDITIONAL USE PERMIT NO. 25-03

CATEGORICAL EXEMPTION

APPLICANT: Charles Smyth (Market Street Development, LLC)

LOCATION: 2200 East Garvey Avenue South

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, of the West Covina Development Code, requesting the approval of a Conditional Use Permit to:

Allow the operation of an adult day care facility in a new 15,980 square foot building on certain property described as follows:

Assessor Parcel No. 8479-001-009 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 25th day of November 2025, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, studies and investigations made by this Commission and on its behalf reveal the following facts:

1. The applicant is requesting approval of a Conditional Use Permit to allow for the use of an adult day care facility within a new 15,980 square foot building in the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

2. Findings necessary for approval of a Conditional Use Permit are as follows:

    a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 32, In-fill Development Projects).

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of West Covina as follows:

1. On the basis of evidence presented, both oral and documentary, the Planning Commission makes the following findings for approval of a Conditional Use Permit:

   a. The proposed PACE facility use is both necessary and desirable, as it provides community-based medical and social care for the elderly. This use will significantly contribute to the general well-being of the community by providing much needed services as medical care, rehabilitation, transportation, meals, and personal care. West Covina and greater Los Angeles County have an unmet need for PACE with over 8,000 eligible older adults currently underserved. The center directly aligns with the NMU zone's purpose of providing essential, moderate-intensity services that support nearby residential areas.

   b. The PACE facility will be non-disruptive and community-integrated. All visits are pre-scheduled, with transportation provided by the program using vans that will be stored off-site. No emergency or overnight services will occur at the location and operates only Monday-Friday from 8 am to 4:30 pm. The center does not generate excessive noise, traffic, or nighttime activity. All visits are scheduled, and transportation is managed by the operator, reducing the impact on surrounding properties. These operations ensure minimal traffic, noise, and disruption to neighboring properties. The nature of services for older adults enhances the health, safety, peace, and general welfare in the surrounding area rather than be detrimental to.

c. The proposed location at 2200 East Garvey Avenue South is approximately 60,480 square feet, which is consistent with the space needed for a PACE center, including its medical office area and day center functions. The layout is well-suited to support the center's functions, including accessible entrances, indoor activity spaces, administrative offices, and necessary support facilities. Any required staff parking, landscaping, and loading spaces will be adequately accommodated. The location's size and layout are compatible with the neighborhood.

d. The proposed site fronts East Garvey Avenue South, a major thoroughfare consistent with the locational criteria for the NMU zone, which recommends placement near a four-lane or wider street and is sufficient to accommodate staff and visitor access without routing traffic through nearby residential areas. Because all participant trips are planned and coordinated in advance, and transportation is centrally managed by the operator via vans, traffic impacts will be modest and predictable.

e. The proposed PACE center supports the City's General Plan goals to provide accessible healthcare, support aging in plan, and ensure services are distributed equitably across the community. The center is a compatible and beneficial use within the Neighborhood Commercial Mixed-Use zone, aligning with the intent to provide moderate-intensity, service oriented commercial activity near residential areas. It enhances the area's function as a community-serving hub without introducing adverse impacts or incompatible development patterns.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Conditional Use Permit No. 25-03 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.

3. On the basis of the evidence presented, both oral and documentary, the Planning Commission finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-fill Development Project) in that it consists of an in-fill development that: a) The project is consistent with all applicable general plan designations and policies, as well as all applicable zoning designation regulations; b) The project occurs entirely within City of West Covina limits on a 1.39-acre site and is surrounded by urban uses; c) The project site has no value as habitat for endangered, rare, or threatened species; d) Approval of the project would not result in any significant effects relating to

traffic, noise, air quality, or water quality; and e) The site can be adequately served by all required utilities and public services.

4. 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 their affidavit stating they are 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.

5. 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.

6. That the approval of the Conditional Use Permit is subject to the following conditions:

PLANNING DIVISION

a. Comply with the plans reviewed by the Planning Commission on November 25, 2025.

b. Comply with all applicable sections of the West Covina Municipal Code.

c. Comply with all requirements of the "Neighborhood Commercial Mixed-Use" (NMU) Zone.

d. This approval is for an adult day care facility, which allows for a Program of All-Inclusive Care (PACE) in a 15,980 square foot building.

e. The adult day care facility is approved to operate Monday through Friday from 8:00 a.m. to 4:30 p.m.

f. Staff shall closely monitor any parking complaints or concerns filed regarding the adult day care facility use. The applicant and/or business operator shall work with staff to address any parking issues. In the event where issues remain unresolved, the Planning Commission shall review the Conditional Use Permit for the use and may, at its discretion, modify or impose new conditions.

    i. The service vans for the facility shall not be parked on site overnight.

g. The adult day care facility is approved for 15,980 square feet. Any addition or modification of the use shall require the submittal of a new Conditional Use Permit.

h. During construction, the delivery of materials and equipment, outdoor operations of equipment and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

i. All construction equipment, stationery or mobile, shall be equipped with properly operating and maintained mufflers.

j. That any proposed change to the approved site plan, floor plan, or elevations be reviewed by the Planning, Building, Fire, and Police Departments and the Community Development Commission, and that the written authorization of the Community Development Director shall be obtained prior to implementation.

k. The operation of the facility shall comply with the West Covina Noise Ordinance.

l. This approval does not include the approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

m. That any proposed change to the approved site plan, floor plan, or elevations be reviewed by the Planning, Building, Fire, and Police Departments and the Community Development Commission, and that the written authorization of the Planning Director shall be obtained prior to implementation.

n. The Conditional Use Permit may be revoked, amended and suspended by the Planning Commission under the provisions of Section 26-268 of the West Covina Development Code.

o. The applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of, or which are in any way related to, the applicant's project, or any approval granted by City related to the applicant's project. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the applicant's obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section. City shall have the right to choose its own legal counsel to represent the City's interests, and applicant shall indemnify City for all such costs incurred by City.

BUILDING DIVISION

a. 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.

b. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.

c. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

d. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

e. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

f. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

   a) Observation of cleared areas and benches prepared to receive fill;
   b) Observation of the removal of all unsuitable soils and other materials;
   c) The approval of soils to be used as fill material;
   d) Inspection of compaction and placement of fill;
   e) The testing of compacted fills; and
   f) The inspection of review of drainage devices.

g. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by other soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the City, a new Preliminary Soils and/or Geotechnical Investigation.

h. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

i. Stormwater Planning Program LID Plan Checklist (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. When applicable per the LID plan checklist, LID plan shall be approved through the Engineering Division prior submitting

grading plans for review. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427

j. All State of California disability access regulations for accessibility shall be complied with.

k. The property shall be surveyed, and the boundaries marked by a land surveyor licensed by the State of California.

l. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

m. Separate application and plan review is required for Electrical plans.

n. Separate application and plan review is required for Mechanical plans.

o. Separate application and plan review is required for Plumbing plans.

p. Plumbing fixtures shall be provided as required by Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.

q. Project shall comply with the CalGreen Non-Residential mandatory requirements.

r. No form work or other construction materials will be permitted to encroach into adjacent property without written approval of the affected property owner.

s. Demolition permit is required for any existing buildings which are to be demolished.

t. Buildings used as an adult day care shall be classified as I-4 Group Occupancy. Its design and construction shall comply with Section 436 of the Building Code.

u. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indicating this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

v. Separate permit is required for Fire Sprinklers.

ENGINEERING

a. The second sheet of building plans, grading plans and/or offsite improvement 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.

b. Reconstruct the driveway approach on East Garvey Avenue South in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

c. Remove and replace broken and off grade sidewalk in accordance with SPPWC standard plan 113-2, and as directed by the City Engineer or his/her designee.

d. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.

e. The approved building address(es) shall be painted on the curb to the City's standards as required by the Public Works Inspector prior to final inspection.

f. Relocate water meter from the side walk as directed by the City Engineer or his/her designee.

g. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as indicated below, and as directed by the City Engineer or his/her designee.

   Install Type II slurry on existing AC pavement.

   or

   Pay in-lieu fee in the amount based on the most current LA County Public Works Bond Calculation Sheet for the required rehab to the City. City will use the in-lieu fees in the future for street rehabilitations as necessary.

h. Should the proposed work generate a cut into any public right of way infrastructure (street, sidewalk, driveway, curb & gutter, etc.):

   1. street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.

   2. sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.

3. driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

4. curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

i. Underground all utility services to the property and adjacent to the property.

j. Sewer Study shall be reviewed and approved by the City Engineer or his/her designee, prior to the issuance of permits. If sewer is found to be inadequate, sewer improvement plans shall be submitted to the City for approval and required improvements shall be made at the sole cost to the property owner/developer.

k. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

1) Observation of cleared areas and benches prepared to receive fill;
2) Observation of the removal of all unsuitable soils and other materials;
3) The approval of soils to be used as fill material;
4) Inspection of compaction and placement of fill;
5) The testing of compacted fills; and
6) The inspection of review of drainage devices.

l. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

m. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

n. Stormwater Planning Program LID Plan Checklist (Form PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427

o. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.

p. LID review shall be completed prior to submitting grading plans for plan review. Grading plans shall be submitted including the proof of approval of LID or exemption of LID.

q. Project shall be reviewed and approved by the City Traffic Engineer, prior to the issuance of permits. Any improvement measures needed as a result of findings from the traffic engineering review shall be made at the sole cost to the property owner/developer.

r. Prior final of the building permit(s), inspection required by Public Works inspector.

FIRE DEPARTMENT

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

a. NFPA 13D/13R/13 Fire Sprinkler System.

b. NFPA 72 – Fire Alarm/Fire Sprinkler Monitoring System.

c. NFPA 72 – Automatic Smoke Detection System.

d. NFPA 17/17A – Dry/Wet Chemical Extinguishing System.

e. NFPA 10 – Portable Fire Extinguishers.

f. New Fire Flow Test Required.

g. Required Fire Flow of 1,750 GPM @ 20 PSI for two (2) hours.

h. At least one (1) on-site fire hydrant shall be installed at 250 foot spacing.

i. A minimum 20-foot-wide fire apparatus access road shall be provided if any portion of the building is further than 150 feet from Fire Department access at the public curb. Said access roads shall not be blocked or obstructed in any manner, including via the parking of vehicles.

j. Overhead utility & power lines shall not be located over any fire apparatus access road or between an aerial fire apparatus access road and the building (2022 CA Fire Code, Appendix D-104.4).

k. The turning radius along the fire apparatus access road shall meet the requirements as set forth in Section D103.3 of the 2022 California Fire Code and West Covina Municipal Code.

l. Marking and signage identifying fire apparatus access roads is required and shall be installed in accord with Section D103.6(1).

m. Gates entering, exiting or installed across that fire apparatus access road shall not be less than twenty (20) feet wide where a single gate is provided. Where a fire apparatus access road consists of a divided roadway, the minimum gate width shall be twelve (12) feet.

n. All security gates, both vehicle and pedestrian, shall be equipped with an emergency entry system (i.e., Knox key box and/or switch) to allow first responders immediate access to the property.

o. Where elevators are provided in buildings, not fewer than one (1) elevator shall be provided in that building for fire department emergency access to all floors. The elevator car shall be sized to accommodate an ambulance stretcher of 24 X 84 inches, with not less than 5-inch radius corners in the open, horizontal position. Said elevator(s) shall be identified with the international symbol for emergency medical services, i.e., Star of Life.

***NOTE: Additional Fire Department Requirements may be set upon future review of a full set of architectural plans.**

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 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: November 25, 2025

_____
Livier Becerra, Chair
Planning Commission

_____
Roxanne Lerma, Secretary
Planning Commission

ATTACHMENT NO. 3

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 NO. 25-6174

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TREE REMOVAL PERMIT NO. 25-03

TREE REMOVAL PERMIT NO. 25-03

CATEGORICAL EXEMPTION

APPLICANT: Charles Smyth (Market Street Development, LLC)

LOCATION: 2200 East Garvey Avenue South

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, of the West Covina Development Code, requesting the approval of a Tree Removal Permit to:

Remove and replace three (3) significant trees in the front yard on certain property described as follows:

Assessor Parcel No. 8479-001-009 as shown on the latest rolls of the Los Angeles County Tax Assessor; and

WHEREAS, the Planning Commission, upon giving the required notice, did on the 25th day of November 2025, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, studies and investigations made by this Commission and on its behalf reveal the following facts:

1. The project includes a Precise Plan to allow the construction of a new one-story 15,980 square foot adult day care facility which includes a new comprehensive landscape design for the entire project site.

2. It is necessary to remove the three (3) significant trees in order to construct new landscape improvements which would allow economic enjoyment of the property.

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt (Class 32, In-fill Development Projects).

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the City of West Covina as follows:

1. On the basis of the evidence presented, both oral and documentary, the Planning Commission finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-fill Development Project) in that it consists of an in-fill development that: a) The project is consistent with all applicable general plan designations and policies, as well as all applicable zoning designation regulations; b) The project occurs entirely within City of West Covina limits on a 1.39-acre site and is surrounded by urban uses; c) The project site has no value as habitat for endangered, rare, or threatened species; d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and e) The site can be adequately served by all required utilities and public services.

2. The Tree Removal 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 their affidavit stating they are aware of, and accepts, all conditions of this Tree Removal 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. That the approval of the Tree Removal Permit is subject to the following conditions:

PLANNING DIVISION

a. The following trees may be removed according to the plans provided to the Planning Division:

- Three (3) Palm Trees located in the front yard (East Garvey Avenue South frontage).

b. All work must comply with all applicable sections of the West Covina Municipal Code.

c. If any work is to be performed in or from the public right-of-way, notify and obtain clearance, if necessary, from the Public Services Department prior to removal of the trees.

d. The applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of, or which are in any way related to, the applicant's project, or any approval granted by City related to the applicant's project. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the applicant's obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section. City shall have the right to choose its own legal counsel to represent the City's interests, and applicant shall indemnify City for all such costs incurred by City.

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 28th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: November 25, 2025

_____
Livier Becerra, Chair
Planning Commission

_____
Roxanne Lerma, Secretary
Planning Commission