



CITY OF LA PUENTE CITY COUNCIL MEETINGS

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All persons attending or participating in City Council meetings, whether in person, remotely, or by written comment, must comply with the Rules of Decorum set forth in La Puente Municipal Code section 2.04.120.

In Person: Complete a Speaker Request Form and submit it to the City Clerk before the first speaker has concluded their remarks during the Oral Communications portion of the meeting. Each speaker is limited to three (3) minutes.

In Writing: Email your comment to cityclerk@lapuente.org no later than 2 hours prior to the meeting start time. Email comments will be distributed to the City Council and become part of the official record for the meeting but will not be read aloud during the meeting. Please include "PUBLIC COMMENT" in the subject line.

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- Join the Zoom Webinar at <https://zoom.us/j/99755308889>.
- To request to speak, click the "Raise Hand" button before the first speaker has concluded their remarks during Oral Communications.
- When it is your turn to speak, your name will be called and you will be unmuted so you may address the City Council.

Telephone:

- Dial [+1 669 900 6833](tel:+16699006833) and enter Meeting ID: 997 5530 8889 # (*Mobile users can tap the number to dial in automatically*).
- To request to speak by telephone, press *9 to raise your hand before the first speaker has concluded their remarks during Oral Communications.
- When it is your turn to speak, the last 4 digits of your phone number will be called and you will be asked to press *6 to unmute and provide your comments.

Availability

Materials distributed to a majority of the City Council regarding items on this agenda are available for public inspection at the City Clerk's Office at City Hall located at 15900 E. Main Street and on the City's website at <https://lapuente.org/agenda/>.

Americans with Disabilities

In accordance with the Americans with Disabilities Act (ADA), individuals requiring special assistance to participate in a City meeting or to access other City services should contact the City Clerk's Office at (626) 855-1500. Providing at least 48 hours' notice for regular meetings, 24 hours for special meetings, or as early as possible will help ensure reasonable accommodations.

Meeting Times

City Council meetings shall adjourn no later than 10:30 p.m., unless a majority of members approve a motion to extend the meeting to consider remaining agenda items in accordance with the Ralph M. Brown Act (Ordinance No. 95-727).



CITY OF LA PUENTE

REUNIONES DEL CONCEJO MUNICIPAL

Cómo escuchar la reunión en vivo

Audio en vivo: visite el sitio web de la ciudad en <https://lapuente.org/agenda/>. Bajo el portal de Agenda y Actas (*Agenda and Minutes*), haga clic en el icono de la cámara de video al lado de la reunión actual para escuchar en vivo.

Servicios de traducción/interpretación en español:

La traducción en vivo al español está disponible a través de Wordly en <https://attend.wordly.ai/join/FWOP-2761>. Los asistentes en persona pueden solicitar audiófonos para escuchar la traducción en vivo al español.

La interpretación al español está disponible a solicitud para los miembros del público que deseen hablar durante la sección de Comunicaciones Orales. Los oradores también pueden usar su propio intérprete.

Cómo enviar comentarios públicos

Todas las personas que asistan o participen en las reuniones del Concejo Municipal, ya sea en persona, de forma remota o mediante comentarios escritos, deben cumplir con las Reglas de Decoro establecidas en la sección 2.04.120 del Código Municipal de La Puente.

En persona: Complete un Formulario de Solicitud de Orador (*Speaker Request Form*) y entréguelo a la Secretaria Municipal antes de que el primer orador haya concluido sus comentarios durante la sección de Comunicaciones Orales de la reunión. Cada orador tiene un límite de tres (3) minutos.

Por escrito: Envíe su comentario por correo electrónico a cityclerk@lapuente.org a más tardar 2 horas antes del inicio de la reunión. Los comentarios por correo electrónico serán distribuidos al Concejo Municipal y formarán parte del registro oficial de la reunión, pero no se leerán en voz alta durante la reunión. Por favor incluya "PUBLIC COMMENT" (COMENTARIO PÚBLICO) en la línea de asunto.

Remoto (Zoom):

Computadora / dispositivo móvil:

- Únase al seminario web de Zoom en <https://zoom.us/j/99755308889>.
- Para solicitar hablar, haga clic en el botón "Levantar la mano" (*Raise Hand*) antes de que el primer orador haya concluido sus comentarios durante las Comunicaciones Orales.
- Cuando sea su turno de hablar, se llamará su nombre y se le activará el micrófono para que pueda dirigirse al Concejo Municipal.

Teléfono:

- Marque [+1 669 900 6833](tel:+16699006833) e ingrese el ID de la reunión: 997 5530 8889 # (*los usuarios de teléfonos celulares pueden tocar el número para marcar automáticamente*).
- Para solicitar hablar por teléfono, presione *9 para levantar la mano antes de que el primer orador haya concluido sus comentarios durante las Comunicaciones Orales.
- Cuando sea su turno de hablar, se llamarán los últimos 4 dígitos de su número telefónico y se le pedirá que presione *6 para activar el micrófono y dar sus comentarios.

Disponibilidad

Los materiales distribuidos a la mayoría de los miembros del Concejo Municipal relacionados con los temas de esta agenda están disponibles para su consulta pública en la Oficina de la Secretaria Municipal en el Ayuntamiento, ubicado en 15900 E. Main Street, y en el sitio web de la Ciudad en <https://lapuente.org/agenda/>.

Personas con Discapacidades

De acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), cualquier persona que necesite asistencia especial para participar en una reunión de la Ciudad o acceder a otros servicios municipales debe comunicarse con la Oficina de la secretaria Municipal al (626) 855-1500. Proporcionar un aviso con al menos 48 horas de anticipación para reuniones regulares, 24 horas para reuniones especiales, o lo antes posible ayudará a garantizar adaptaciones razonables.

Horario de las Reuniones

Las reuniones se finalizarán a más tardar a las 10:30 p.m., a menos que la mayoría de los miembros aprueben una moción para extender la reunión y considerar los asuntos restantes de la agenda, de acuerdo con la Ley Ralph M. Brown (Ordenanza No. 95-727).



AGENDA
REGULAR MEETING OF THE
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
JULY 14, 2026 AT 7:00 PM

CALL TO ORDER

ROLL CALL

COUNCIL/AGENCY MEMBERS: Klinakis, Munoz, Argudo, Mendoza, Quinones

PLEDGE OF ALLEGIANCE

PRESENTATIONS

1. Introduction of Montessori Academy of La Puente Students Participating in the City Council Meeting
2. Presentation by Global Urban Strategies Regarding Social Media and Grant Updates
3. Los Angeles County Sheriff's Department Activity and Information Briefing

ORAL COMMUNICATIONS

If you wish to address the City Council/Successor Agency on an item other than a public hearing matter, please complete the Request for Oral Presentation form and submit it to the City Clerk no later than prior to the conclusion of the first speaker's remarks. All speakers are requested to observe the City's Rules of Decorum when addressing the City Council (LPMC section 2.04.120.).

BOARDS/COMMISSION/COMMITTEE REPORTS

Council Members provide a report on any Board/Commission/Committee meetings, listed below, that they have attended.

<u>ORGANIZATION</u>	<u>DEL/ALT</u>	<u>MONTHLY MEETINGS</u>	<u>TIME</u>
California Contract Cities Association	Argudo/Quinones	3rd Wednesday	6:30 p.m.
Sanitation District 15 & 21	Klinakis/Munoz	4th Wednesday	1:30 p.m.
League of California Cities L.A. Div.	Argudo/Mendoza	1st Thursday	6:30 p.m.
City Selection Committee	Klinakis/Mendoza	When Necessary	6:30 p.m.
San Gabriel Valley COG	Quinones/Argudo	3rd Thursday	4:00 p.m.
California JPIA	Munoz/All Council	4th Wednesday	6:30 p.m.
Foothill Transit Governing Board	Klinakis/Munoz	Last Friday of the Month	7:45 a.m.
San Gabriel Valley Mosquito & Vector Control District	Klinakis	2nd Friday	7:00 a.m.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

- A.1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETING OF JUNE 23, 2026 AND THE SPECIAL MEETING OF JULY 8, 2026**

Staff Recommendation: It is recommended that the City Council and Successor Agency waive the reading and approve the Minutes of the City Council and Successor Agency meeting of June 23, 2026 and the Special meeting of July 8, 2026.

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL

B.1 CONTINUED FROM THE JUNE 23, 2026, REGULAR CITY COUNCIL MEETING

- INTRODUCTION OF AN ORDINANCE NO. 26-997 APPROVING MUNICIPAL CODE AMENDMENT NO. 26-02 ESTABLISHING CITYWIDE OBJECTIVE DESIGN STANDARDS FOR MULTIFAMILY AND MIXED-USE RESIDENTIAL DEVELOPMENT PROJECTS IN ACCORDANCE WITH STATE LAW

Staff Recommendation: It is recommended that the City Council: (1) open the public hearing and receive public testimony; (2) adopt Resolution No. 26-1597, accepting the Planning Commission's recommendation; (3) waive full reading and introduce Ordinance No. 26-997 and read by title only, approving Municipal Code Amendment No. 26-21 establishing citywide objective design standards for multifamily and mixed-use residential development projects in accordance with State law; and (4) direct staff to file a Notice of Exemption for the project.

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C.1 DISCUSSION AND DIRECTION REGARDING NAMING RIGHTS FOR THE LA PUENTE ANIMAL SHELTER/COMMUNITY DOG PARK/K-9 TRAINING CENTER AT 16550 OLD VALLEY BOULEVARD

Staff Recommendation: It is recommended that the City Council discuss naming rights for the La Puente Animal Shelter/Community Dog Park/K-9 Training Center and provide direction to Staff.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine in nature and may be enacted by one motion approving the recommendation listed on the Agenda. One or more items may be removed from the Consent Calendar so that said item(s) may be discussed and considered individually by the City Council/Successor Agency, if a motion to remove the item(s) is approved by an affirmative vote of a majority of the members of the City Council/Successor Agency.

D.1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO. 26-6008

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 26-6008 approving Warrant Register No. 1618.

D.2 CONSIDERATION AND AWARD OF EDUCATION SCHOLARSHIPS FOR FY 2026-2027

Staff Recommendation: It is recommended that the City Council approve the award of thirty-two (32) scholarships for the 2026-2027 academic year in the amount of \$500 each.

D.3 CONSIDERATION OF APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SIMPLE SOLUTIONS PSYCHOTHERAPY FOR WRAPAROUND SERVICES UNDER THE YOUTH WORKFORCE DEVELOPMENT PROGRAM

Staff Recommendation: It is recommended that the City Council: (1) approve Amendment No. 1 to the Professional Services Agreement with Simple Solutions Psychotherapy; and (2) authorize the City Manager

to execute all documents necessary to effectuate these agreements.

D.4 CONSIDERATION AND APPROVAL OF A RESOLUTION RESCINDING RESOLUTION NO. 26-5993 AND ADOPTING THE CITY’S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS FOR FISCAL YEAR 2026/2027

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 26-6009 rescinding Resolution No. 26-5993 and adopting the City’s Gann Appropriation Limit for FY 2026-2027 and establishing controls on changes in appropriations for the various funds.

D.5 CONSIDERATION OF AN AGREEMENT FOR CONSTRUCTION SERVICES WITH BEST CONTRACTING SERVICES, INC. FOR ROOFING IMPROVEMENTS AT THE LA PUENTE COMMUNITY CENTER IN THE AMOUNT OF \$791,069.00.

Staff Recommendation: It is recommended that the City Council: (1) approve the agreement for construction services with BEST Contracting Services, Inc. for roofing improvements at the La Puente Community Center in the amount of \$791,069.00; and (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount.

D.6 CONSIDERATION OF ACCEPTANCE OF A NOTICE OF COMPLETION FOR THE CONCRETE PARKING AREA AT THE LA PUENTE COMMUNITY DOG PARK/KENNEL AND APPROVAL OF FINAL PROJECT CHANGE ORDER IN THE AMOUNT OF \$44,288.80

Staff Recommendation: It is recommended that the City Council: (1) accept the project as complete; (2) authorize the City Clerk to execute the Notice of Completion; and (3) approval a final project change order in the amount of \$44,288.80.

D.7 CONSIDERATION OF ACCEPTANCE OF A NOTICE OF COMPLETION FOR THE PUBLIC RESTROOM PROJECT AT THE LA PUENTE COMMUNITY DOG PARK/KENNEL

Staff Recommendation: It is recommended that the City Council: (1) accept the Project as complete; and (2) authorize the City Clerk to execute and file the Notice of Completion.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E.1 CONSIDERATION OF A RESOLUTION RECITING THE FACTS OF THE CITY OF LA PUENTE JUNE 2, 2026, CONSOLIDATED SPECIAL MUNICIPAL ELECTION; SECOND READING AND ADOPTION OF ORDINANCE NO. 26-995, AN ORDINANCE OF THE PEOPLE OF THE CITY OF LA PUENTE, CALIFORNIA INCREASING THE CITY’S EXISTING GENERAL PURPOSE HALF PERCENT (1/2%) TRANSACTIONS AND USE TAX RATE TO A NEW RATE OF ONE PERCENT (1%) AS CODIFIED UNDER CHAPTER 2.34 (PUBLIC SAFETY, VITAL SERVICES NEIGHBORHOOD PROTECTION MEASURE) OF TITLE 2 (ADMINISTRATION) OF THE LA PUENTE MUNICIPAL CODE; AND RESOLUTIONS IMPLEMENTING MEASURE LP

Staff Recommendation: It is recommended that the City Council: (1) adopt Resolution No. 26–6010 reciting the facts of the City of La Puente, June 2, 2026, Consolidated Special Municipal Election; (2) waive the full reading and adopt Ordinance No. 26-995 and read by title only; (3) adopt Resolution No. 26-6011, Authorizing the City Manager to execute Agreements with the California Department of Tax

and Fee Administration for implementation of a local transaction and use tax; and (4) adopt Resolution No. 26-6012, Authorizing Examination of Sales, Use and Transactions Tax Records.

ADHOC COMMITTEE REPORTS

Council Members provide a report on any Ad Hoc Committee meetings that they have attended.

NAME

Code Enforcement Committee
La Puente Park Fees, Ordinance and Program Oversight Committee
Project LEAD Committee
LPQT Action Committee
Rowland, Bassett, and Hacienda La Puente Unified School Districts Liaison Committee
Senior Advisory Committee
Business Outreach Support Committee
La Puente Activity Center Design Oversight Committee

MEMBERS

Klinakis/Mendoza
Munoz/Quinones
Mendoza/Quinones
Mendoza/Quinones
Klinakis/Munoz
Klinakis/Munoz
Klinakis/Quinones
Klinakis/Mendoza

AB 1234 REPORTS

ORAL COMMENTS FROM COUNCIL

ORAL COMMENTS FROM STAFF

ADJOURNMENT

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements.

Dated July 9, 2026.

_____/s/_____

Martha Torres, MPA, CMC, City Clerk

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
JUNE 23, 2026

Per Robert's Rules of Order Newly Revised 11th Edition, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.lapuate.org.

A Regular Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Tuesday, June 23, 2026, at 9:30 a.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 9:43 a.m.

ROLL CALL

Members present: Klinakis, Munoz, Quinones.

Members absent: Argudo, Mendoza.

Staff members present: City Manager Bob Lindsey, Acting City Manager/Director of Community Services Alexander Bauman, City Attorney Susie Altamirano, City Clerk Martha Torres, Director of Administrative Services Troy Grunklee, Director of Development Services Abraham Tellez, Chief/Director of Public Safety Jeffrey Buckwell, Senior Planner Juan Galvan, and Office Specialist Karissa Rivas Bustillos.

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

PRESENTATIONS

1. Presentation of Proclamation Declaring June 2026 as Pride Month

Mayor Klinakis presented a Proclamation declaring June 2026 as Pride Month. San Gabriel Valley (SGV) LGBTQ Center Board Member Terry Madigan thanked the City Council and spoke regarding the organization's participation in raising support and awareness for the LGBTQ community.

Council Member Quinones presented a check to the SGV LGBTQ Center on behalf of the City of Industry. Karla S. Caceres, on behalf of Senator Bob Archuleta, presented certificates of recognition to the City of La Puente, the SGV LGBTQ Center, and the La Puente Community Foundation for the 2026 Brunch by the Bridge event. SGV LGBTQ Center Board Member Madigan thanked the City Council, Senator Archuleta, and the City.

ORAL COMMUNICATIONS

Martha Gonzales thanked the City Council for the Senior Center and the services it provides to the community. She also addressed the City Council regarding several requests she had for the City.

BOARDS/COMMISSION/COMMITTEE REPORTS – None.

City Attorney Altamirano stated that Item D.5 would be pulled from the agenda and considered at the July 14, 2026, City Council meeting.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

A.1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETING OF JUNE 9, 2026

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Quinones, to waive the reading and approve the Minutes of the City Council and Successor Agency meeting of June 9, 2026. The motion carried by the following roll call vote:

AYES:	Klinakis, Munoz, Quinones
NOES:	None
ABSTAIN:	None
ABSENT:	Argudo, Mendoza

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL

B.1 INTRODUCTION OF AN ORDINANCE NO. 26-997 APPROVING MUNICIPAL CODE AMENDMENT NO. 26-02 ESTABLISHING CITYWIDE OBJECTIVE DESIGN STANDARDS FOR MULTIFAMILY AND MIXED-USE RESIDENTIAL DEVELOPMENT PROJECTS IN ACCORDANCE WITH STATE LAW

Senior Planner Galvan introduced the item and consultant, Philip Burns, Arroyo Group Managing Principal, who provided a presentation on the proposed standards for multifamily and mixed-use residential development projects.

Director of Development Services Tellez thanked the consultant for the presentation and noted that, due to the conclusion of the collaboration period with the Southern California Association of Governments (SCAG) and the San Gabriel Valley Council of Governments (SGVCOG), the consultant's services would conclude on June 30, 2026.

Mayor Klinakis opened the public hearing at 10:12 a.m.

City Attorney Altamirano recommended keeping the public hearing open and continuing the hearing to the next City Council meeting.

The City Council reached a consensus to continue the public hearing at the next City Council meeting on July 14, 2026.

B.2 CONSIDERATION OF PROPOSED ANNUAL SEWER LEVY REPORTS FOR COLLECTION OF SEWER CAPITAL CHARGES AND SEWER MAINTENANCE CHARGES AND ADOPTION OF RESOLUTIONS CONFIRMING SEWER CHARGE RATES FOR FISCAL YEAR 2026-2027

Director of Administrative Services Grunklee provided a report regarding the annual sewer levy for collection of sewer capital charges and proposed maintenance charges for fiscal year 2026-2027.

Mayor Klinakis opened the public hearing at 10:12 a.m.

Martha Gonzalez spoke regarding a sewer drainage issue occurring on her street. The matter was referred to Staff.

Mayor Klinakis closed the public hearing at 10:16 a.m.

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Quinones, to (1) adopt Resolution No. 26-6004 confirming the Fiscal Year 2026-2027 sewer capital charge; and (2) adopt Resolution No. 26-6005 confirming the Fiscal Year 2026-2027 sewer maintenance charge. The motion carried by the following vote:

AYES: Klinakis, Munoz, Quinones
NOES: None
ABSTAIN: None
ABSENT: Argudo, Mendoza

C. UNFINISHED BUSINESS OF THE CITY COUNCIL – None.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Quinones, to approve Consent Calendar Items D.1 through D.4 and D.6 through D.8. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Quinones
NOES: None
ABSTAIN: None
ABSENT: Argudo, Mendoza

D.1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO. 26-6006

Action Taken: The City Council and Successor Agency adopted Resolution No. 26-6006 approving Warrant Register No. 1617.

D.2 PRESENTATION OF MAY 2026 REQUISITION SUMMARY REPORT

Action Taken: The City Council received and filed this report.

D.3 PRESENTATION OF MAY 2026 INVESTMENT REPORT

Action Taken: The City Council received and filed this report.

D.4 CONSIDERATION OF AMENDMENT NO. 6 TO THE PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR STREET TREE TRIMMING AND URBAN FORESTRY SERVICES

Action Taken: The City Council approved Amendment No. 6 to the professional services agreement with West Coast Arborists, Inc. to extend the term to June 30, 2031.

D.5 CONSIDERATION OF AN AGREEMENT FOR CONSTRUCTION SERVICES WITH BEST CONTRACTING SERVICES, INC FOR ROOFING IMPROVEMENTS AT THE LA PUENTE COMMUNITY CENTER IN THE AMOUNT OF \$774,747.00

At the request of City Attorney Altamirano, Item D.5 was pulled from the agenda and would be considered at the July 14, 2026, City Council meeting.

D.6 CONSIDERATION OF RELEASE OF BOND FOR TRACT MAP NO. 82839 LOCATED AT 15616 AMAR ROAD – AMAR ESTATES LLC

Action Taken: The City Council: (1) accepted the public improvements completed for Tract Map No. 82839; (2) authorized the City Clerk to execute a Notice of Completion; and (3) authorized staff to release the Certificate of Deposit to the developer.

D.7 CONSIDERATION OF AWARD OF YOUTH WORKFORCE GRANT SUBRECIPIENT AGREEMENTS TO SIMPLE SOLUTIONS

Action Taken: The City Council: (1) awarded the subrecipient agreement to Simple Solutions Psychotherapy; and (2) authorized the City Manager to execute all documents necessary to effectuate these agreements.

D.8 SECOND READING AND CONSIDERATION OF ADOPTION OF ORDINANCE NO. 26-996 OF THE CITY COUNCIL OF THE CITY OF LA PUENTE APPROVING MUNICIPAL CODE AMENDMENT NO. 26-01 (TITLE 10 ZONING CODE UPDATE AND OFFICIAL ZONING MAP AMENDMENT)

Action Taken: The City Council (1) adopted Ordinance No. 26-996, an Ordinance of the City Council of the City of La Puente, approving Municipal Code Amendment No. 26-01,

amending Title 10 (Zoning) of the La Puente Municipal Code to add Chapter 10.21 (Religious Congregational Sites Overlay), Chapter 10.51 (Replacement Housing Units), and Chapter 10.52 (Housing Element Sites), and updating the Official Zoning Map; and (2) directed staff to file a Notice of Determination for the CEQA Addendum previously adopted by the City Council on June 9, 2026.

D.9 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 26-5995 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-TIME POSITIONS TO AUTHORIZE FUNDING AND ADD AN ADDITIONAL SENIOR MAINTENANCE WORKER

Action Taken: The City Council: (1) adopted Resolution No. 26-6007 rescinding Resolution No. 26-5995 amending the comprehensive personnel system; and (2) provided any necessary direction to Staff.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E.1 PRESENTATION OF MAY 2026 BUDGET REPORT

Director of Administrative Services Grunklee provided a report regarding the May 2026 budget.

Mayor Klinakis thanked Staff for the report.

E.2 DISCUSSION AND DIRECTION RELATED TO FIREWORK SUPPRESSION FOR 4TH OF JULY WEEKEND

City Manager Lindsey introduced the item and invited Sergeant Brian Moreno of the Los Angeles County Sheriff's Department to provide additional information regarding the matter.

Sergeant Moreno announced an operation team for firework suppression in the City would occur between June 22 to July 4, 2026.

City Manager Lindsey noted the available funds have been allocated for the firework suppression operation team.

Discussion ensued regarding law enforcement matters, including the reported decrease in the use of illegal fireworks throughout the City.

City Attorney Altamirano stated that the estimated cost for the operation would be \$27,000.

E.3 DISCUSSION AND DIRECTION REGARDING NAMING RIGHTS FOR THE LA PUENTE ANIMAL SHELTER/COMMUNITY DOG PARK/K-9 TRAINING CENTER AT 16550 OLD VALLEY BOULEVARD

City Manager Lindsey introduced the item and recommended bringing the item back for discussion at the July 14, 2026, City Council meeting.

The City Council reached a consensus to bring the item to the July 14, 2026, City Council meeting.

AD HOC COMMITTEE REPORTS

Code Enforcement and Public Safety Committee: Nothing to report.

La Puente Park Fees, Ordinance and Program Oversight Committee: Nothing to report.

Project LEAD Committee: Council Member Quinones spoke regarding a potential mural project highlighting the schools in the City and potential collaboration with City of Industry on the project.

LPQT Action Committee: Nothing to report.

Rowland, Bassett, and Hacienda La Puente Unified School Districts Liaison Committee: Nothing to report.

Senior Advisory Committee: Nothing to report.

Business Outreach Support Committee: Nothing to report.

La Puente Activity Center Design Oversight Committee: Nothing to report.

AB 1234 REPORTS – None.

ORAL COMMENTS FROM COUNCIL

Mayor Klinakis spoke regarding future Olympic events happening near the City and opportunities for businesses. He further reported the success of the Movies in the Park and Concerts in the Park events.

ORAL COMMENTS FROM STAFF

City Manager Lindsey responded to City Council comments regarding business opportunities and potential mural project locations.

Director of Administrative Services Grunklee reported on updates from the California Joint Powers Insurance Authority (JPIA) regarding an increase in liability claims and noted that he would forward a letter from the JPIA to the City Council for consideration in sending to the California State Assembly. City Manager Lindsey reported that he had already distributed the letter to the City Council.

City Manager Lindsey thanked the City Council for approving the sidewalk and concrete improvement projects.

ADJOURMENT

There being no further business before the City Council, Mayor Klinakis adjourned the meeting in memory of Terry Glasbrenner at 10:41 a.m.

Approved this 14th day of July, 2026.

Martha Torres, MPA, CMC
City Clerk

Charlie Klinakis
Mayor/Chair

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
SPECIAL MEETING OF
JULY 08, 2026

Per *Robert's Rules of Order Newly Revised 11th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.lapueente.org.

A Special Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on July 8, 2026, at 9:00 a.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 9:09 a.m.

ROLL CALL

Members present: Klinakis, Munoz, Quinones.

Members absent: Argudo, Mendoza.

Staff members present: City Manager Bob Lindsey, City Attorney Susie Altamirano, City Clerk Martha Torres, Director of Administrative Services Troy Grunklee, Director of Development Services Abraham Tellez, Information Technology/Communications Analyst Steve Overstreet, and Office Specialist Karissa Rivas Bustillos.

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

- A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS – None.
- B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None.
- C. UNFINISHED BUSINESS OF THE CITY COUNCIL
- C.1 DISCUSSION AND DIRECTION REGARDING NAMING RIGHTS FOR THE LA PUENTE ANIMAL SHELTER/COMMUNITY DOG PARK/K-9 TRAINING CENTER AT 16550 OLD VALLEY BOULEVARD

City Manager Lindsey provided a presentation on the potential naming rights and signage for the La Puente Animal Shelter/Community Dog Park/K-9 Training Center.

Mayor Klinakis inquired about the location of the signage. Information Technology/ Communications Analyst Overstreet presented photo locations for potential signage placements.

Discussion ensued regarding the requirements of naming the La Puente Animal Shelter/Community Dog Park/K-9 Training Center, a simplified version of the verbiage on the sign, and drafts of potential designs.

The City Council reached a consensus to bring the item back for consideration at the next City Council meeting.

C.2 STATUS UPDATE AND REQUEST FOR DIRECTION REGARDING THE PLAZA ON CENTRAL AVENUE

Director of Development Services Tellez provided an update presentation regarding the Plaza project on Central Avenue.

Mayor Klinakis stated his preference for the original design of the Plaza project.

Discussion ensued regarding the redesign of the Plaza project, funding, and grant applications.

Mayor Munoz requested the item be brought back to a future City Council meeting in 90 days with the full scope of funding needed for the original design of the project.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Quinones, to approve Consent Calendar Item D.1. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Quinones.
NOES: None
ABSTAIN: None
ABSENT: Argudo, Mendoza.

D.1 CONSIDERATION OF AUTHORIZATION TO ENTER INTO A COOPERATIVE PURCHASING CONTRACT NOT TO EXCEED \$850,000, OR TO APPROVE SPECIFICATIONS AND SOLICIT BIDS FOR COMMUNITY CENTER RE-ROOF AT LA PUENTE PARK AT 501 GLENDORA AVENUE

Action Taken: The City Council: (1) approved the specifications for the Community Center Re-roof; and (2) authorized Staff to solicit for bids or enter into a cooperative purchasing contract not to exceed \$850,000.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL – None.

ORAL COMMENTS FROM COUNCIL

Mayor Klinakis reported a great turnout at the 3rd of July Event and thanked Staff for the successful event.

Council Member Quinones thanked Staff for the successful 3rd of July Event.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked Information Technology/Communications Analyst Overstreet for his work and stated that Analyst Overstreet will work on obtaining a final number of people that attended the 3rd of July Event.

ADJOURNMENT

There being no further business before the City Council, Mayor Klinakis adjourned the meeting at 9:39 a.m.

Approved this 14th day of July, 2026.

Martha Torres, MPA, CMC
City Clerk

Charlie Klinakis
Mayor/Chair



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Abraham Tellez, Director of Development Services
Juan Galvan, Senior Planner

Subject: CONTINUED FROM THE JUNE 23, 2026, REGULAR CITY COUNCIL MEETING -
INTRODUCTION OF AN ORDINANCE NO. 26-997 APPROVING MUNICIPAL CODE
AMENDMENT NO. 26-02 ESTABLISHING CITYWIDE OBJECTIVE DESIGN
STANDARDS FOR MULTIFAMILY AND MIXED-USE RESIDENTIAL DEVELOPMENT
PROJECTS IN ACCORDANCE WITH STATE LAW

BACKGROUND/DISCUSSION

At the June 23, 2026, City Council meeting, the City Council opened the public hearing for Item B.1 regarding Municipal Code Amendment No. 26-02. During the discussion, the City Council requested additional time to review the objective design standards and continued the item to the next City Council meeting.

On February 22, 2022, the City Council adopted the City's 6th Cycle Housing Element Update, which identifies policies and implementation programs to address the City's housing needs and comply with State housing law. Housing Element Policy 4.2 calls for streamlining the City's development review process to reduce delays and associated costs and support the development of housing, including affordable housing opportunities.

Regulatory and Policy Context

Recent State housing legislation, including SB 167, SB 330, SB 4, SB 423, and AB 2011, requires that qualifying housing development projects be reviewed using objective standards that do not involve subjective discretion. The City Council approved a Letter Agreement with the San Gabriel Valley Council of Governments (SGVCOG) on August 12, 2025 to participate in the SGVCOG Affordable Housing Incubator Objective Design Standards Program and to complete a zoning code amendment addressing a component of Program 11 of the City's Certified Housing Element. Program 11 requires the City to adopt citywide objective design standards in accordance with State law to allow streamlined ministerial approval for qualified residential development projects.

To support implementation of these requirements, SGVCOG retained The Arroyo Group to prepare a Regional Objective Design Standards framework. City staff participated in this effort, and the proposed ordinance is based on this regional framework and has been customized to reflect the City's community character and regulatory context.

Purpose and Effects of the Ordinance

The proposed ordinance establishes clear, measurable, and objective design standards for multifamily and mixed-use residential development projects in compliance with State law and the City's Housing Element. The ordinance directly implements Housing Element Policy 4.2 by improving predictability in the development review process, reducing uncertainty for applicants, and enhancing the efficiency and consistency of project processing. Objective standards reduce reliance on discretionary interpretation and help minimize delays associated with subjective design review. From an administrative standpoint, the use of objective criteria improves consistency in plan review and provides clearer expectations for applicants at the outset of the entitlement process.

Overall, the ordinance supports the City's ability to facilitate housing production while maintaining a consistent and high-quality framework for development that contributes to neighborhood character and the pedestrian environment. The proposed ordinance represents a balanced approach that advances State housing law compliance, implements adopted Housing Element policies, and improves the efficiency, predictability, and consistency of the City's development review process while supporting high-quality residential and mixed-use development.

Overview of Proposed Ordinance

The proposed ordinance establishes citywide objective design standards applicable to multifamily and mixed-use residential development projects. The draft citywide Objective Design Standards (Attachment B) establish the object criteria that will be used in the review of multifamily and mixed-use residential development projects. The standards are intended to provide clear, consistent, and measurable criteria to guide project design and review. The proposed standards address key elements of site and building design, including:

- Site Planning and Access
- Building Modulation and Articulation
- Materials, Finishes, and Color
- Frontages
- Open Space
- Entries
- Exterior Lighting
- Walls and Fences
- Loading Area, Trash, and Utilities

Application and Implementation

The standards are objective and measurable and will be applied consistently during development review in conjunction with the City's Zoning Code and applicable State law requirements. They are intended to reduce ambiguity in interpretation and provide clear expectations early in the entitlement process.

Effect of Adoption

Adoption of the ordinance will improve the City's ability to process housing development applications efficiently, ensure compliance with State housing laws, and maintain consistent expectations for high-quality residential and mixed-use development.

Planning Commission Consideration/Action

At its May 5, 2026 regular meeting, the Planning Commission held a public hearing on Municipal Code Amendment No. 26-02 relating to establishing object design standards for multifamily and mixed-use residential development. At the conclusion of the public hearing, the Planning Commission adopted Resolution No. 26-1597 recommending approval of the proposed Municipal Code Amendment to the City Council.

Public Hearing

Notice of the City Council public hearing on the proposed Municipal Code Amendment No. 26-02 to establish object design standards for multifamily and mixed-use residential development was published on June 11, 2026, in the San Gabriel Valley Tribune and posted in accordance with the La Puente Municipal Code and Government Code Section 65091.

Environmental Compliance

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), the “Common Sense” Exemption. The adoption of citywide objective design standards for multifamily and mixed-use residential development is a regulatory action that establishes clear, objective, and measurable design criteria. The standards do not alter allowable land use designations or densities, nor do they approve or authorize any specific development project. Therefore, it can be seen with certainty that there is no possibility that the adoption of the proposed ordinance may have a significant effect on the environment, and the project is exempt from CEQA.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of this ordinance.

RECOMMENDATION

It is recommended that the City Council: (1) open the public hearing and receive public testimony; (2) adopt Resolution No. 26-1597, accepting the Planning Commission’s recommendation; (3) waive full reading and introduce Ordinance No. 26-997 and read by title only, approving Municipal Code Amendment No. 26-21 establishing citywide objective design standards for multifamily and mixed-use residential development projects in accordance with State law; and (4) direct staff to file a Notice of Exemption for the project.

ATTACHMENTS

- A. Planning Commission Mixed-Use Projects Resolution No. 26-1597
- B. Objective Design Standards Ordinance 26-997
- C. Mixed-Use La Puente Objective Design Standards

RESOLUTION NO. 26-1597

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA PUENTE, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE ESTABLISHING CITYWIDE OBJECTIVE DESIGN STANDARDS FOR MULTIFAMILY AND MIXED-USE RESIDENTIAL DEVELOPMENT PROJECTS (MUNICIPAL CODE AMENDMENT NO. 26-02)

WHEREAS, the City of La Puente (“City”) is a general law city, incorporated under the laws of the State of California; and

WHEREAS, the Planning Commission of the City of La Puente is authorized to review proposed amendments to the La Puente Municipal Code and make recommendations to the City Council regarding land use regulations and development standards; and

WHEREAS, on February 22, 2022, the City Council adopted the City’s 6th Cycle Housing Element Update, which includes policies and implementation programs intended to address the City’s housing needs and comply with State housing law; and

WHEREAS, Housing Element Policy 4.2 calls for streamlining the City’s development review process to reduce delays and associated costs and support the development of housing opportunities, including affordable housing; and

WHEREAS, Program 11 of the City’s Certified Housing Element requires the City to adopt citywide objective design standards in accordance with State law to allow streamlined ministerial approval for qualified residential development projects; and

WHEREAS, recent State housing legislation, including Senate Bill 167, Senate Bill 330, Senate Bill 4, Senate Bill 423, and Assembly Bill 2011, requires that qualifying residential development projects be reviewed using objective standards that do not involve subjective discretion; and

WHEREAS, the City approved a Letter Agreement with the San Gabriel Valley Council of Governments (SGVCOG) to participate in the SGVCOG Affordable Housing Incubator Objective Design Standards Program; and

WHEREAS, SGVCOG retained The Arroyo Group to prepare a Regional Objective Design Standards framework, and City staff participated in the development of that framework; and

WHEREAS, the proposed Citywide Objective Design Standards have been prepared using the regional framework and customized to reflect the City of La Puente’s community character and regulatory context; and

WHEREAS, the proposed Municipal Code Amendment (“MCA”) No. 26-02 would establish clear, measurable, and objective design standards for multifamily and mixed-use

residential development projects, improve consistency in project review, and support compliance with applicable State law; and

WHEREAS, the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), the “Common Sense” Exemption, because it can be seen with certainty that there is no possibility that adoption of the ordinance may have a significant effect on the environment; and

WHEREAS, notice of the Planning Commission’s May 5, 2026, public hearing on MCA No. 26-02 was published in the San Gabriel Valley Tribune on April 24, 2026, in compliance with the City Code and Government Code Section 65091; and

WHEREAS, the Planning Commission held a public hearing on May 5, 2026, for the purpose of recommending that the City Council approve the proposed Municipal Code amendments; and

WHEREAS, all legal prerequisites to the adoption of this resolution have satisfied.

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF LA PUENTE DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1. INCORPORATION OF RECITALS. All of the facts set forth in the Recitals above are true and correct and are hereby incorporated herein by this reference.

SECTION 2. PUBLIC HEARING NOTICES AND PUBLIC PARTICIPATION. All required public hearings and opportunities for public testimony and comment have been conducted in accordance with State law and the Municipal Code of the City of La Puente (the “Code”).

SECTION 3. CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS. The Planning Commission recommends that the City Council find that the proposed Municipal Code Amendment No. 26-02 is in compliance with the California Environmental Quality Act (CEQA) and the State CEQA Guidelines, and is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) (the “Common Sense” Exemption), as it can be seen with certainty that there is no possibility that adoption of the ordinance may have a significant effect on the environment. The Planning Commission further recommends that the City Council determine that no further environmental review is required.

SECTION 4. MUNICIPAL CODE AMENDMENT. Pursuant to Section 10.112.060(B) of the La Puente Municipal Code, the City Council shall make the following findings of facts prior to approving any amendments to the Zoning Code:

1. The proposed Municipal Code Amendment No. 26-02 is consistent with the goals, policies, and implementation programs of the City’s General Plan, including the 6th Cycle Housing Element, in that it establishes objective design standards to facilitate

housing development, streamline the development review process, and support the provision of housing opportunities in accordance with State law.

2. The proposed Municipal Code Amendment No. 26-02 is internally consistent with other applicable provisions of the La Puente Municipal Code, including the Zoning Code, as it establishes objective design standards that are compatible with and complementary to existing development regulations and will be applied in conjunction with those standards.

SECTION 5. VALIDITY. If any section, subsection, sentence, clause, or phrase of this Resolution or the documents incorporated herein is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions.

SECTION 6. SEVERABILITY. The provisions of this Resolution are severable. If any portion is held invalid, such invalidity shall not affect other provisions that can be given effect without the invalid portion

SECTION 7. RECOMMENDATION Based upon the findings and conclusions set forth herein, the Planning Commission hereby recommends approval of the Municipal Code Amendment (“MCA”) No. 26-02, as referenced in this Resolution and the related staff report.

SECTION 8. ADOPTION DATE. The Planning Commission Secretary shall certify the adoption of this Resolution. Upon such certification, this Resolution shall be in full force and effect.

PASSED, APPROVED AND ADOPTED by the Planning Commission of the City of La Puente at a regular meeting held on May 5, 2026, by the following vote:

AYES: Maes, Dudley, Paz and Penson
NOES: None
ABSTAIN: None
ABSENT: Hernandez


Allen Maes, Planning Commission Chair


Abraham Tellez, Planning Commission Secretary

ORDINANCE NO. 26-997**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, AMENDING TITLE 10 (ZONING) OF THE LA PUENTE MUNICIPAL CODE (“LPMC”) TO ADOPT CITYWIDE OBJECTIVE DESIGN STANDARDS FOR MULTIFAMILY AND MIXED-USE RESIDENTIAL DEVELOPMENT PROJECTS**

WHEREAS, pursuant to the City’s police power as granted under Article XI, Section 7 of the California Constitution, the City Council has the authority to enact and enforce ordinances for the public health, safety, and general welfare of the City and its residents; and

WHEREAS, in exercise of such authority, the City has adopted the La Puente Municipal Code (“LPMC”), including the City’s Zoning Code (Title 10 of the LPMC), to regulate the use of land and the location, design, and development of buildings and structures within the City; and

WHEREAS, State housing laws, including but not limited to Senate Bill 330 (2019), Assembly Bill 2011 (2022), Senate Bill 4 (2023), Senate Bill 423 (2023), Senate Bill 684 (2023), and related provisions of the Government Code, streamline the review of housing development projects and emphasize the use of objective standards to provide certainty and reduce discretionary barriers; and

WHEREAS, Government Code Section 65913.4 defines “objective design standards” as standards that involve no personal or subjective judgment and are uniformly verifiable prior to project submittal; and

WHEREAS, the City Council finds that the adoption of Citywide Objective Design Standards for multifamily and mixed-use residential development projects will provide clarity, consistency, and predictability in the development review process while supporting implementation of the City’s Housing Element; and

WHEREAS, the City Council finds that this Ordinance is consistent with the General Plan and is necessary to protect and promote the public health, safety, and welfare.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND ORDAINS AS FOLLOWS:

Section 1. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2. CEQA. This Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the CEQA Guidelines, the “Common Sense” Exemption. The adoption of citywide objective design standards for multifamily and mixed-use residential development constitutes a regulatory

action that establishes clear, objective, and measurable design criteria. This Ordinance does not approve or authorize any specific development project, nor does it change allowable land use designations, density, or intensity of development. Therefore, it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment, and the Ordinance is exempt from CEQA.

Section 3. Amendment to Chapter 10.10 (Residential Zones). Section 10.10.060(D) of the La Puente Municipal Code is hereby added to read as follows:

“10.10.060(D) Objective Design Standards. The City of La Puente Objective Design Standards, as adopted by Ordinance No. 26-997 and as may be amended from time to time, shall apply to all multifamily residential development projects. To the extent that a development standard is not addressed by the City of La Puente Objective Design Standards, the applicable provisions of this Chapter shall apply.”

Section 4. Amendment to Chapter 10.12 (Commercial Zones). Section 10.12.040(G) of the La Puente Municipal Code is hereby added to read as follows:

“10.12.040(G) Objective Design Standards. The City of La Puente Objective Design Standards, as adopted by Ordinance No. 26-997 and as may be amended from time to time, shall apply to all mixed-use development projects containing residential uses permitted within the C-2 (General Commercial) Zone. To the extent that a development standard is not addressed by the City of La Puente Objective Design Standards, the applicable provisions of this Chapter shall apply.”

Section 5. Implementation and Interpretation. The Director of Development Services, or designee, is authorized to interpret and implement the provisions of this Ordinance and the City of La Puente Objective Design Standards consistent with the intent of this Ordinance.

Section 6. Consistency with General Plan and State Law. The City Council finds that this Ordinance is consistent with the City’s General Plan and applicable State housing laws governing objective and streamlined review of housing development projects.

Section 7. Clerical Errors. The City Council directs the City Clerk to correct any clerical errors found in this Chapter, including, but not limited to, typographical errors, irregular numbering, and incorrect section references.

Section 8. Severability. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections,

subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 9. Effective Date. In accordance with Government Code § 36937, this Ordinance shall take effect and be in force thirty (30) days its passage and adoption.

Section 10. Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this ordinance to be published and posted as required by law.

PASSED, APPROVED AND ADOPTED this ___ day of _____, 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk

City of La Puente Objective Design Standards



July 14, 2026



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Introduction

BACKGROUND AND RATIONALE

These City of La Puente Objective Design Standards were prepared by The Arroyo Group on behalf of the City of La Puente to provide clear, objective, and measurable standards for multifamily and mixed use development, satisfying the demands of state law. This Standards document was derived from the Regional Objective Design Standards document which was developed by The Arroyo Group on behalf of the San Gabriel Valley Council of Governments (SGVCOG).

Several state housing laws, including SB 167, SB 423, SB 330, SB 4, and AB 2011, strongly incentivize cities to develop objective design standards for multifamily residential uses and mixed (residential + commercial) uses. A summary of each law is given on the next page. By adopting Objective Design Standards, the City of La Puente maintains the ability to impose design standards on multifamily residential and mixed use developments.

Per SB 423, Objective Design Standards "involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the applicant or developer and the public official before submittal." Providing this level of certainty and clarity introduces predictability in the review process. Together with other state requirements such as clear timelines for decisions to approve or deny a project and a limitation on the number of public meetings, *these Objective Design Standards are intended to streamline the approval process for housing units while maintaining good design.*

Examples of Well Designed Buildings:



La Puente Park Apartments, La Puente. Successful landscape design in the frontage of the development.



15901 Main St, La Puente. Corner of the development designed to differentiate the corner.



Bradbury, La Puente. Well landscaped frontage along the street facing fence.

Examples of Undesirable or Incompatible Design:



Lack of transparency on the corner of the mixed-use development.



Lack of relationship between units and frontage



Large portion of frontage dominated by surface parking and a driveway

Introduction

These standards have been crafted to encourage new, well designed residential and mixed use development that fits the context of the City of La Puente (see the top row of images on page 3). They establish a “floor” for design quality, thereby preventing undesirable, incompatible design (see the bottom row of images on page 3).

Design Goals

Several key goals that guided the development of the standards were:

- Visually and functionally link the private realm to the public realm. The private realm consists of privately owned spaces while the public realm consists of spaces available for public access.
- Facilitate pedestrian activity and safety
- Activate the public realm
- Encourage projects to exhibit a cohesive visual identity that is consistent with the character of the area
- Prioritize human-scaled design
- Safeguard residential privacy as well as proper screening and buffering

Standards Organization

Standards are organized by the following topics:

- Section 1: Site Planning and Access
- Section 2: Building Modulation and Articulation
- Section 3: Materials, Finishes, and Color
- Section 4: Frontages
- Section 5: Open Space
- Section 6: Entries
- Section 7: Exterior Lighting
- Section 8: Walls and Fences
- Section 9: Loading Areas, Trash and Utilities
- Appendix A: Frontage Standards
- Appendix B: Common Open Space Types
- Appendix C: Private Open Space Types
- Appendix D: Definitions

LEGAL BASIS FOR OBJECTIVE DESIGN STANDARDS

Per Government Code 65913.4, Objective Design Standards “involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the applicant or developer and the public official before submittal.” The following Senate bills (SB) and Assembly bills (AB) form the legal basis for objective design standards in California. Additional State bills signed into law in the future may interact with objective design standards.

SB 167 (2017) (codified in [Section 65589.5 of the Government Code](#))

Prohibits local governments from disapproving or conditioning approval in a manner that renders infeasible, a housing development project for very low, low-, or moderate- income households or an emergency shelter unless the local agency makes specific written findings based upon substantial evidence in the record. Under this Senate Bill local jurisdictions may not reduce density or make infeasible housing projects consistent with objective design standards.

Housing Crisis Act (SB 330) (2019) (codified in [Sections 65589.5, 65940, 65943, 65950, 65905.5, 65913.10, and 65941.1, and Chapter 12 of Division 1 of Title 7 of the Government Code](#))

Streamlines housing development processes by imposing timelines on the approval of housing projects, limits the number of public hearings to 5, and limits denial of projects to non-compliance with objectively written design standards.

AB 2011 (2022) (codified in [Sections 65400, 65585, and Chapter 4.1 of Division 1 of Title 7 of the Government Code](#))

Allows eligible residential development projects in commercial areas that comply with housing affordability and/or labor standards to be subject to a streamlined, ministerial review process that is exempt from CEQA. As part of the ministerial process, design review may be undertaken by the City if only objective standards are evaluated.

SB 4 (2023) (codified in [Section 65913.16 of the Government Code](#))

Requires 100% Affordable Housing Projects proposed on land owned by religious institutions (and that meet all other requirements of SB 4) comply with all objective development standards of the city or county they are located in that do not conflict with SB 4. As part of the ministerial process, design review may be undertaken by a City if only objective standards are evaluated.

SB 423 (2023) (codified in [Section 65913.4 of the Government Code](#))

Requires cities to streamline review and approval of eligible affordable housing projects through a ministerial process. As part of the ministerial process, design review may be undertaken by the City if only objective standards are evaluated.

SB 684 (2023) and SB 1123 (2024) (SB 684 is codified in [Sections 65852.28, 65913.4.5, and 66499.41 of the Government Code](#)) (SB 1123 is codified in [Sections 65852.28 and 66499.41 of the Government Code](#))

Requires local agencies to ministerially approve, without discretionary review or a public hearing, parcel map or tentative and final maps for housing development projects of ten or fewer residential units on urban lots of less than five acres. SB 684 further specifies that the proposed subdivision must be located on a parcel zoned for multifamily residential use, no larger than five acres, and substantially surrounded by qualified urban uses. Per these laws, Cities may impose objective design standards, except for those which physically preclude the development of a project built to specified densities. Additionally, objective design standards may not be imposed related to setback between units, enclosed or covered parking, side and rear setbacks different from the original lot line, certain parking requirements, and certain minimum FARs.

Legal Basis for Objective Design Standards in California State Law

Introduction

CITY OF LA PUENTE CONTEXT

The City of La Puente lies in the heart of the San Gabriel Valley between the unincorporated area of West Puente Valley to the west and north, the unincorporated area of Valinda to the north, the unincorporated area of South San Jose Hills to the east, and the City of Industry to the south. The City currently is home to 36,670 citizens. The community, Rancho La Puente, which later became the City of La Puente was founded in 1841. Early families in La Puente lived in adobe homes and engaged in ranching and agricultural work on their land. During the 1870s, additional residents settled in the community with the influx of rail lines and the breaking up of land into smaller parcels. Up until the 1950s, La Puente remained a primarily agricultural community mixed with growing industrial development in oil, banking, and communications. During the postwar period the City of La Puente transformed into a residential bedroom community. In 1956, the City incorporated.

In the postwar period, agricultural land was developed into a dense suburban community of single-story, mid-century ranch styles homes with spacious backyards. These homes were often built for veterans returning from war. The 1960s and 70s saw the construction and expansion of the 60 freeway south of La Puente and the 10 freeway north of La Puente. These freeways connect La Puente to Downtown Los Angeles and the wider region and sped up residential development in the City.

The majority of single family homes in the City were built by the 1965. The majority of single family built during the postwar period still make up the single family housing stock in the City. In the 1970s some low-rise multifamily buildings began to be built in the City. By 1965, most of Duarte was built out, with infill development becoming the primary residential development strategy. Limited growth of multifamily buildings occurred in La Puente from the 1980 to 2020. Starting in 2021, multifamily residential development increased in La Puente with the development of the Arboleda Senior Apartments (74 senior affordable units), the Star of La Puente Townhomes (22 units), four townhome units at 15921 Sierra Vista Ct, and 34 units in a mixed use project at 15861 Main Street.

As of 2021, 74% of residential units in the City were single family homes and 56.9% of all residential units were owner occupied.

The multifamily apartment buildings in La Puente area spread throughout the City, as either standalone developments or in small concentrations of multifamily housing. Most of the multifamily building stock is characterized by the townhome style or the garden/courtyard apartment style. The more recent developments are built in the townhome style and the higher density 4 story apartment style. The majority of the multifamily building stock are one or two stories tall, with only one example standing out at 4 stories tall. Mixed use development, such as La Puente Apartments located at 15861 Main Street, is newly coming into the City.

Due to the varying multifamily structure forms in the City, the City of La Puente's Objective Design Standards groups multifamily buildings into two categories, **house scale** and **block scale**, according to their physical form and scale.

Areas with house scale buildings are originally single family neighborhoods which have been rezoned to accommodate multifamily uses. Typically in these areas, there is a variety of development types, some which represent compatible design and some which represent incompatible design. Successfully designed projects are multifamily projects designed in keeping with the original single family house scale of the neighborhood. These types of projects include well designed townhomes, garden apartments, and bungalow courts.

Block scale areas are located mostly along commercial corridors or in industrial areas that have been rezoned to accommodate multifamily uses and mixed uses. Residential development in block scale areas is typically high density mixed use development. These high density mixed use developments are typically a half to a full block long.



Older courtyard/garden apartment in La Puente



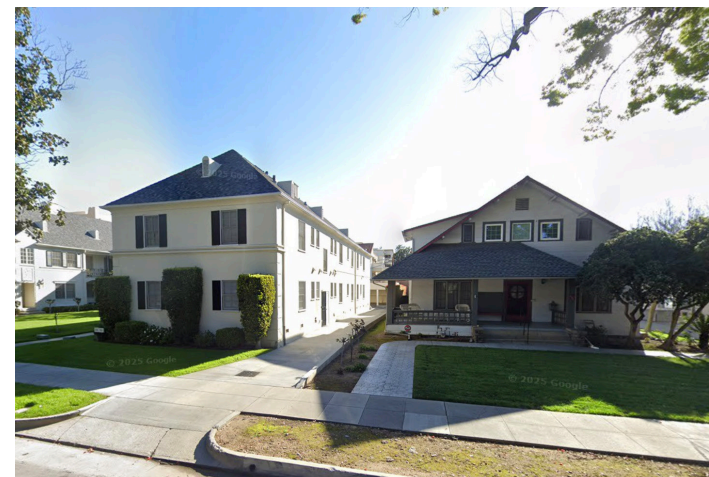
Older townhome development in La Puente



New multifamily development in La Puente, Arboleda Senior Apartments



New townhome development in La Puente



House Scale Context



Block Scale Context

BEST PRACTICES

The five best practices identified in Exhibit B of The Arroyo Group's Regional Objective Design Standards Research Memorandum (attached to this document as Appendix E) are listed below. The City of La Puente Objective Design Standards take these regional best practices into account.

1. **Provide guidelines or statements of intent along with objective standards.** The SGVCOG's Regional Objective Design Standards are based on statements of intent which clarify the intent of each standards section. Cities may choose to allow variations to objective design standards as long as the project matches the intent statement for the applicable standard.
2. **Provide options of different strategies to meet the intent of standards.** Developers may choose the standard which suits the design of their development best.
3. **Use clear diagrams along with photographic examples to represent standards.** Clear graphics and imagery will provide as much clarity as possible for developers who are adapting their projects to meet the objective design standards.
4. **Provide definitions for architectural terms.** For complex architectural terms, the provided definition will provide clarity where needed, making the objective design standards understandable to a variety of audiences.
5. **Take into account the context of unique cities and districts to ensure that standards are apt.** Fieldwork in a variety of contexts representative of the San Gabriel Valley helped inform the standards. Different objective design standards will be applicable in different contexts, such as smaller scale neighborhoods versus main street commercial corridors.

House Scale vs. Block Scale

House Scale buildings contribute to a smaller-scale, neighborhood-oriented environment. These buildings are generally up to three stories in height, maintain setbacks from the street or sidewalk, are compatible

with traditional residential patterns, and achieve densities less than roughly 40-50 units per acre. House Scale buildings often resemble the massing, rhythm, and proportions of detached houses, even when containing multiple units. Objective design standards which are especially applicable to house scale buildings include residential privacy, frontage types like patio, porch, and stoop, and private open space types. House Scale building types include:

- Multiple detached dwellings on a lot
- Duplexes
- Triplexes
- Fourplexes
- Bungalow Courts
- Courtyard Apartments
- Rowhouses
- Townhouses
- Small-scale mixed-use buildings with neighborhood-serving ground-floor uses

Block scale buildings contribute to a larger-scale, urban environment, often occupying most or all of a city block. These buildings are typically taller and broader in massing, are built close to or at the street or sidewalk, and create continuous façades that define the public realm. Block Scale buildings commonly feature mixed-use configurations, with non-residential uses on the ground floor and residential units on the upper stories, supporting active commercial corridors and higher-density neighborhoods. Objective design standards which are most applicable to block scale buildings include building breaks, ground floor minimum heights, wall plane depth, transparency, stepbacks, common open space types, and frontage types such as shopfront and common entry. Block Scale building types include:

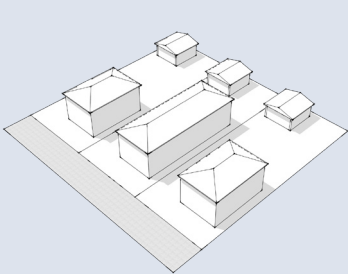
- Mid-rise Buildings
- Podium Buildings
- Wrap Buildings

HOUSE AND BLOCK SCALE ZONES

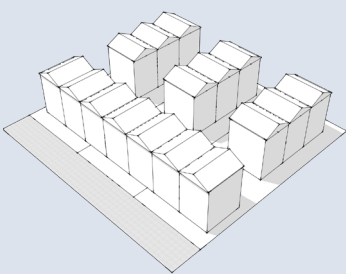
House Scale Zones

Zones that contain buildings that contribute to a smaller-scale, neighborhood-oriented environment. House scale buildings include multiple detached dwellings on a lot, duplexes, triplexes, fourplexes, bungalow courts, courtyard apartments, rowhouses, townhouses, and small-scale mixed-use buildings with neighborhood-serving ground-floor uses.

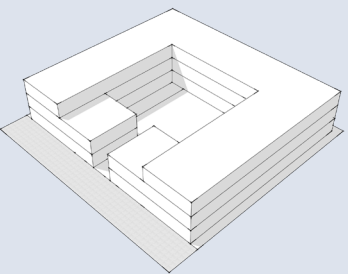
House Scale Zones include the Medium-High Density Residential Zone (R-3) and the High Density Residential Zone (R-4)



Two- to Four- plexes



Rowhomes

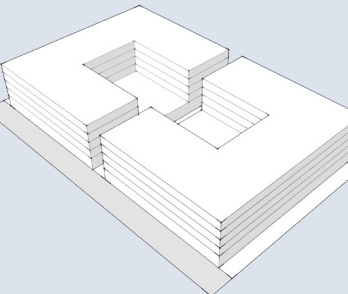


Courtyard Apartments

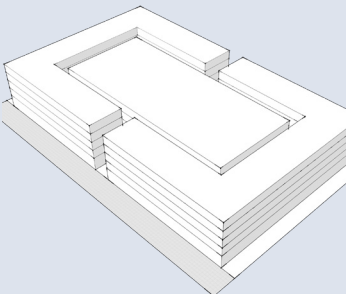
Block Scale Zones

Zones that contain buildings that contribute to a larger-scale, urban environment, often occupying most or all of a city block. Block scale buildings include mid-rise buildings, podium buildings, and wrap buildings.

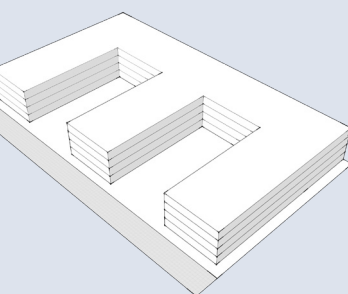
Block Scale Zones include the General Commercial Zone (C-2) and Downtown Business District Zone (DBD).



Podium Mixed-Use



Wrap



Multiplex

House and Block Scale Zones

Introduction

STANDARDS DEVELOPMENT PROCESS

Four cities, Sierra Madre, Alhambra, La Puente, and Duarte, participated in the development of the SGVCOG's Regional Objective Design Standards. Each of the four participating cities features a different planning and design context. Diverse input from the participating cities informed the development of strong objective design standards which are applicable across the San Gabriel Valley.

Input from the four participating cities along with information gathered during the background research phase form the base of knowledge upon which the SGVCOG Regional Objective Design Standards were developed. The City of La Puente's Objective Design Standards were adapted from the SGVCOG's Regional Objective Design Standards. The Arroyo Group Team created a comprehensive Regional Objective Design Standards Research Memorandum (attached to this document as Appendix E) which includes findings from four areas of research:

1. Existing regulatory context, design standards and experience implementing design standards in each city
2. Best practices in objective design standards from other jurisdictions and regions in California
3. Fieldwork into the built context and character of the major growth areas in each of the three participating cities
4. Identification of existing projects in the San Gabriel Valley which embody the application of potential design standards

Exhibit A of the Memo describes existing design standards in three participating cities, Sierra Madre, Alhambra, and Duarte. La Puente joined as a participating City later in the project process, after our background research was completed. This exhibit includes all existing objective design standards and relevant development standards in each City, organized by topic for comparison.

Exhibit B (Comparison Objective Design Standards) of the Memo presents an evaluation of other objective design standards used at the municipal and regional level. While there is wide variety in the format of these

documents, The Arroyo Group Team was able to glean five key best practices, which are expounded upon on the previous page.

Additionally, The Arroyo Group Team conducted fieldwork within the cities of Sierra Madre, Alhambra, and Duarte. Exhibit C identifies the specific locations where fieldwork was conducted in each City. In Exhibit D, The Arroyo Group Team surveyed districts in each City where growth and development is most expected, such as the areas shown in images at right, to determine prevailing character features that may need to be reflected in objective design standards.

Exhibit E contains a field evaluation of individual projects in the three cities. Key design issues were identified for these projects, for consideration when developing the objective design standards.

Exhibit F identifies other projects in the San Gabriel Valley which present good examples of the application of particular design guidelines and/or standards. The projects include examples of:

- Mixed-use developments with stacked flats above a ground-floor retail and parking podium
- "Wrap" style residential and mixed-use developments with stacked flats surrounding a central parking garage
- Master-planned communities
- Townhome developments
- Side-by-side double duplexes
- Courtyard multifamily developments

Based on research from the Memo, the Regional Objective Design Standards were developed to be in alignment with current design guidelines and standards in the four cities. The Regional document's design standards reflect successfully designed projects and built character in the four cities.

Cost Factors

Design standards are essential tools that cities use to ensure buildings are of high quality, safe, and visually appealing. However, even the clearest and most objective standards can add costs and complexity to projects. If these standards are too restrictive or numerous, they can drive up housing costs or even prevent projects before they start.



Example of Main Street character in the San Gabriel Valley



Area for potential growth in La Puente



Area for potential growth in the San Gabriel Valley



Survey of multifamily residential buildings in the San Gabriel Valley

Therefore, regulating design is a delicate balancing act between maximizing placemaking, enhancing overall neighborhood value, and managing project costs. According to the Association of Bay Area Governments Objective Design Standards Handbook, the following types of objective design standards which impact building massing have the greatest impact on the cost of developments:

- Requiring of construction materials
- High ground floor ceiling heights
- Frontage types which reduce building square footages
- Upper floor stepbacks which requires more complex engineering
- Projecting elements which require weatherization

- Setback standards
- Requiring certain types of open space, such as balconies and rooftop decks

In developing the Regional Objective Design Standards, it was taken into account how specific design standards could increase housing costs and impact project feasibility. However, it is also important to encourage successful, context specific developments while also prioritizing the economic feasibility of projects. The Regional Objective Design Standards were intended to encourage the creation of high quality, visually appealing buildings that benefit not only the project's residents but also the surrounding neighborhood.

Introduction

STANDARDS APPLICABILITY

The City of La Puente’s Objective Design Standards are designed to apply to projects which qualify for State laws that may encourage or require the application of objective design standards in project review. These projects include:

- All new residential developments with two or more housing units
- The residential and commercial components of new construction mixed-use developments with two or more housing units, where at least two-thirds of the total square footage is residential. However, note that per AB 1893, for mixed-use projects with at least 500 units, only 50% of the total square footage in the project must be residential for objective design standards to apply
- However, mixed-use projects containing hotel rooms are excluded.

The standards are also designed to apply to remodeled buildings where new floor area is added. In such a case, these standards would apply to those structures and facades which are being modified in order to accommodate the new floor area; other facades or buildings on the site would not be subject to these standards.

The Objective Design Standards are not applicable within the following Specific Plan areas:

- Glendora Specific Plan
- Cottrell Ranch Specific Plan
- Sunny Gardens Specific Plan
- Unruh Avenue Specific Plan

INTERPRETATION AND DEVIATION

The next sections contain objective design standards relating to different topics. The standards are regulatory objective design standards with which all applicable developments must comply. Diagrams are provided for illustrative purposes only.

While the standards have been formulated to be “uniformly verifiable” as State law sets out, there can nevertheless be differences of opinion about whether a project has met the standard. For these cases, Government Code Section 65589.5 (f)(1) states, “... the development standards, conditions, and policies shall be applied to facilitate and accommodate development at the density permitted on the site and proposed by the development.”

Projects are able to deviate from objective design standards via two processes, depending on whether the project qualifies for the Planning Commission Design Review Process or the Staff-Level Design Review Approval Process. Developments which qualify for the PC Design Review Process wishing to deviate may receive approval with a variation from the Planning Commission. Developments which qualify for the Staff-Level Design Review Approval Process wishing to deviate may receive approval for the variation from the Development Services Director.

LOCAL ADOPTION PROCESS

Prior to adoption of these Objective Design Standards, the City compared all standards to ensure compatability with the City’s Zoning Code and General Plan. The City of La Puente Objective Design Standards are formatted as a standalone document that will be adopted by reference into the City’s Zoning Code. Residential developments for which objective design standards are applicable shall comply with the City of La Puente’s Objective Design Standards.



Mixed Use Development - Objective Design Standards Applicable



Multifamily Residential Development - Objective Design Standards Applicable



Townhomes - Objective Design Standards Applicable



Duplex - Objective Design Standards Applicable

Introduction

DESIGN REVIEW PROCESS

This section outlines how individual projects are to be reviewed after adoption of the objective design standards. We cover three potential design review processes: 1. the Major Site Plan and Design Review Process; 2. the Streamlined Ministerial Review process and 3. the Staff-Level Design Review Approval Process.

1. Major Site Plan and Design Review Process

The Major Site Plan and Design Review process (Municipal Code (MC) Section 10.94) applies to new multifamily or mixed-use projects with 3 or more units or multi-family residential expansion, including accessory structures, over 25 percent of the existing gross floor area. The Planning Commission (PC) is the review authority. The benefits of this process include allowing public input increasing transparency through hearings, allowing for limited PC discretion, and allowing the developer to hear community concerns and choosing to make voluntary changes to project design. The findings for the Major Site Plan and Design Review process are based on subjective guidelines and standards. However, amendments to the process must be made to comply with State law.

Upon receiving the Major Site Plan and Design Review application, Development Services staff will review the application for compliance with zoning regulations, the General Plan, Objective Design Standards, and subjective design guidelines adopted pre-2020. Staff may only consider subjective design guidelines if they do not reduce density or make the development infeasible. Following this review, City staff will make a recommendation to the PC to approve or deny. If the project needs a variation from a design standard, staff will recommend an approval with a variation in to the PC.

The PC may choose to hold an optional public hearing to approve, approval with a variation, or deny the application, however, a hearing is required for for second story residential construction. The PC will review the application for compliance, similar to Staff review. Per the Housing Accountability Act, the PC cannot deny or condition a mixed-income application if it is consistent with the zoning regulations and

General Plan. The PC cannot deny or reduce the density of a project unless not reducing it would cause a specific, adverse impact to the project's surroundings.

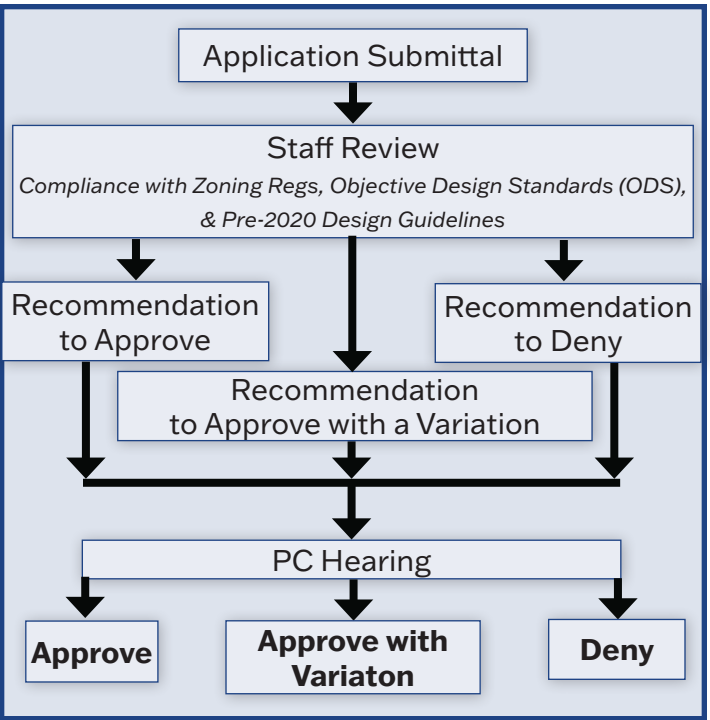
2. Minor Site Plan and Design Review Process The Minor Site Plan and Design Review process applies to new multifamily projects with 2 units and single-family residential construction, including accessory structures. Thsi process provides a faster review period, more consistent reviews, more certainty in the review process, and a reduced staffing need with less Planning Commission hearings.

City staff shall review the project for compliance with zoning regulations, the General Plan, Objective Design Standards, and subjective design guidelines adopted pre-2020. The Director will make a decision to approve, approve with a variation, or deny.

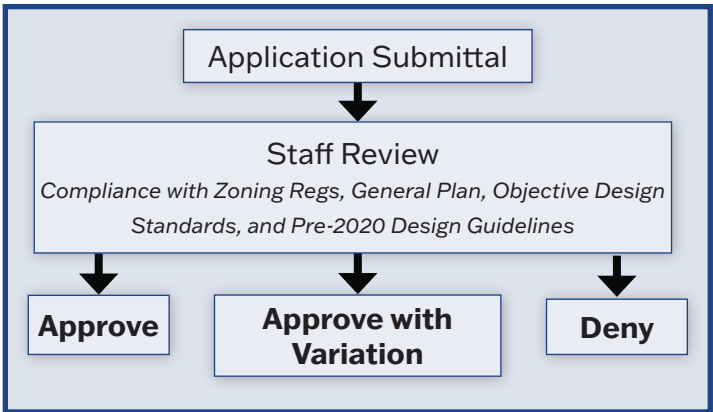
Per the Housing Accountability Act, the staff cannot deny or condition a mixed-income application if it is consistent with the zoning regulations and General Plan. The staff cannot deny or reduce the density of a project unless not reducing it would cause a specific, adverse impact to the project's surroundings.

3. Streamlined Ministerial Review Process

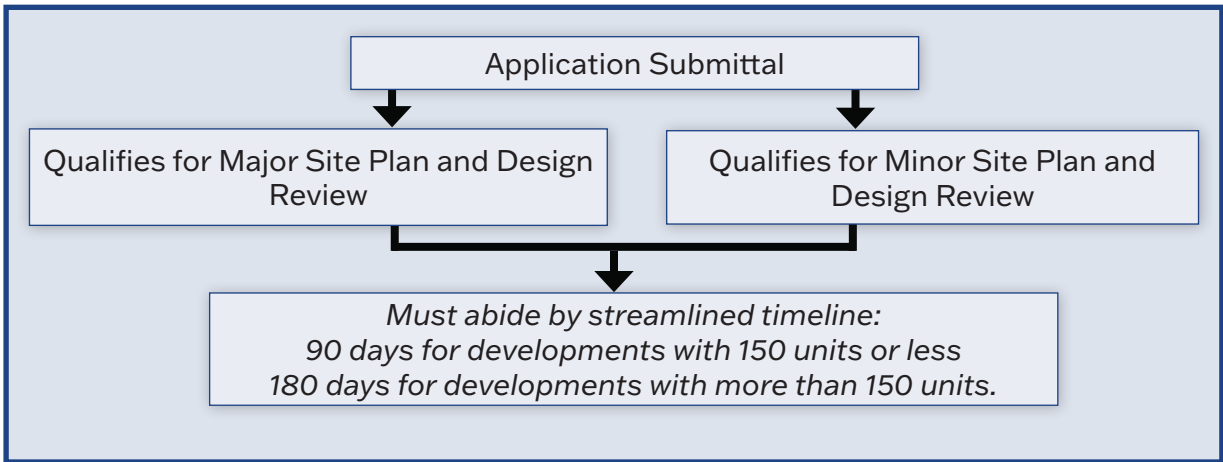
This review process applies to multifamily and mixed use projects which are being streamlined through SB 4, SB 423, or AB 2011. If the development qualifies for process #1, it will go through Major Site Plan and Design Review. If the development qualifies for process #2, the development will go through Minor Site Plan and Design Review. The timeline for approval or denial is within 90 days for developments with 150 units or less, or 180 days for developments with more than 150 units.



Major Site Plan and Design Review Process



Minor Site Plan and Design Review Approval Process



Streamlined Ministerial Review Process

Section 1: Site Planning and Access

INTENT

Buildings should be placed and oriented to reinforce a pedestrian-oriented public realm and to establish a strong visual and physical relationship with adjacent streets, sidewalks, and open spaces. Site planning should prioritize pedestrian access and activity by aligning building frontages along public streets, paseos, plazas, and other publicly accessible spaces, and by minimizing blank walls, excessive setbacks, and parking along street edges. Primary entrances, active ground-floor uses, and transparent facades should be oriented toward the public realm to support walkability, safety, and street vitality.

Site design should emphasize open spaces and the public realm, enhancing connectivity by linking building entrances to sidewalks, transit stops, open spaces, parking areas, and neighboring parcels. Access points should be legible and well integrated into the surrounding circulation network, while vehicular and service access should be designed to minimize conflicts with pedestrians and reduce impacts on the public realm. Overall site planning should activate streets and open spaces and contribute to a cohesive, human-scaled environment.

STANDARDS

Street Relationships

- 1.1 The primary entrance to all buildings adjacent to a public street shall be visible from the sidewalk and directly connected via a pedestrian pathway
- 1.2 All projects shall comply with the Frontage Type Standards in Section 4.
- 1.3 In house-scale zones, the length of any building along the primary street shall not exceed 80'. However if the ground floor is broken by an opening of at least 10' wide and 10' high, leading to a visible interior courtyard or other common open space on the ground level, the building may continue above one such opening. The length of any building, along a secondary street shall not exceed 150'.

- 1.4 In block-scale zones, the length of any building along a public street shall not exceed 350'.

- 1.5 Developments with at least 150' of frontage along the primary street shall include at least one of the following open spaces along the primary street:
 - a. A community plaza, commons, forecourt, or publicly accessible neighborhood park.
 - b. A terrace of a minimum 50' deep and 15% of the primary frontage width above the first level.
 - c. A paseo is provided from the primary street, connecting to a courtyard in the interior of the site.

All open spaces shall comply with standards defined in Section 4: and Appendices B and C, as applicable.

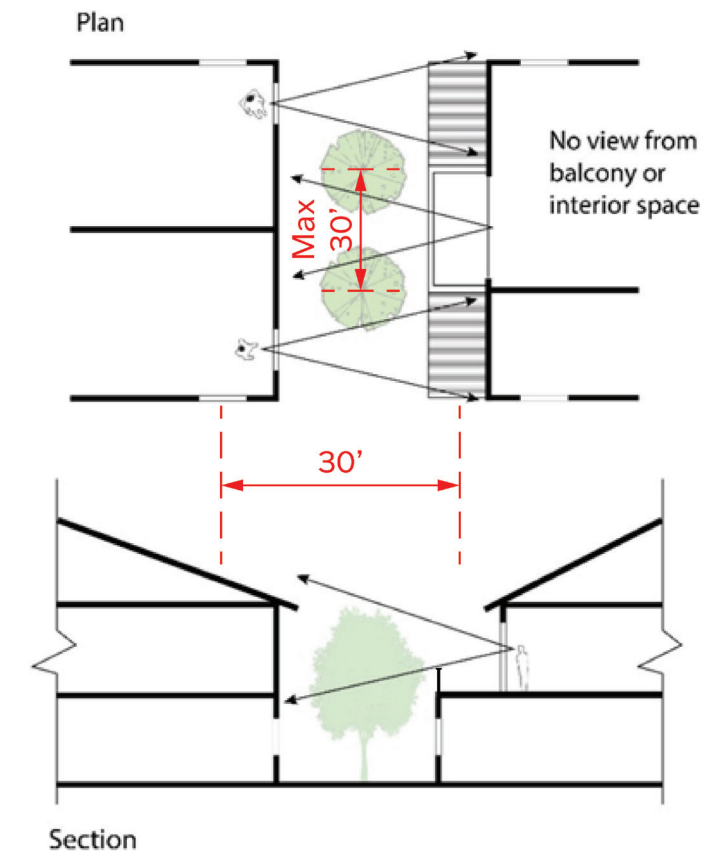
Residential Privacy

- 1.6 When units face each other through the open air at a distance of less than 30', windows shall be offset, or screened with landscaping as shown in the diagram, at a rate of one tree per 30' of buffer length. Landscaping shall be of sufficient density and height to provide effective visual separation between units. In house scale zones only, this standard shall also apply to units built to face existing units on an adjoining property.

- 1.7 When residential buildings are located within 10' of one another, windows on the facing building facades shall avoid unfiltered or direct views by one or more of the following:
 - a. Utilize non-transparent or obscured glazing, such as frosted or patterned glass, glass block, or non-operable opaque windows. Reflective glazing is not permitted.
 - b. Provide permanent architectural screens, permanent roll-down blinds or affixed louvers at windows.
 - c. Utilize clerestory windows a minimum height of six feet from the ground or floor plate.
 - d. Inset window or add projecting architectural feature that creates privacy
 - e. Offset or stagger windows from each other



1.5: Developments with at least 150' of frontage along primary street shall include at least one of the following open spaces



1.6: Windows within 30 ft offset and screened



1.3: Continuation of a building above an opening leading to a visible interior courtyard or common open space on the ground level.

Section 1: Site Planning and Access

Pedestrian Access

- 1.8** Pedestrian walkways shall connect all primary entries to public sidewalks. The Director may approve a shared pedestrian walkway/vehicular driveway in house-scale zones, provided that the walkway is paved with stone, tile or brick, and the driveway serves no more than eight (8) parking spaces.
- 1.9** Pedestrian walkways shall be a minimum of four feet wide, shall be hard-surfaced, and paved with concrete, stone, tile, brick or comparable material.
- 1.10** Where a required walkway is parallel and adjacent to a driveway or parking space, it must be separated from the auto travel surface by a raised curb at least four inches (4") high, bollards, or other physical barrier.
- 1.11** The primary entry shall be separated by at least 10' from any driveway or parking space.

Parking Areas

- 1.12** Surface parking areas shall be shielded from view of the public right of way by a building or a landscaped buffer as described in the Frontage Type Standards in Appendix A.6.
- 1.13** Parking structures developed as part of a private development shall not be taller than the buildings which they serve.

Vehicular Access

- 1.14** Vehicular access points to parking areas shall be taken from the side street or alley, if available, except for projects which meet the following criteria:
- 350'-700' primary street frontage - 1 vehicular access point from the primary street
 - Over 700'+ primary street frontage - 2 vehicular access points from the primary street
 - Projects with less than 350' of primary frontage are allowed 1 vehicular access point from the primary street only if no side street or alley access is available.

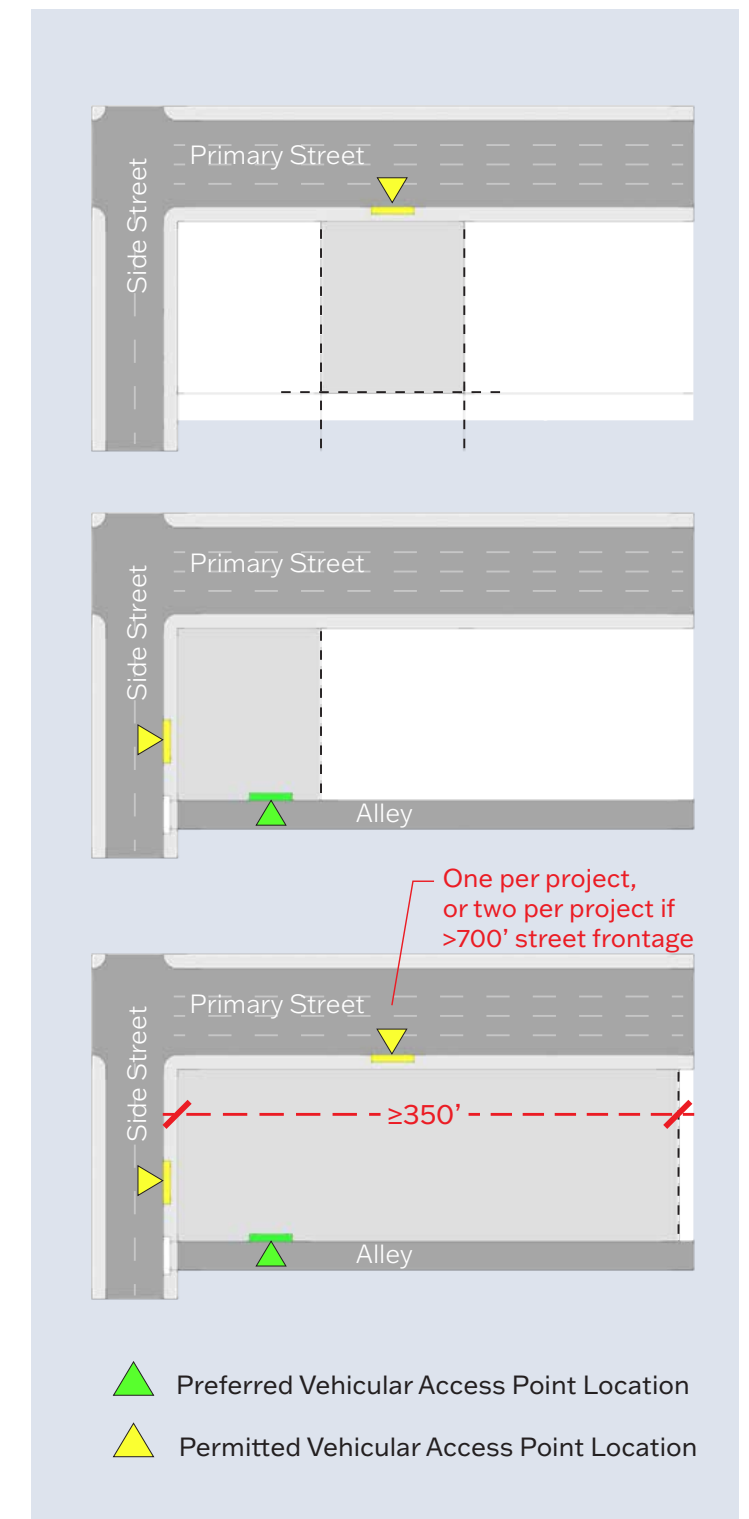
This standard may be waived if the Development Services Department determines that an alternate access point is needed for safe traffic flow, or the Fire Department determines that additional access points are needed for fire lanes.

- 1.15** Curb cuts on corner lots shall not be located closer than 40 feet from a curb return in house-scale zones, 80 feet in block-scale zones, or a longer distance on arterial roadways as established by the Public Works Department. Where parcel size precludes this standard, the curb cut shall be located as far from the corner as possible.
- 1.16** Notwithstanding standards 1.14 or 1.15, there shall be no curb cuts or vehicular access points on Main Street between Glendora Avenue and 2nd Street.
- 1.17** Sharing of driveways between adjacent properties is permitted and encouraged. Easements shall be established as necessary.
- 1.18** Driveways in house-scale zones shall be paved with concrete or pavers. Areas on driveways that are paved with permeable pavers may count toward minimum landscaping or stormwater retention requirements, provided that they comply with the standards established in those sections.

- 1.19** In house-scale zones, a one-way driveway, or two-way driveway serving up to ten (10) parking spaces, shall have a minimum 10' and maximum 12' width. A two-way driveway serving between eleven (11) and twenty (20) parking spaces shall have a minimum 16' and maximum 22' width. A two-way driveway serving more than twenty (20) parking spaces shall have a minimum 20' and maximum 22' width. The maximum may be exceeded if required by the Fire Department.

- 1.20** In block-scale zones, a one-way driveway, or two-way driveway serving up to ten (10) parking spaces, shall have a minimum 10' and maximum 12' width. A two-way driveway serving more than eleven (11) parking spaces shall have a minimum 20' and maximum 22' width. The maximum may be exceeded if required by the Fire Department.

- 1.21** Entry door and gates to any parking structure shall be recessed back from the face of the facade by a minimum of six inches to add shadow and visual interest, or by a greater distance from the sidewalk for traffic safety purposes as required by the Public Works Department.



1.14: Preferred and permitted vehicular access point locations

Section 2: Building Modulation and Articulation

INTENT

The individual components of each building should contribute meaningfully to the overall architectural character, expressing a coherent form and style consistent with the project's design vision. Each project can be classified within one of two defined scales, House Scale or Block Scale, as outlined in the introduction.

Within each scale, building articulation should serve to enrich the external appearance and architectural identity of the structure while facilitating a thoughtful and seamless transition between the public realm and private spaces. Modulation and form-making should convey visual interest and a sense of rhythm, achieved through a deliberate composition of elements that reflect both the individuality of the building and its contextual relationship to the surrounding architecture. Building form and articulation should emphasize three-dimensional detailing, create visual interest on the façade, and foster a built environment that is contextually responsive.

Standards

Ground Floor Design

2.1 In block-scale zones, buildings of three stories in height or more shall be designed to differentiate a building's base from the rest of the structure. The area designed as the base should correspond to an area that has a different use from the upper floors of the building, e.g. retail, lobbies, or amenities. In the case of a single-use building, the area designed as a base may correspond to floor(s) with less private spaces on the frontage, such as living rooms in a 100% residential building, or simply the first floor of the structure.

2.2 The effect of differentiation on a building shall be achieved through the use of two or more of the following:

- Color, texture, or material changes along the building facade
- Variations, projections, or reveals in the wall plane
- Variations in fenestration size or pattern
- Decorative architectural details such as arcades, pilasters, base courses, belt courses, or cornices at intermediate levels

2.3 Ground-floor uses along the street frontage shall be subject to the following minimum clear ceiling heights:

- For ground-floor retail uses, the minimum clear ceiling height shall be 14 feet.
- For ground-floor office uses, the minimum clear ceiling height shall be 12 feet.
- For ground-floor residential uses, the minimum clear ceiling height shall be 11 feet, or the first floor shall be raised off ground level such that the ceiling height is 11 feet above grade.

2.4 Where a daylit basement with an exposed wall is proposed, a minimum of two of the following design standards shall be provided along all street-facing facades:

- Porches or stoops
- Material cladding that matches the cladding of the floors above when located along the same wall plane
- A landscape area with a minimum width of five feet, planted with plant species that, at maturity, reach the finish floor height above the basement

2.5 For buildings that provide a top-level stepback, the stepback shall be a minimum of 10 feet, measured from the exterior wall plane along each building façade.

Circulation Design

2.6 Vertical circulation elements, including but not limited to stairwells, stair shafts, and elevator shafts, that are located along exterior walls facing a primary or secondary frontage shall be clearly expressed as visually identifiable volumes on the building façade through the incorporation of at least two of the following objective design methods:

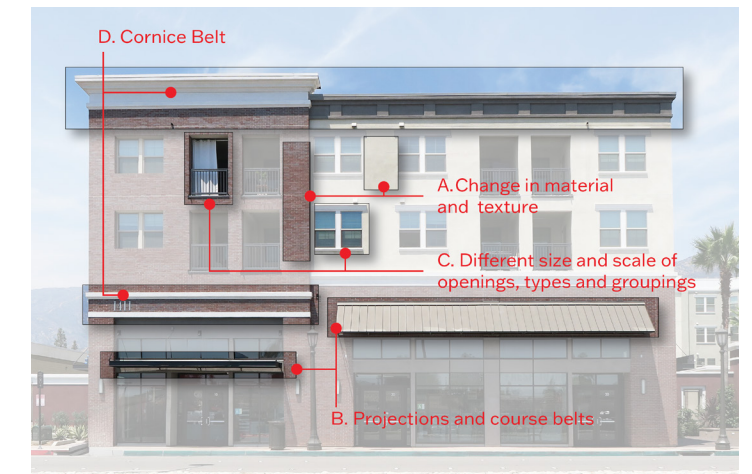
- A minimum 2-foot change in wall plane (projection or recession) along the portion of the façade containing the vertical circulation element.
- A color, texture, or material change that clearly contrasts with the primary façade material.
- Decorative architectural detailing, such as vertical reveals, pilasters, or a consistent fenestration pattern, applied evenly across the full height of the vertical circulation volume.
- A minimum 18-inch variation in the roofline or roof plane corresponding to the vertical circulation element.

Architectural Projections

2.7 Architectural projections, including but not limited to architectural pop-outs, canopies, awnings, balconies, bay windows, eaves, chimneys, and similar architectural features, shall project a minimum of 2 feet from the exterior wall plane.

Transparency

2.8 Facades of residential floors shall have a maximum transparency of 60%. Glazing which does not meet the visible light transmittance and external reflectance standards identified in the "Transparency" definition (see Appendix D) is not permitted along the facades of residential floors.



2.2: Approaches to base differentiation

Section 2: Building Modulation and Articulation

Variation in Wall-Plane

2.9 For buildings in house-scale zones any building façade facing a public street or alley shall include a minimum of one variation in wall-plane depth for every 30 feet of façade length along the street.

2.10 The wall-plane variations shall also meet all of the following requirements:

- a. Each wall-plane variation shall project or recess a minimum of two feet from the adjacent wall-plane.
- b. Wall-plane variation that occur at recessed balconies are permitted
- c. Each wall-plane variation shall extend a minimum of one full story in height
- d. The average depth of all wall-plane variations across each façade shall be a minimum of four feet

2.11 For block-scale buildings of three or more stories, any building façade facing a public street or alley shall include a minimum of one variation in wall-plane depth for every 50 feet of façade length along the street.

2.12 The wall-plane variations shall also meet all of the following requirements:

- a. Each wall-plane variation shall project or recess a minimum of two feet from the adjacent wall-plane
- b. Wall-plane variation that occur at recessed balconies are permitted
- c. Each wall-plane variation shall have a minimum height of two full stories. The variation shall not incorporate the base and upper story, unless the variation extends for the height of the entire building.
- d. The average depth of all wall-plane variations across each façade shall be a minimum of four feet

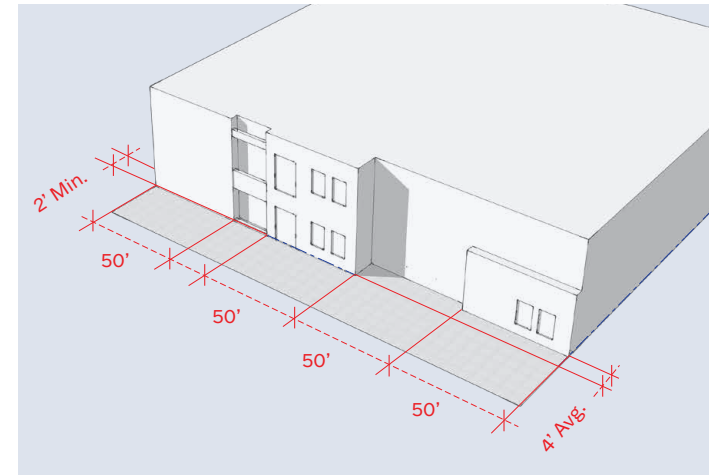
2.13 Buildings in house-scale zones shall have a maximum length of blank walls without windows, doors, or material changes of 25 feet in any direction.

2.14 Buildings in block-scale zones shall have a maximum length of blank walls without windows, doors, or material changes of 35 feet in any direction.

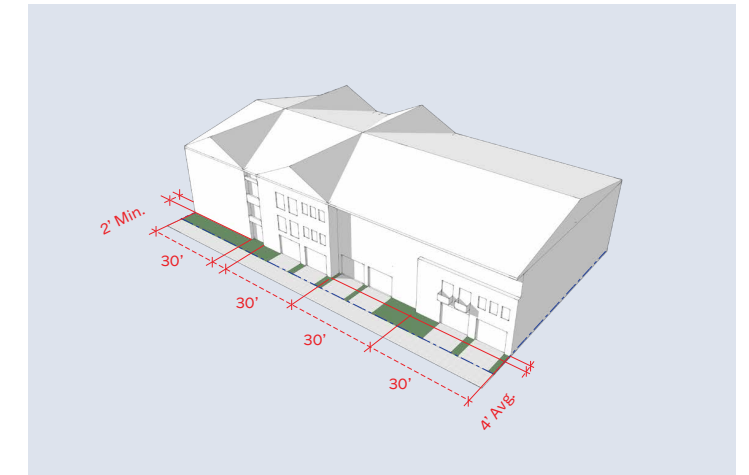
2.15 The Director may approve an exception to the wall plane standards (2.6-2.9) when using modular construction, and when an alternative method is demonstrated that creates definition, shadow and depth along a façade.

2.16 Where wall-plane variations occur at balconies, each balcony shall incorporate a minimum of two of the following design standards:

- a. An accent pattern, material, and/or color shall be applied to the balcony projection components and supporting elements to differentiate them from the primary building façade
- b. An accent pattern, material, and/or color shall be applied to the balcony's recessed wall, typically oriented parallel to the building façade
- c. The balcony floor and railing shall be offset a minimum of four feet from the adjoining wall plane on either side of the balcony.



2.11, 2.12: Required wall-plane breaks in block-scale zones



2.9, 2.10: Required wall-plane breaks in house-scale zones

Section 2: Building Modulation and Articulation

Roof Design

2.17 The building roof height or roof form shall have a minimum of one roof variation for every 50 feet of façade length along the street. Each roof variation shall meet at least one of the following requirements:

- A change in roof plane that results in a minimum two-foot projection or recession, measured perpendicular to the façade.
- A shift in the roof line of 18 inches or greater, measured vertically from the highest point of the adjoining roof line(s).
- The use of a dormer, gable, ridge break, offset eave, or similar architectural element that creates a minimum five-foot horizontal break or relief in the roof plan before continuation of the primary roof form.

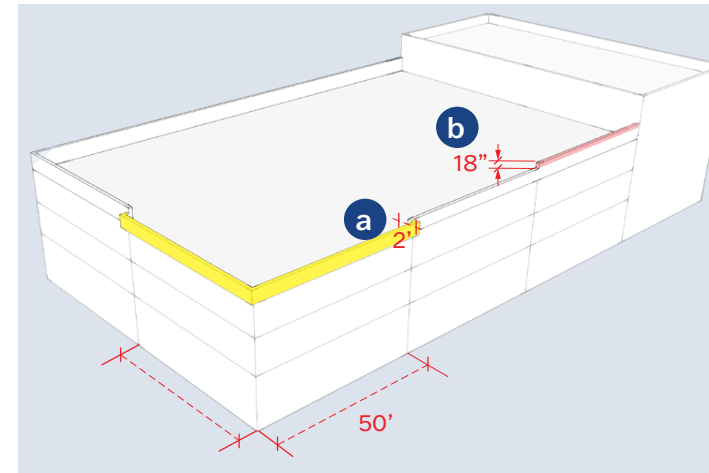
2.18 Roof forms shall terminate in a manner that accurately expresses the true building volume and prevents the appearance of a false or enlarged building mass. All roof terminations shall comply with the standards in this section.

- When a sloped roof adjoins a side wall or a shared lot line, the sloped roof profile shall terminate directly at the lot line or side wall. The sloped form shall not wrap, project beyond, or extend around the adjoining wall or lot line
- Flat roof parapets may extend along the rear façade, side wall, or shared lot line, provided the parapet accurately reflects the true building mass and does not imply additional interior volume
- Where a roof parapet transitions from or connects to a sloped roof form, the parapet shall extend to the point necessary to maintain the continuity of the sloped roof profile
- Where a roof parapet extends beyond the roof plane, the parapet return shall measure a minimum of six feet (6'), measured horizontally from the roof edge, before terminating or changing direction

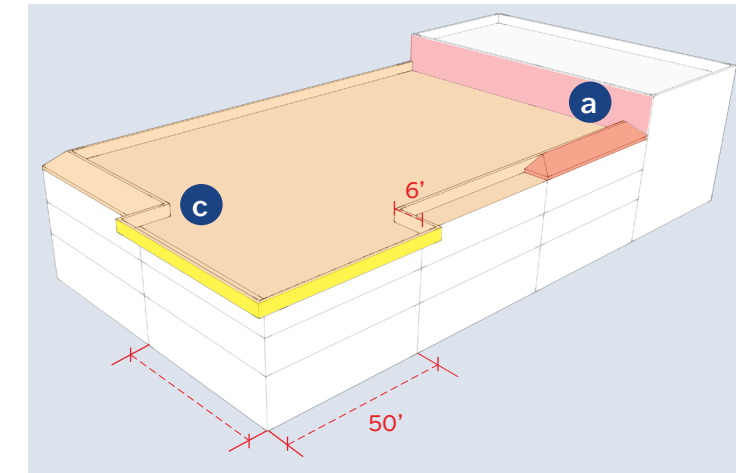
Design in Proximity to Historic Resources

2.19 The following standards apply to all new developments located on a site that is directly adjacent to a designated historical resource:

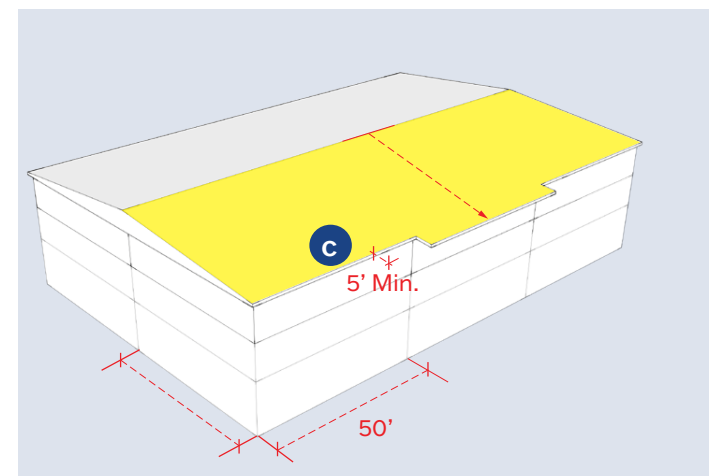
- The building façade along the primary or secondary front of new development shall incorporate a ground floor expression line or entablature that aligns with the height of the corresponding architectural feature on the adjacent historical resource. Where there are two existing historical resource buildings abut the site, the resource with the taller expression line applies.
- The height within the first 20 feet of the development shall be no more than 15 feet greater than the historic resource.
- The side setback shall match the side setback of the historic resource, up to a maximum of 15 feet.
- The street-facing setback of the 20 feet adjacent to the historic resource shall be no less than the average of the minimum permitted setback on the development property, and the existing setback of the historic resource.



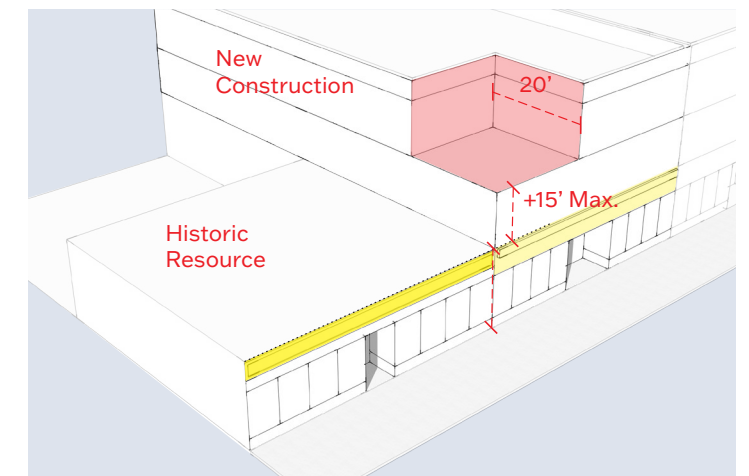
2.17 a,b: Roof form variation options



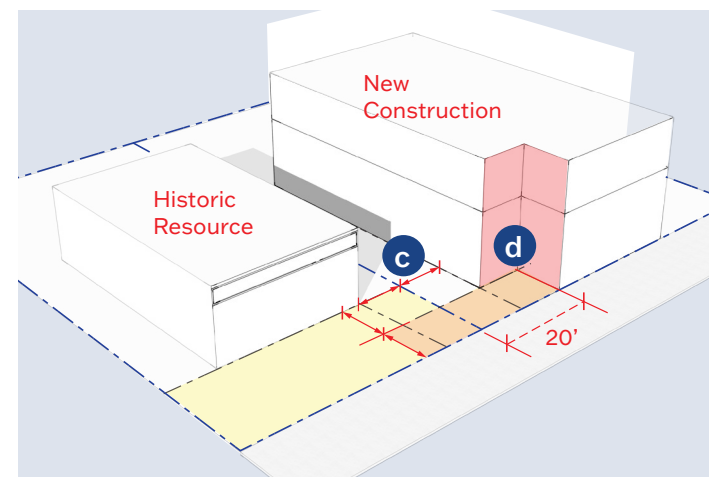
2.18 a,c: Roof termination



2.17 c: Roof form variation options



2.19 a,b: Expression Line and Transitional Height adjacent to historic resources



2.19 c,d: Setback requirements adjacent to a historic resource

Section 3: Materials, Finishes, and Color

INTENT

The selection of materials, finishes, and colors shall embody a cohesive visual identity, ensuring that all architectural elements work in harmony to create a unified and refined composition. Building colors and materials should reflect and complement the character of the surrounding neighborhood.

Materials must be chosen not only for their aesthetic qualities but also for their enduring performance—demonstrating resilience, longevity, and ease of maintenance over time. Color palettes should contribute to the vibrancy and visual richness of the community while maintaining compatibility with adjacent structures and businesses.

Exterior materials and finishes are to be of professional and high-quality grade, appropriately aligned with the building's architectural style, scale, and character. Particular emphasis should be placed on the use of tactile, human-scaled materials at the building's base, where detail, texture, and craftsmanship are most perceptible to the passerby, thereby enhancing the pedestrian experience and reinforcing a sense of material authenticity.

STANDARDS

Materials

3.1 A minimum of two distinct exterior materials shall be used on any building façade, exclusive of glazing, railings, trim, or other architectural features. An exception to this standard may be permitted by the Director only when a single material is of a high-quality grade, durable, and is professionally applied with a finish that demonstrates superior craftsmanship, texture, and proportional detailing.

3.2 If a base material is utilized, the allowable materials shall be limited to stone, brick, precast concrete, or porcelain tile. Refer to Standard 2.1 for designated location of base material. When a base material is applied, the following standards shall apply:

- Heavier materials, including stone, brick and precast concrete, shall be located below lighter materials, such as stucco, siding, and wall paneling, to establish a visually grounded and structurally appropriate composition
- Porcelain tile shall be used only as an accent wall or as a bulkhead material
- Base materials used as bulkhead shall have a minimum height of 18" and a maximum height of 42" for appropriate course sizing and a human-scale appearance.

3.3 All exterior storefront frames, window frames, and storefront doors shall match in either material and color, and/or color and finish. An exception to this standard shall apply only when a door is required to comply with the building code to use a specific glazing or framing material that would otherwise deviate from this standard; in such cases, only the color and/or finish shall be required to remain consistent.

3.4 Accent and trim elements, including but not limited to window trim and casings, window sills, door trim and surrounds, lintels, fascia boards, soffits, brackets, corbels, pilasters, trim moldings, parapet caps or coping, and trellis or pergola elements, shall differ from the primary exterior materials in material, color, or texture.

3.5 Material changes shall not occur at building corners. The same material shall continue around the corner for a minimum distance of six (6) feet or at a logical termination point where the material shall extend to the next change in the wall plane.

3.6 Material transitions shall comply with the following standards:

- Material transitions along building facades shall occur on the inside corners where a change in plane is present.
- When material changes occur on the same plane, the transition shall be delineated by a trim, cornice, reveal, or other architectural elements that provide separation between materials.
- At the building base or uppermost floors(s), material transitions shall occur only where a change in plane is at least two inches from the primary wall surface.

Finishes

3.7 All exterior wall surfaces shall be finished with high-quality, durable materials designed and installed to ensure long-term performance. The following standards shall apply:

- Exposed wood materials shall be sealed, stained, or painted with a weather-resistant finish
- Wood siding materials shall be factory-finished or field-finished in accordance with manufacturer specification
- Stucco shall be applied using a minimum three-coat system (scratch, brown, and finish coats) or a two-coat system over lath, in accordance with ASTM or manufacturer's standards
- Stone veneer shall be natural or manufactured masonry units mechanically fastened or supported by a shelf angle where required
- Precast concrete panels shall have an integral color and sealed finish
- Metal wall panels shall be factory-finished with a high-performance coating such as a PVDF (Kynar) or equivalent
- All exterior paint, stain, or protective coatings shall have a minimum manufacturer-rated lifespan of 10 years



3.1: Superior finish and detail on single-material building



3.3: Consistent color and materials for trim elements



3.6: Material transitions along inside corners or with trim element

Section 3: Materials, Finishes, and Color

3.8 The following exterior materials and finishes shall not be permitted on any building façade:

- Fluorescent, neon, or reflective colors or materials shall not be permitted.
- Unfinished concrete masonry unit (CMU) block or unfinished precast concrete shall not be permitted
- Unfinished lumber or exposed panel sheathing shall not be permitted
- Metal, vinyl, or composite materials with a faux, artificial, or synthetic imitation of natural materials shall not be permitted
- Natural materials in their natural state, including but not limited to stone, brick, or copper, that are painted or coated with color shall not be permitted

Color

3.9 No more than two (2) primary colors and two (2) secondary colors shall be permitted on any building façade. Primary colors shall be applied to the main body of the building and its major volumes, while secondary colors shall be limited to accentuating architectural elements and details. The following standards shall apply:

- Secondary colors shall not exceed 20% of each facade of the building
- For block-scale projects, one (1) additional color may be permitted, which may be applied as either a primary or secondary color
- Each masonry, stone, or precast concrete material incorporated on the building façade shall count toward the maximum number of permitted primary or secondary colors
- Artwork and murals incorporated into the project shall be exempt from this standard

3.10 Trim, windows, doors, storefront framing systems, and key architectural features shall differ in color than the adjacent wall surface.

Character

3.11 For partially submerged parking podiums and daylighted basements that project above grade, the following material and color standards shall apply:

- Where basement walls are aligned with the upper floor levels, then material cladding and/or color shall match the cladding of the floor(s) above.
- Where basement walls are offset from the upper floor levels, the material shall be distinct from the remainder of the façade above and shall project a minimum of 1 inch from the wall surface, with an appropriate transition detail provided at the interface.
- Basement ventilation louvers shall have a color finish that matches the adjacent basement walls.

3.12 Materials for mechanical screening elements shall match the building's exterior materials, including roofing material in material and color and/or color and finish. The material shall be solid or composed of no more than 23% open area, evenly distributed. If metal materials are used for screening, the same exterior finish standards shall apply in accordance with 3.7.

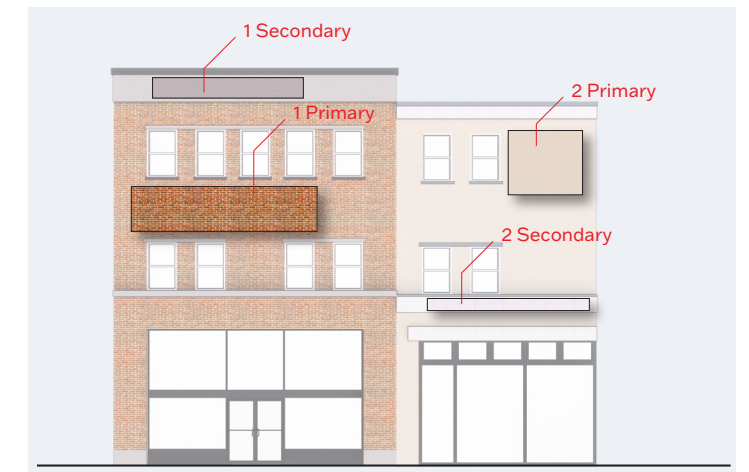
3.13 Exposed rain gutters and downspouts shall be finished in an accent color consistent with the building's secondary color palette or shall be concealed by matching the color to the adjacent exterior walls. All such elements shall comply with the exterior finish standards set forth in 3.7.

3.14 Roof materials and colors shall complement the materials and colors of the building façades and shall provide a durable, weather-resistant finish in accordance with the following standards:

- A weather-resistant roofing product rated for a minimum service life of twenty (20) years, including but not limited to metal roofing, clay or concrete tile, slate, architectural asphalt shingles, or an equivalent material approved for the project's climate zone, shall be used for all primary roof surfaces.
- All visible roof surfaces shall utilize the same primary roofing material, except where a distinct architectural design feature is used, such as an accent roof, tower element, or entry overhang.
- Roof colors shall complement exterior wall colors, trim, and architectural accent features across all elevations.
- Roof colors and finishes shall be limited to matte, low-sheen, and non-reflective coatings to reduce glare, unless required to meet applicable solar-reflectance or cool-roof standards.

3.15 Vehicles in parking structures shall not be readily visible from a public street or publicly-accessible open space. Any parking structure along a public street that is greater than 150 feet long or 20 feet high along a public street should additionally conceal vehicles and enhance facade quality through at least one of the following elements:

- Large public art element covering the frontage space allowing
- Green wall or other landscape covering
- Louvers with windows
- Material, fenestration, and detail pattern that mimics the rest of the development



3.9: Facade Colors Permitted



3.10, 3.13: Contrast colors used to accent and complement color palette of facade

Section 4: Frontages

INTENT

The design of a building’s street frontage is among its most critical elements and is therefore subject to close regulation. Street frontages play a central role in shaping an active and safe public realm by establishing appropriate levels of visibility, engagement, and privacy based on context and ground-floor use. Ground-floor commercial frontages should promote transparency, public visibility, and permeability, while ground-floor residential frontages should provide a clear and comfortable transition from public sidewalks to semi-private outdoor spaces, entry doors, and interior living areas, with private bedrooms and more secluded spaces located away from or above the street frontage. Given the wide range of ground-floor uses and neighborhood contexts, this document defines multiple frontage types, each with tailored standards intended to support both functional performance and contextual compatibility.

Street frontages may also be filled with open spaces per the requirements of Section 5. However, buildings along such open spaces may also be subject to frontage requirements (see 4.5).

STANDARDS

- 4.1 The first floor of each building where a property line meets a public street right-of-way shall be designed in accordance with one or more of the following frontage types permitted in its applicable zoning district. General guidelines for where each frontage type is applicable are given in the table. Each applicant shall submit a diagram indicating which frontage types are being used in different portions of each building. Standards for each frontage type are given in Appendix A.
- 4.2 Additionally, surface parking along the street frontage shall be designed in accordance with the A.6.
- 4.3 The ground-floor frontage use must comply with the categories listed for the frontage type.

- 4.4 Frontage type standards are also applicable to the first- floor frontage of buildings fronting community plazas, commons and forecourts.
- 4.5 Required driveways, utility locations, and up to 10% of the length of the building frontage along the street, with a design approved by the Director, need not be designed in accordance with frontage type standards.
- 4.6 All ground-floor residential units along a public street frontage shall provide a stoop, porch or patio in keeping with the standards in A.3, A.4 and A.5. The Director may exempt projects from the requirement in each of these frontage types to provide access from the sidewalk when compliance is infeasible or impractical.
- 4.7 Outdoor dining may be permitted on public sidewalks outside retail frontages subject to Encroachment Permit and local standards.
- 4.8 Outdoor dining on private property along a street frontage shall be separated from the public right-of-way by a permanent wall or movable barrier between 2 and 3.5 feet high.



4.1: Example of the diagram each applicant shall submit indicating which frontage types are being used in different portions of each building.

Frontage Type		Frontage Use	Zone					
			Block Scale Zones				House Scale Zones	
			C-2 - Hacienda Blvd, Valley Blvd, Amar Rd, Azusa Ave	C-2 - Other	DBD - Main St¹	DBD - Other	R-3	R-4
A.1	Shopfront	Retail, Office, Residential Amenity	Y	Y	Y	Y	N	N
A.2	Common Entry	Residential Lobby and Amenity, Office	Y	Y	N	Y	N	N
A.3	Stoop	Residential	Y	Y	N	Y	N	N
A.4	Porch	Residential	N	Y	N	N	Y	Y
A.5	Patio	Residential	N	Y	N	Y	Y	Y
A.6	Surface parking	Parking	Y	Y	N	Y	N	N
A.7	Structured parking	Parking	Y	Y	N	Y	N	N

4.1, 4.2: Table of frontage types permitted for each use and zoning designation.

1 Between Glendora Avenue and 3rd Street only, otherwise "Other"

Section 5: Open Space

INTENT

Open space is an integral part of development, providing access to natural light and fresh air, and usable exterior spaces with a mix of active and passive programs providing comprehensive lifestyle offerings to building users. Successful developments integrate a diversity of open space types, sizes and functions to serve a broad range of users and interests. While not all types, sizes and functions can be accommodated within a single project, projects contribute to a larger, diversified network of connected and walkable open spaces throughout the surrounding area within easy access to all residential units. Well-designed common open spaces form a transition between public sidewalks and private spaces, enhancing livability, sociability, and privacy for individual units. Within these, publicly-accessible common open spaces increase community interaction, attract non-resident visitors supporting local businesses, and overall create more vibrant places.

STANDARDS

General Open Space

5.1 All projects containing two (2) or more dwelling units shall include open space, or an aggregated series of open spaces, that meet the minimum area requirements established by the City. All projects containing a multi-family residential component of four (4) or more units shall include at least one common open space. All areas that count toward these requirements:

- Shall be located outside an enclosed building, except for building passthroughs.
- Shall not be used for parking, driveways, loading, or storage, except for green alleys that comply with the standards in Appendix B.

5.2 All open spaces that count toward the minimum area requirements in 9.1 shall satisfy the definition and the standards of either common open space or private open space given below.

5.3 City standards related to site design and landscaping within open spaces shall apply. Additionally, the use of plant material rated as low to moderate water use as defined by the California Water Use Classification of Landscape Species (WUCOLS) is required for all planted areas, including tree planting.

5.4 All open spaces shall be thoroughly screened from abutting residential properties through planted or structured screening systems, except for key circulation and connections to adjacent areas. Refer to Section 8 for further requirements.

Common Open Space

5.5 All areas used to satisfy common open space requirements shall comply with the minimum standards of one of the following open space types. Refer to Appendix B for detailed definitions and standards of each type.

- Community Plazas and Commons
- Neighborhood Parks and Recreational Amenity Areas
- Courtyards
- Building Forecourts
- Pocket Parks
- Paseos
- Building Pass-throughs
- Alleyways / Green Alleys
- Shared Yards
- Terraces and Decks
- Rooftop Decks
- Green Roofs

5.6 All common open spaces shall include a combination of hard paved surfaces and soft landscaped areas. Refer to Appendix B for space-by-space landscape requirements for each type of open space

5.7 All common open space areas shall be designed to mitigate the effects of building glare, daytime sunlight, and heat by incorporating trees and/or shade structures, such as arbors and gazebos. It is encouraged to locate shading in open space

areas where it can be most effective, such as near seating areas or along circulation routes. Constructed shade structures or projections from adjacent buildings shall cover no more than 50% of any open space, except for building passthroughs.

5.8 Programming intent shall be provided for all common open space areas. Programming shall include active and passive types of programming appropriate to the scale of the development, refer to Appendix B for space-by-space requirements for each type of open space. Such programming may include, but is not limited to:

Passive Programming:

- Walking / trails
- Outdoor dining / moveable tables and chairs
- Fixed seating (small gathering and individual hang out)
- Multi-purpose seating / flexible gathering
- Barbeque and picnic facilities
- Community gardens
- Visual / experiential gardens
- Outdoor art / art walk
- Open, pastoral green spaces
- Pop-up or rotating events and activities (eg Farmer's markets, seasonal events, etc)

Active Programming:

- Playgrounds / kids' play equipment
- Dog parks
- Spas and Swimming pools
- Interactive water features
- Sports courts (tennis, basketball, pickleball, etc)
- Sports fields (baseball, soccer, football, etc).

5.9 Projects on properties greater than 5 acres in the C-2 zone, or 2 acres in the DBD zone, shall provide at least one publicly-accessible common open space that satisfies the standards of one of the open space types in Tiers 1-4 in the Common Open Space Summary Matrix.

5.10 All common open space types whose access is listed as only "Public" in the Common Open Space Summary Matrix shall be publicly accessible during business hours of the adjacent use, or consistent with City park hours of operation, unless approved by the Director.

5.11 Top of building rooftop spaces (rooftop decks and green roofs) shall satisfy no more than 25% of the overall common open space area requirements. An exception to this standard may be granted for buildings on lots of 10,000 square feet or less in block-scale zones.

5.12 In house-scale zones, at least 25% of the overall common open space area requirements must be met through ground-level open spaces.

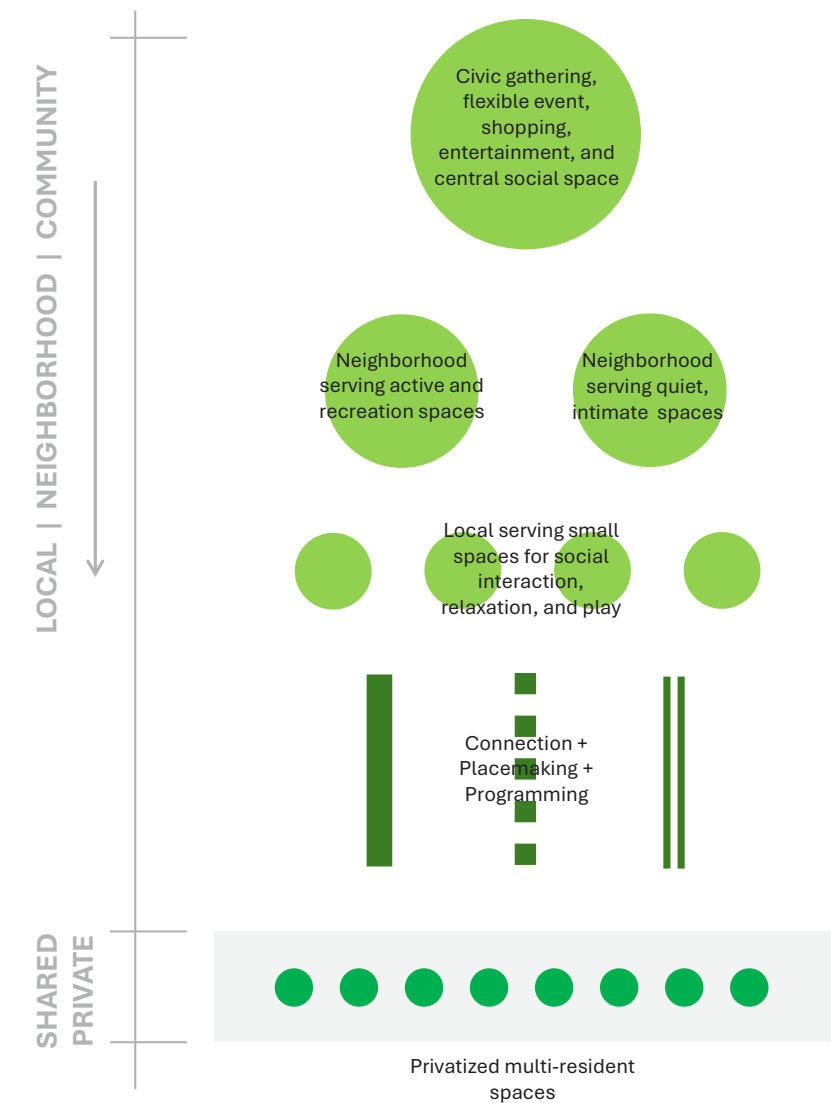
5.13 At the discretion of the Director, up to 25% of the overall common open space area requirements may be reduced from the project requirements if they determine that the project effectively uses a diversity of common open space types and scales to broaden usership by residents, attract visitors, support mixed-use development, and better contextually connect developments to key adjacent areas.

Private Open Space

5.14 All areas used to satisfy private open space requirements shall comply with the minimum standards of one of the following open space types. Refer to Appendix C for detailed definitions and standards of each type.

- Balconies (covered or uncovered)
- Patios
- Private Rooftop Decks
- Private Yards
- Porches

Section 5: Open Space



Common Open Space Hierarchy

Tier 1: Primary Open Spaces

- Community Plazas and Commons

Tier 2: Secondary Open Spaces

- Neighborhood Parks and Recreational Amenity Areas
- Courtyards

Tier 3: Tertiary Open Spaces

- Building Forecourts
- Pocket Parks

Tier 4: Open Space Connectors

- Paseos
- Building Passthroughs
- Alleyways / Green Alleys

Tier 5: Privately Accessible Open Spaces

- Shared Yards
- Terraces and Decks
- Rooftop Decks
- Green Roofs

Common Open Space Type	Users	Zone Context	Access	Development Frontage	Programming	Min. Landscaping	Min. Size
Tier 1: Primary Open Spaces							
Community Plazas and Commons	Community	Block	Public	Retail / Commercial	Passive	25% planted area, tree planting required	2,500 - 5,000 SF
Tier 2: Secondary Open Spaces							
Neighborhood Parks and Recreational Amenity Areas	Neighborhood	House or Block	Public or Shared Private	Primarily Residential, All Uses Allowed	Active / Passive	50% planted area, tree planting required	1,000 SF
Courtyards	Neighborhood	House or Block	Public or Shared Private	Primarily Residential, All Uses Allowed; buildings must define at least two edges of the space	Primarily Passive	25% planted area, tree planting required	600 SF
Tier 3: Tertiary Open Spaces							
Building Forecourts	Local	House or Block	Public or Shared Private	All Uses	Passive	25% planted area, tree planting required	200 SF
Pocket Parks	Local	House or Block	Public or Shared Private	Primarily Residential	Active / Passive	50% planted area, tree planting required	360 SF
Tier 4: Open Space Connectors							
Paseos	Connection	House or Block	Public	All Uses	Passive	15% planted area, no tree planting requirements	15' wide or wider for fire access
Building Passthroughs	Connection	House or Block	Public	All Uses	Passive	No planted area or tree planting requirements	10' wide
Alleyways / Green Alleys	Connection	House or Block	Public	All Uses	Passive	Planting areas encouraged but not required, no tree planting requirements	20' wide
Tier 5: Privately Accessible Open Spaces							
Shared Yards	Local	House	Shared Private	Residential	Passive / Light Active	15% planted area, tree planting required	Various requirements based on lot size
Terraces and Decks	Local	House or Block	Shared Private	Residential	Passive / Light Active	15% planted area, tree planting encouraged but not required	360 SF
Rooftop Decks	Local	House or Block	Shared Private	Residential	Passive / Light Active	15% planted area, tree planting encouraged but not required	25% deck area house scale zone, 75% deck area block scale zone
Green Roofs	Local	House or Block	Shared Private	Residential	N/A	75% planted area, tree planting encouraged but not required	Full rooftop minus edge setbacks

Common Open Space Summary Matrix

Section 6: Entries

INTENT

Primary building entries should be clearly identifiable, well articulated, and oriented toward the public realm in order to support pedestrian activity and intuitive wayfinding. Entries should be located along public sidewalks, paseos, plazas, or other publicly accessible open spaces, and should establish a direct, visible connection between the building interior and surrounding streets and open spaces. Architectural elements, lighting, signage, and changes in material or form should be used to emphasize entry locations and create a welcoming, human-scaled arrival experience.

Building entries should be integrated with pedestrian circulation systems and should be designed to minimize conflicts with vehicular access and service areas. Where buildings include multiple entrances, primary pedestrian entries should be distinguished from secondary or service entries through placement, design, and orientation. Overall, entries should reinforce street activation, enhance safety through visibility and activity, and contribute to an active, engaging public realm.

STANDARDS

Entry Locations

- 6.1** Primary entries to any nonresidential use, and any primary residential entry serving multiple units, shall be emphasized and oriented to the street, or common open spaces categorized under Tiers 1-4 in Section 5. Secondary entries may be from parking areas, the rear of the building or alleys.
- 6.2** Residential entrances serving more than one unit shall enter into a lobby, mailroom, shared vestibule or community space.

Entry Design

- 6.3** Primary sidewalk entrances to public-serving commercial uses shall be unlocked for the entire duration that the commercial facility is open.
- 6.4** Primary building entrances shall incorporate two or more of the following design elements:
- A change in wall plane - recessed or projecting - of a minimum of three feet
 - Wall articulation, such as pilasters or cornices, trim element, or additional painted or relief detail around the entry
 - A canopy or awning above the building entry with a minimum projection of 2 feet from the wall plane and a minimum width equal to the width of the entry door.
 - Break in the building massing or a portal enabling visibility into a courtyard that provides access to units.
 - Transparent windows or openings enabling visibility into interior spaces (a minimum ground floor transparency of 50% within 20 ft of entrance).
 - A landing, deck, or stoop with a minimum depth of six feet and minimum width of eight feet, if allowed by the appropriate Frontage Type. Ensures visibility into lobbies or units, making the entry more inviting and active.
- 6.5** In mixed use projects, when residential and commercial uses are combined in the same structure, separate entrances shall be provided for each use. To improve wayfinding, different entrance design elements (from the menu in 6.5) or different application of these elements shall be used for residential and commercial uses. Entries can be accessed from an alley, courtyard, or on a side street on sites with two or more street exposures.
- 6.6** Additionally, primary building entrances, such as lobby entrances, shall be highlighted through greater transparency than other portions of the façade, and/or a lighting strategy which emphasizes this location. Building/user identification or address signage shall also be provided in the vicinity of the entrance.

Security Features

- 6.7** Security gates and grilles, and their associated housing mechanisms, shall be fully concealed from the public right-of-way during business hours. Additionally, any such gate or grille shall be at least 75% open and transparent when deployed.
- 6.8** Permanent security bars and metal doors are prohibited on ground floor entries and anywhere on the ground-floor street or public open space frontage.



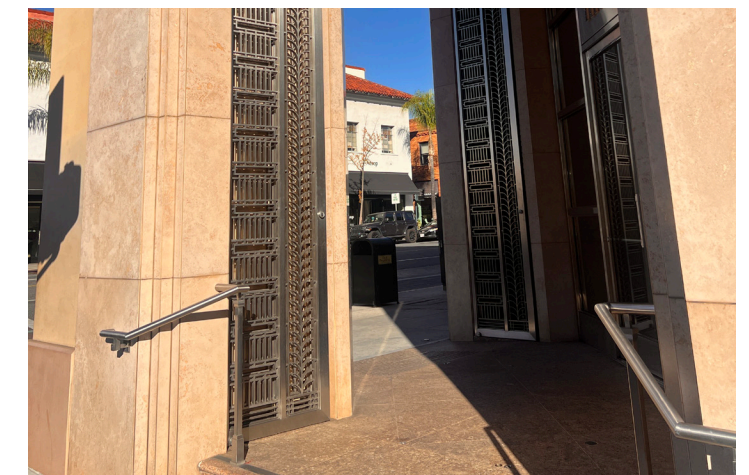
6.4: Building entry accentuated with wall articulation, massing break and portal interior courtyard



6.4: Building entry accentuated with corner location, wall articulation, projecting element and increased transparency



6.6: Separate entrances provided for mixed use developments



6.8: Hidden security grille

Section 7: Exterior Lighting

INTENT

Exterior lighting should be designed to promote high-quality illumination while ensuring the efficient use of energy to minimize light pollution, glare, and light trespass. Each project should have adequate lighting to support safety and visibility, with particular emphasis on walkways, driveways, building entrances, parking areas, and open spaces.

All exterior lighting fixtures should be decorative in nature and compatible with the architectural character of the building. Site lighting should be arranged and shielded to prevent adverse impacts on surrounding or neighboring properties. Where appropriate, accent lighting may be incorporated to highlight key architectural or landscape features and enhance the overall nighttime environment without generating glare or spillover.

STANDARDS

7.1 Lighting along exterior walkways, driveways, building entrances, and parking surfaces shall provide a minimum illumination level of 1.0 foot-candle and shall not exceed 3.0 foot-candles, measured at the finished surface during hours of darkness, defined as one-half hour before dusk until one-half hour after dawn.

7.2 Lighting type, placement, and orientation shall be designed to prevent direct glare onto adjoining properties, public rights-of-way, and the night sky. All site and building lighting shall be designed, located, and lamped to comply with the following requirements:

- a. Illumination levels shall not exceed 0.3 foot-candles measured beyond any property line boundary
- b. Not less than 90 percent of all light output shall be directed downward
- c. All exterior lighting fixtures shall be fully shielded and shall incorporate blinders, shades, or comparable devices to prevent glare and light spill onto adjacent properties

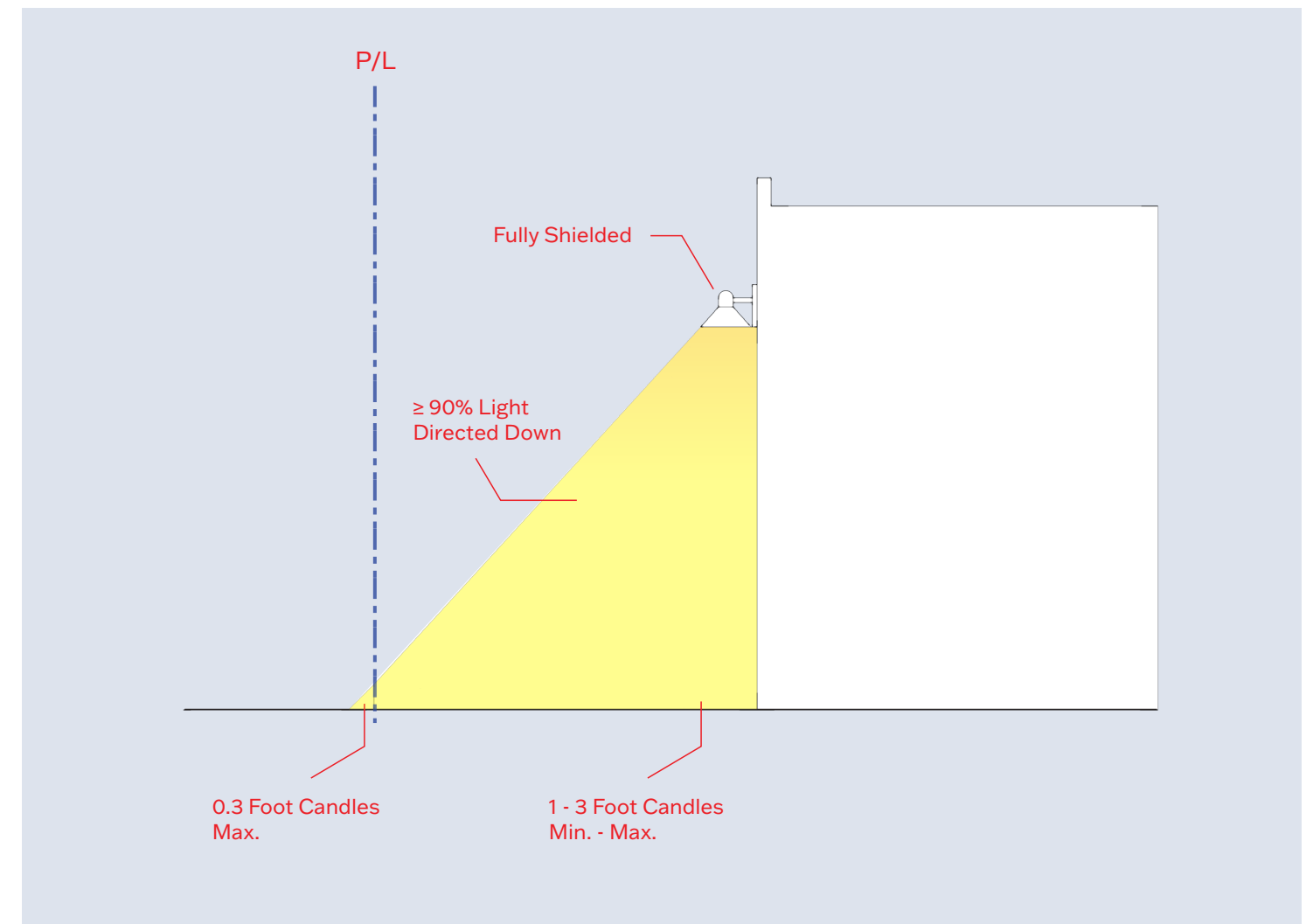
7.3 All exterior lighting shall be equipped with automatic dusk-to-dawn control systems which may include sensors, timers, motion detectors, or equivalent automatic shut-off controls.

7.4 The following lighting types and design features shall not be permitted on any building:

- a. Strip lighting concealed or inserted within building wall planes, or installed within roof eaves, shall not be permitted.
- b. Spot lighting or broadcast lighting shall not be permitted
- c. Animated or flashing lighting shall not be permitted
- d. Uplighting on residential dwelling units shall not be permitted, except for focused or accent lighting solely to highlight specific architectural features of a building.

7.5 All exterior lighting shall use light sources with a correlated color temperature of 3000 Kelvin or lower to minimize blue-light emissions.

7.6 Landscape lighting fixtures shall not exceed four feet in height when located within planting areas or along pedestrian pathways and shall be setback a minimum of five feet in any direction from residential windows, patios, or private open spaces.



7.2: Illumination Standards

Section 8: Walls and Fences

INTENT

Walls and fencing serve an important role in shaping a cohesive and pedestrian-oriented environment. Their use supports property protection, enhances privacy, reduces noise, and contributes to an attractive visual setting. Walls and fences are appropriate for screening automobile parking, loading and storage areas, utility equipment, and for buffering residential uses from adjacent activities.

These features should remain as low as practicable while still fulfilling their screening and security functions. When used as screening elements, walls and fencing should be designed to complement the site's architectural character and incorporate architectural detailing consistent with the overall development. Wherever feasible, landscaping should be integrated with wall and fencing design to soften visual impact, reinforce site aesthetics, and improve the public realm.

STANDARDS

Screening

8.1 Surface parking lots and open parking structures shall be screened from public streets and adjacent residential properties by a continuous fence, wall, and/or landscape buffer. All required fencing and wall elements shall be designed in accordance with the applicable frontage type standards as identified in Appendix A.

Wall and Fence Height

8.2 Walls, including retaining walls, and fencing shall not exceed 42 inches in height when located within 20 feet of the front property line or edge of any public street right-of-way, whichever is greater, and shall not exceed 6 feet in height within required interior setbacks. All required fencing and wall elements shall be designed in accordance with the applicable frontage type standards as identified in Appendix A.

8.3 An exception to the maximum fence height within 20 feet of the front property line or edge of any public street right-of-way, whichever is greater, may be approved by the Director when such fence surrounds a common open space. The fencing shall be visually transparent, decorative and appropriate to the context and needed access controls.

8.4 The following fence elements are permitted to exceed the maximum height specified in 8.2 by no more than 12 inches, inclusive of pilaster caps, post caps, and integrated lighting fixtures, and shall comply with the following dimensional requirements:

- Wood, metal, or vinyl (PVC) post shall not exceed 6 inches by 6 inches in cross-section
- Masonry or concrete post / pilaster shall not exceed 18 inch by 18 inch in cross-section
- Fence posts shall be spaced a minimum of 6 feet apart, measured on-center
- Fence elements shall be compatible in material and/or color with the materials or architectural features used on the building(s) located on the site.

Design of Walls and Fences

8.5 All exposed walls shall incorporate a treated architectural finish, including, but not limited to, smooth-formed concrete, sandblasted concrete, exposed aggregate concrete, brick veneer, split-face masonry, decorative stone veneer, or a stucco-applied finish. Alternative materials or finishes that are compatible with and integrated into the design of on-site buildings may be permitted, subject to approval by the applicable reviewing authority.

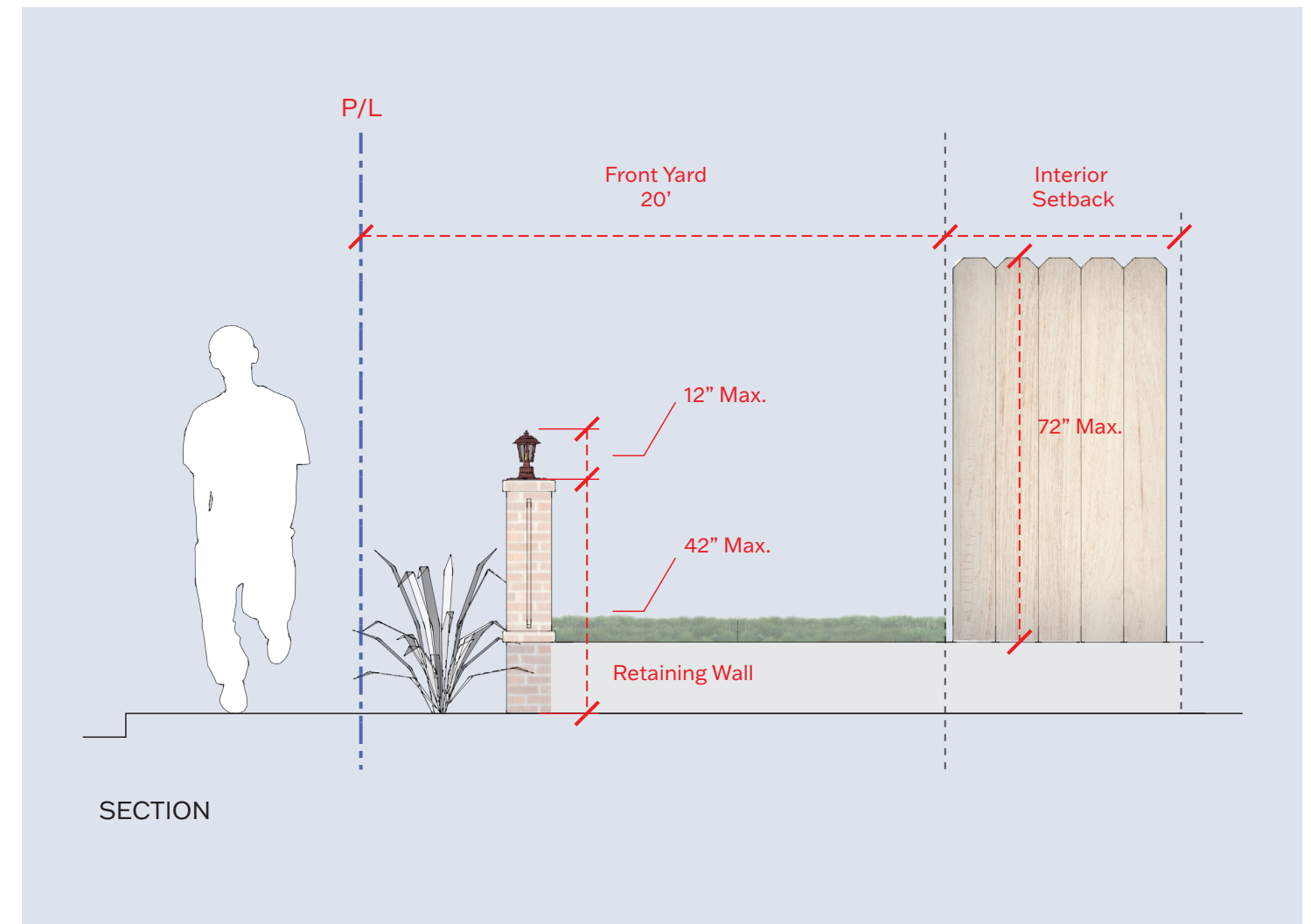
8.6 All fencing materials shall be constructed of treated wood, powder-coated or galvanized steel, wrought iron, or high-quality composite materials. Vinyl or plastic fencing, barbed wire, razor wire, and electric security fencing shall not be permitted. Chain-link fencing shall not be permitted, except when used temporarily for construction or site security during active construction activities.

8.7 Retaining walls shall be designed such that all exposed surfaces incorporate an architectural finish consistent with the materials and treatments identified in 8.5.

8.8 Fencing materials shall not utilize reflective, glossy, or glaring finishes or colors.

Location of Walls and Fences

8.9 All fencing shall be installed with the finished side oriented toward public streets and adjacent properties.



8.2, 8.3: Maximum wall and fence height

Section 9: Loading Areas, Trash and Utilities

INTENT

The design and placement of loading areas, trash enclosures, and utility equipment shall incorporate effective screening techniques to minimize visual, noise, and privacy impacts on surrounding properties and public rights-of-way. These elements shall contribute to an orderly and visually cohesive site environment. To support a high-quality pedestrian realm, commercial loading areas and trash enclosures shall be enclosed or otherwise screened and positioned out of view from public streets to the greatest extent feasible. Utility meters, electrical panels, transformers, and comparable equipment shall be sited in a manner that respects the experience of the public realm and adjacent buildings, and, when possible, located away from primary building frontages.

STANDARDS

Commercial Loading Areas

9.1 In mixed-use projects, loading areas shall be permitted only for projects with non-residential uses that exceed 10,000 square feet of total floor area.

Screening Loading Areas

9.2 Commercial loading areas shall be screened from surrounding properties and public rights-of-way by a fence, wall, and/or landscape buffer designed to minimize visual, noise, and privacy impacts. Commercial loading areas shall be located and accessed from secondary or tertiary streets where feasible, and shall not be located along a primary street frontage.

Trash Enclosures & Location

9.3 All refuse, solid waste, recycling, compost, and green waste bins or containers shall be fully screened on all sides from public rights-of-way by a solid fence or wall with a minimum height of five and one-half (5½) feet. Trash enclosures may include one or more solid access gates, which shall remain closed at all times except during active loading or unloading operations.

9.4 Trash enclosures shall be located within two hundred (200) feet of an access point to the building they serve and shall not be located in any of the following areas:

- Within 25 feet of a required front or street-side setback
- Between any building and the public street or sidewalk
- Within required landscaped areas, pedestrian pathways, driveways, or common open space areas
- Within any required parking space

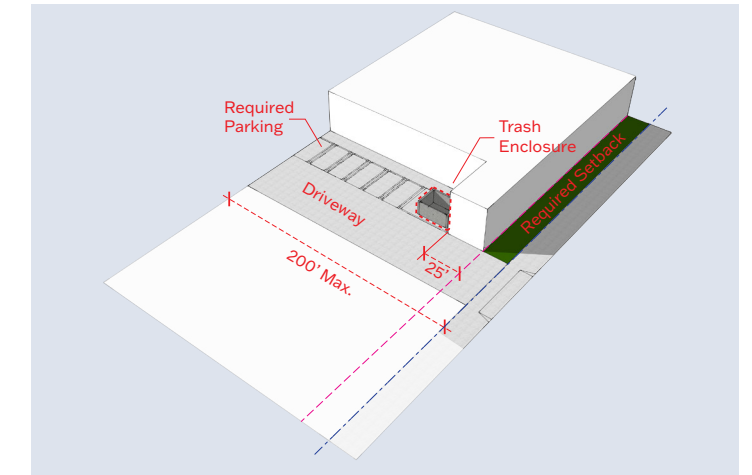
Utility Location

9.5 Roof-mounted equipment shall be fully screened by parapets or other roof structures that are at least as tall as the highest part of the mechanical equipment, or the equipment shall be set back a minimum of 10 feet from the roof edge. Roof-mounted solar energy systems and panels may be permitted without screening, subject to approval by the applicable reviewing authority.

9.6 All attached and free-standing equipment shall be fully screened from public view by fencing or landscaping that is equal to or greater in height than the highest point of the equipment, or painted to match the adjacent building structure. If any of these options is prohibited by applicable building, fire, electrical, or plumbing codes, an alternate option shall be used. Where fencing is used for screening, adequate clearance and access gates shall be provided in compliance with applicable codes. Electric vehicle charging equipment shall be exempt from this requirement.



9.3: Loading area provided an alley avoid street exposure



9.4: Trash enclosure location standards

Appendix A: Frontage Standards

A.1 Shopfront

Applicable Uses: Retail, Office, Residential Amenity

The main façade of the building is near the right-of-way with an at-grade entrance along the sidewalk. This frontage type is intended for active ground floor uses and has substantial glazing at the ground level. Awnings should be incorporated unless site conditions or design strategy preclude them.

Required Dimensions	
Depth, Recessed Entries (A)	5 ft max., behind building shopfront line
Distance Between Windows (B)	20 ft max.
Distance Between Entries (C)	75 ft max. in the DBD zone. No requirement in the C-2 zone.
Continuation of Shopfront Frontage Type around corner (D)	25 ft min.
Height, Bulkhead (E)	1.5 ft. min, 2 ft max.
Building setback from property line (F)	0 ft min., 1.5 ft max. in the DBD zone, except when using open space type. In the C-2 zone, min setback of the zone, no max.
Awning Depth (G)	6 ft min
Awning Height (H)	9 ft min., max. is the midpoint between the top of highest window of the ground floor and the window sill of the second
Transparency, Ground Floor	65% min.

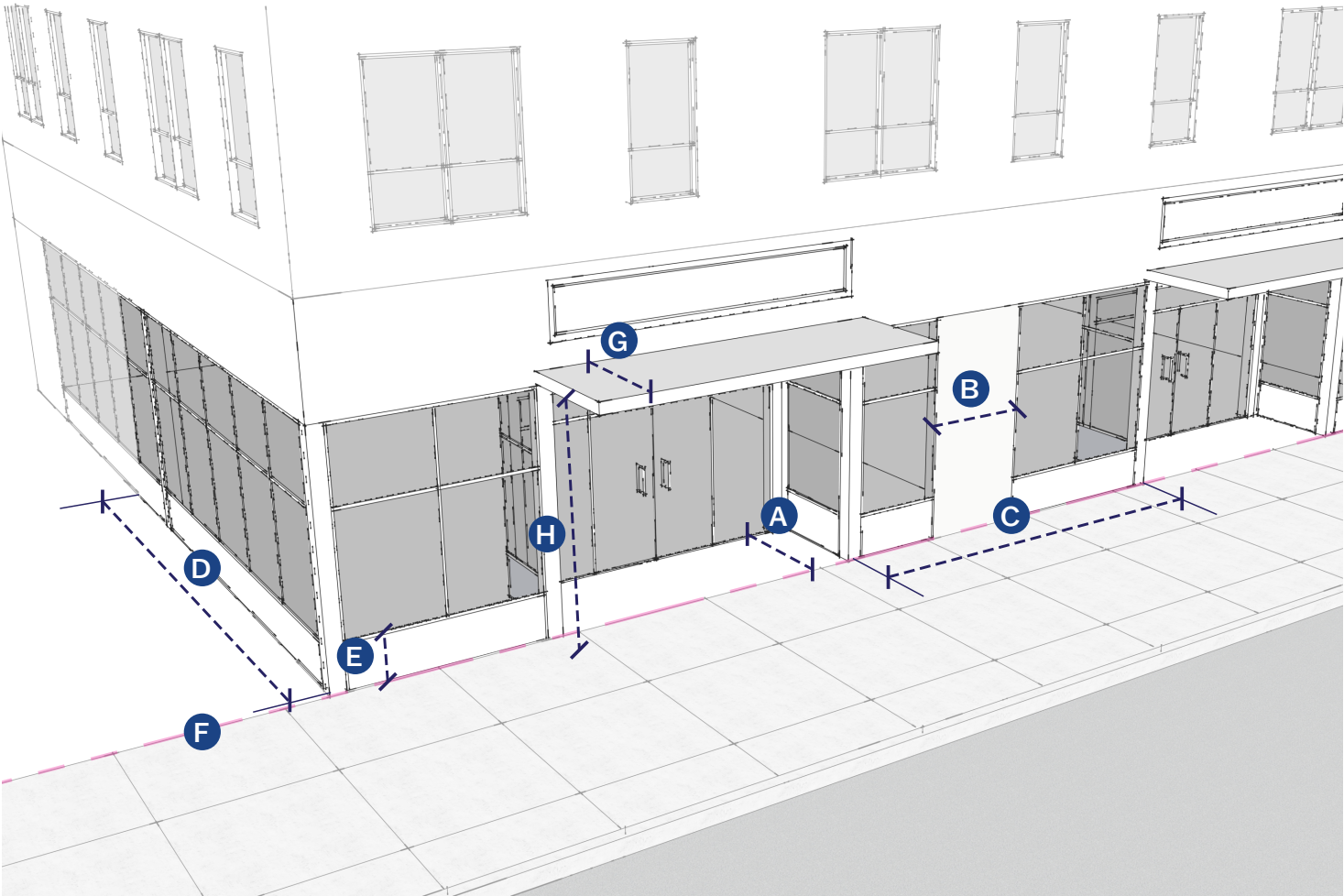
Other Standards

Per CalGreen building code, awnings are required on all south-facing storefronts.

Ground-floor elevation shall be level with adjacent sidewalk at the entry.

Notes

The Planning Division and Public Works Department may reduce the allowed awning depth if warranted by local conditions.



Appendix A: Frontage Standards

A.2 Common Entry

Applicable Uses: Residential Lobby and Amenity, Office

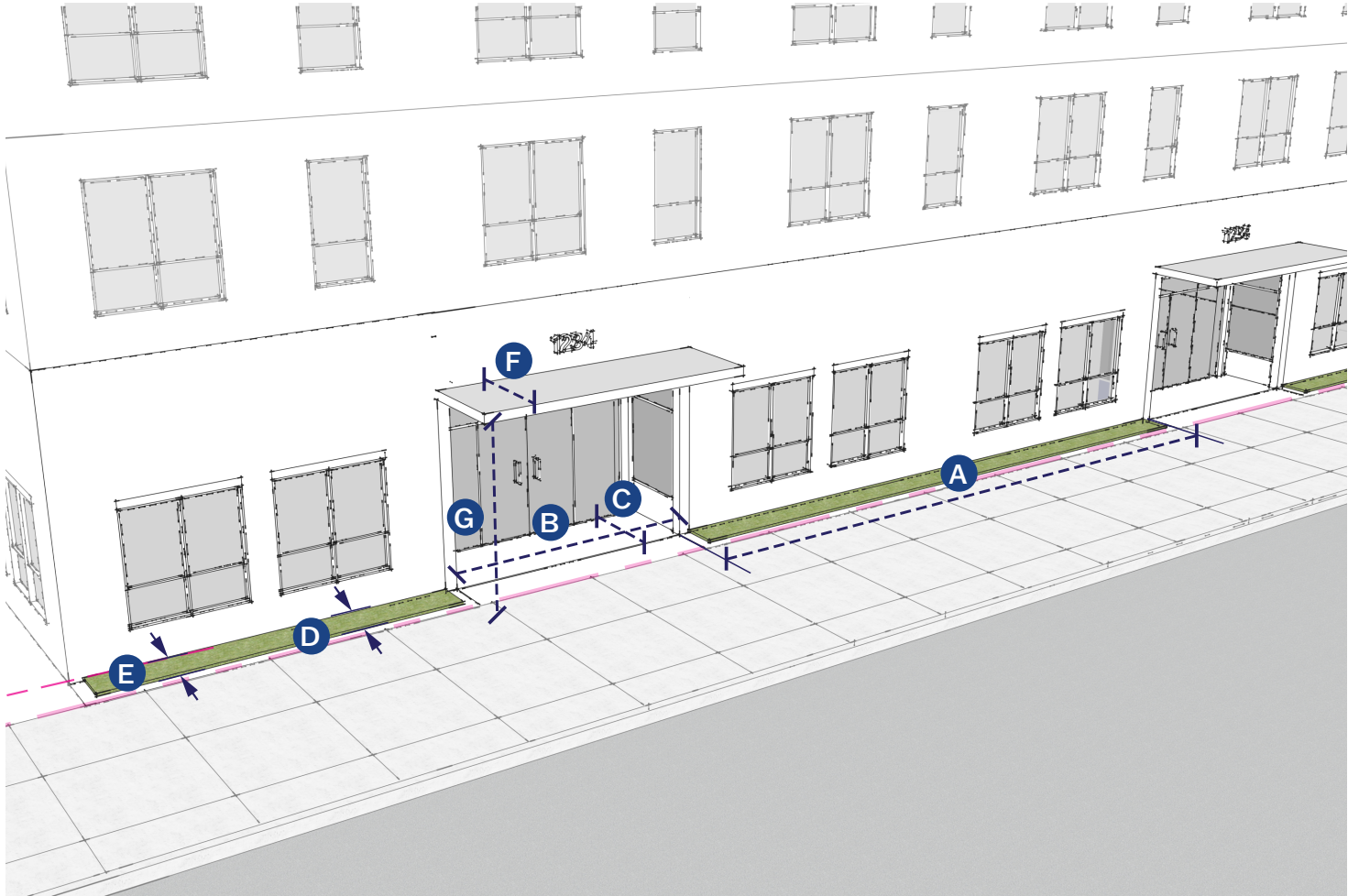
This frontage type is intended for office, civic or residential uses which are accessed through centralized building or site entries located directly on the sidewalk. The entry enters into a lobby, community room or reception area. Between entries, individual offices, gyms, meeting rooms and other such spaces line the ground-floor frontage. In developments with ground-floor office uses, common space areas are oriented toward the street in order to ensure compatibility with a transparent frontage.

Required Dimensions	
Distance Between Entries (A)	100 ft max.
Width, Entries (B)	5 ft min., 15 ft max.
Depth, Recessed Entries (C)	1.5 ft min., 8 ft max.
Width, Landscaping (D)	3 ft min., 20 ft max.
Building Setback from Property Line (E)	Min setback applicable to the zone. 10 ft max. in block-scale zones, 20 ft in house-scale zones.
Awning Depth (F)	2 ft min.
Awning Height (G)	9 ft min.
Transparency, Ground Floor	55%

Other Standards

Planting width may be filled with movable planter boxes or with landscaping planted in the ground. Planter boxes and landscaping may not block any of the required minimum transparency of the frontage.

Pathway between sidewalk and entry shall be direct.



Appendix A: Frontage Standards

A.3 Stoop

Applicable Uses: Residential

The main facade of the building is near the right-of-way and the stoop engages the sidewalk. This frontage type is elevated above the sidewalk to ensure privacy within the building. The entrance is usually an exterior stair and landing.

Required Dimensions	
Width, Clear (A)	4 ft min., 10 ft max.
Depth, Clear (B)	4 ft min., 8 ft max.
Depth, Recessed Entries (C)	6 ft max.
Finish Level above Sidewalk (D)	1 ft min., 4 ft max.
Building Setback from Right-of- Way (E)	Min setback applicable to the zone.
Stoop Setback from Right- of-Way (F)	3 ft min., 10 ft max., in block-scale zones. 5 ft min., 10 ft max., in house-zones
Transparency, Ground Floor	35% min.

Other Standards

Stoop shall serve a single residential unit or building entry.

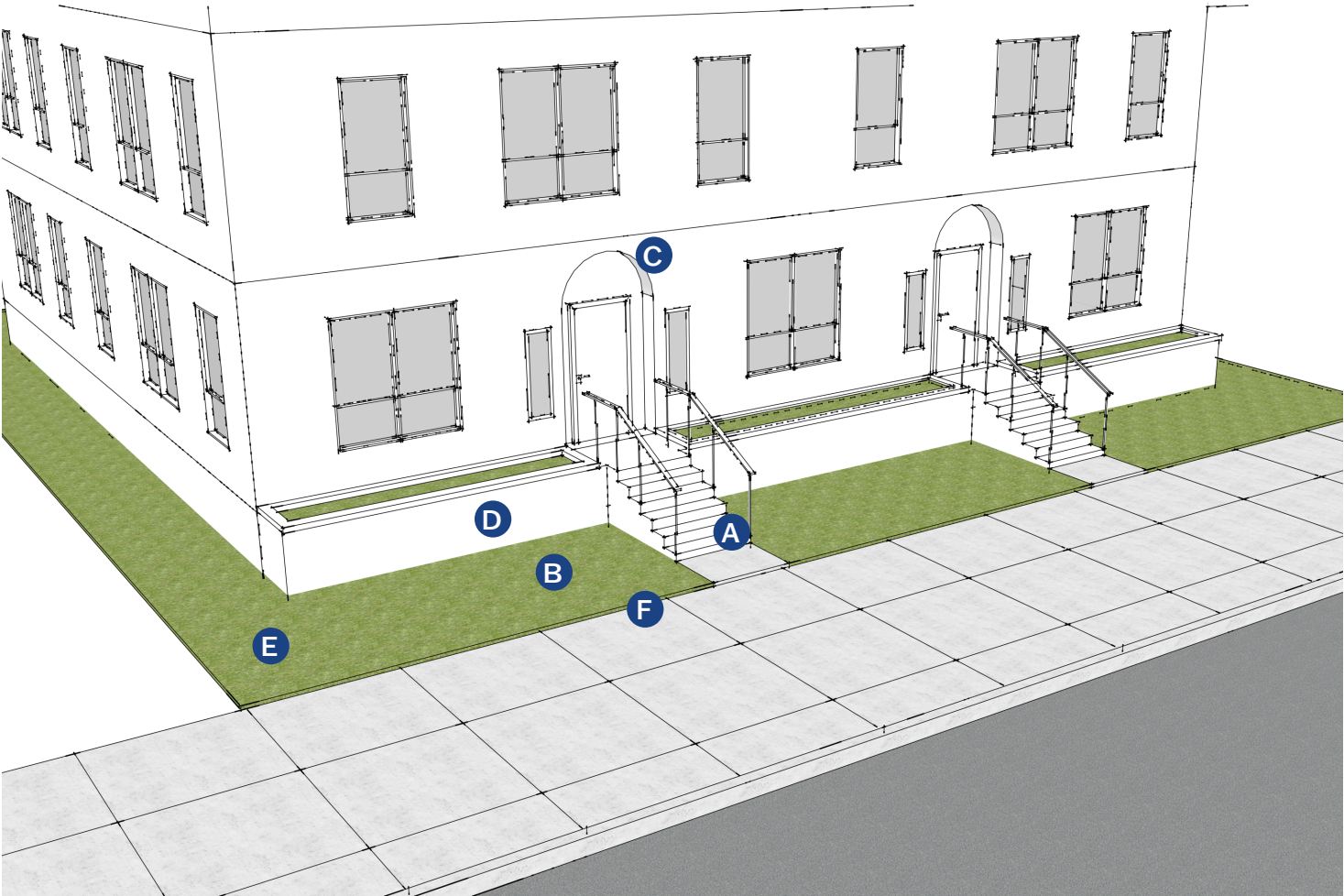
Reasonable accommodation shall be provided as appropriate.

Stairs may be perpendicular or parallel to the building façade.

Entry doors shall be covered or recessed.

All yard areas adjacent to stoops shall be filled with landscaping, and all semi-subterranean parking areas shall be hidden with landscaping.

The Director may exempt projects from the requirement in each of these frontage types to provide access from the sidewalk when compliance is infeasible or impractical.



Appendix A: Frontage Standards

A.4 Porch

Applicable Uses: Residential

The front door is accessed through a decently-sized, covered outdoor living area which provides an opportunity for seating and "eyes on the street," while maintaining significant privacy for residents. The porch accentuates residential character and provides a unifying element between single-family and modest-density multifamily structures within house-scale neighborhoods.

Required Dimensions	
Width, Clear (A)	10 ft min.
Depth, Clear (B)	6 ft min., 10 ft max.
Finish Level above Sidewalk (C)	1 ft min., 4 ft max.
Distance Between Porch Elements And Right-of-Way (D)	5 ft min., Max. is the min. setback of the zone
Building Setback from Right-of- Way (E)	Min setback applicable to the zone.
Transparency, Ground Floor	35% min.

Other Standards

Porch shall serve a single residential unit or building entry.

Porch shall be open to the air on the front and at least one other side.

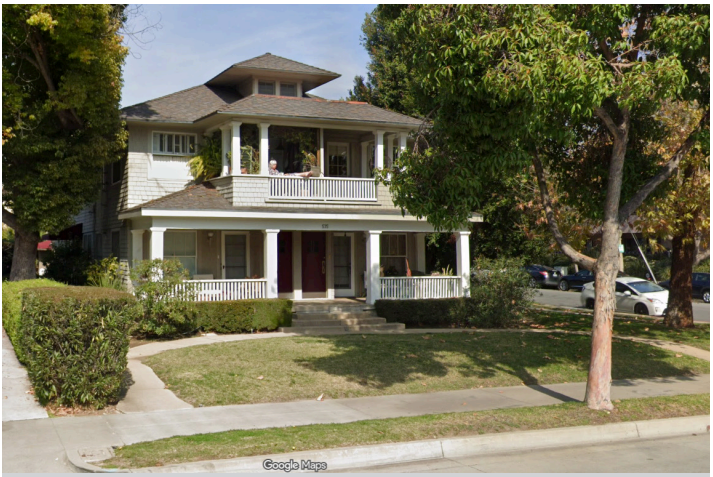
Reasonable accommodation shall be provided as appropriate.

Stairs shall be perpendicular to the building façade.

Entry doors shall be covered or recessed.

All yard areas adjacent to porches shall be filled with landscaping, and all semi-subterranean parking areas shall be hidden with landscaping.

The Director may exempt projects from the requirement in each of these frontage types to provide access from the sidewalk when compliance is infeasible or impractical.



Appendix A: Frontage Standards

A.5 Patio

Applicable Uses: Residential

Ground-floor residential units are located at-grade, but to ensure an appropriate transition between public space and the unit itself, the area between the sidewalk and building becomes an enclosed private patio, visually open to the street.

Required Dimensions	
Width, Clear (A)	15 ft min.
Depth, Clear (B)	6 ft min., 10 ft max.
Depth, Recessed Entries (C)	6 ft max.
Building Setback from Property Line (D)	Min setback applicable to the zone, but no less than 10 ft., 15 ft max.
Pedestrian Access (E)	3 ft min., 6 ft max.
Width, Landscaping (F)	2 ft min.
Height of Fence/Wall (G)	1 ft min., 3.5 ft max.

Other Standards

Patio shall serve a single residential unit or building entry.

Pedestrian access area may have a gate.

Entry doors shall be covered or recessed.

If counted toward minimum open space requirements, patio shall comply with "Patio" open space type standards.

The Director may exempt projects from the requirement in each of these frontage types to provide access from the sidewalk when compliance is infeasible or impractical.



Appendix A: Frontage Standards

A.6 Surface Parking

Parking may be supplied on the surface or in subterranean, podium or above-ground structured configurations. Where appropriate, a limited amount of the street frontage may be used for surface parking. In these cases, the parking is screened by a wall and landscaping.

Required Dimensions	
Parking Facility Width (A) as a function of Lot Width (B)	30% max (primary street), 50% max (side street), up to 150 ft
Width, Landscaping (C)	3 ft min.
Wall Height (D)	3 ft min., 4 ft max.

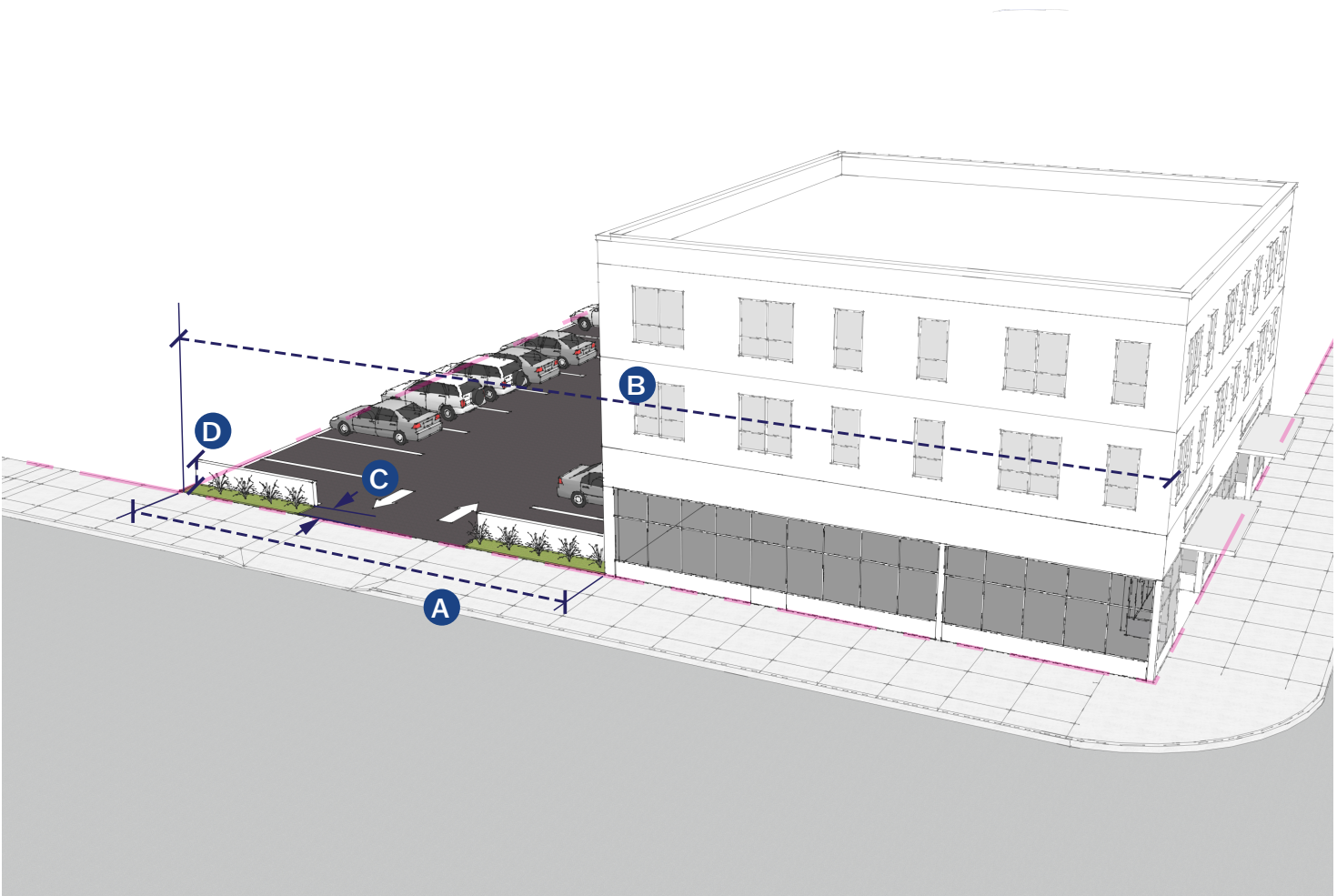
Other Standards

Parking access locations are subject to the standards set in Section 4.10.

Where this frontage type is not permitted, surface parking may not be located along the frontage of the project. Only a driveway accessing parking located behind another building on the site is permitted.

Walls shall be opaque and made of masonry.

Use of a filter strip, infiltration trench or other stormwater best management practice is encouraged over raised landscape planters.



Appendix A: Frontage Standards

A.7 Structured Parking

Structured parking may occupy a limited portion of the frontage of a building in certain areas. The height is limited and design shields from direct view of cars, while also providing softening through landscaping and limited transparency. Unlike the other frontage types, these regulations apply to structured parking on any floor of the building along a public street frontage (e.g. the second floor of a mixed-use podium building).

Required Dimensions	
Parking Facility Width (A) as a function of Lot Width (B)	30% max (primary street), 50% max (side street), up to 150 ft
Width of Landscaping on Frontage (C)	5 ft min.
Transparency, Parking Structure Ground Floor	15% min, equally distributed across structured parking elevation. All transparent openings along the ground-floor of a building shall be softened by landscaping, louvers or similar strategy.
Structured Parking Height along frontage (D)	20 ft max., (primary street)

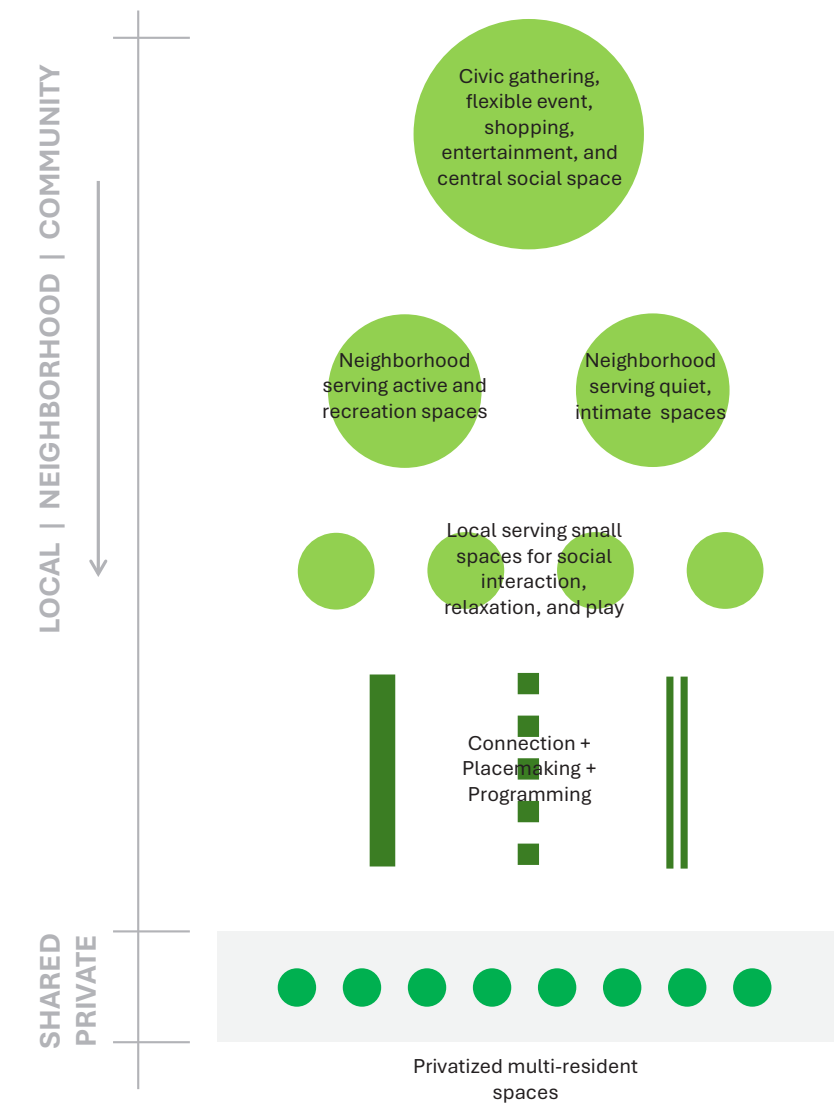
Other Standards

Structured parking garage frontages taller than 20 ft, if allowed, shall be screened or enhanced as described in 3.15.

Where this frontage type is not permitted, structured parking may not be located along the ground-floor frontage of the project. Only a driveway accessing parking located behind another building on the site is permitted.



Appendix B: Common Open Space Types



Common Open Space Hierarchy

Tier 1: Primary Open Spaces

- Community Plazas and Commons

Tier 2: Secondary Open Spaces

- Neighborhood Parks and Recreational Amenity Areas
- Courtyards

Tier 3: Tertiary Open Spaces

- Building Forecourts
- Pocket Parks

Tier 4: Open Space Connectors

- Paseos
- Building Passthroughs
- Alleyways / Green Alleys

Tier 5: Privately Accessible Open Spaces

- Shared Yards
- Terraces and Decks
- Rooftop Decks
- Green Roofs

B.1 Community Plazas and Commons

Spacious hardscaped plaza or open lawn area for civic gathering, entertainment, flexible events, and local destination; a primary community-wide amenity, focal point, and attractor intended to extend the public realm, draw in outside guests, support local retail or commercial development within the community, and be an overall central space for community interaction and events.

Size: Community Plazas to be at least 50 feet x 50 feet, Commons to be at least 5,000 square feet with one side at least 50 feet. Typically, the largest and most significant open space in a development and top of the open space hierarchy.

Location & Application: located at ground level, adjacent to or visible from a primary roadway and in a centralized development location or at the confluence of major circulation routes. Spaces should be highly visible and the centerpiece of the development.

Development Frontage: ground floor retail or commercial uses.

Access & Usage: publicly accessible. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation. Pedestrian thoroughfare and connectivity required on at least one side of the space to key circulation routes and destinations within and outside the development.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree for every 500 square feet of common open space for the first 2,500 square feet, then one 24-inch box tree for every 1,000 square feet of common open space thereafter.

Programming: generally more passive uses, intended to support community gathering, flexible events, shopping, entertainment, and other community-wide destination uses that don't include recreation or other active programming typically reserved for parks and recreational amenity areas. Refer to Section 9.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



Appendix B: Common Open Space Types

B.2 Neighborhood Parks and and Recreational Amenity Areas

Accessible local parks and recreation spaces offering nearby residents places for activity, exercise, play, and community connection, featuring amenities like outdoor seating and shade, green spaces, recreational facilities, barbeques/picnic, and more. They serve as essential neighborhood hubs for physical activity, social interaction, and easy access to nature, fostering healthier, more resilient communities. Designed for people living in the surrounding residential developments, usually within a quarter-mile radius or less.

Size: spaces can vary significantly in size / shape but shall have a minimum area of 1,000 square feet and a minimum dimension of 25 feet in each direction.

Location & Application: located at ground level, to be visible from an adjacent roadway or primary circulation route. Spaces intended to be accessible for all residents within a 1320' radius (1/4 mile, 5-minute walk) and can be a single space or a distributed series of spaces as required to serve the full development.

Development Frontage: primarily residential uses, can also include small or limited ground floor retail / commercial uses required to support park / amenity area programming, eg. corner shops, small cafes, vending kiosks, etc.

Access & Usage: publicly or privately accessible. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation. Public street with sidewalk, or pedestrian walkway of at least 15' width required on at least one side of the space connecting to key circulation routes and destinations within and outside the development.

Landscape: include a minimum of 50% planted areas and a minimum of one 24-inch box tree for every 500 square feet of common open space for the first 2,500 square feet, then one 24-inch box tree for every 1,000 square feet of common open space thereafter. Exceptions may be given for small spaces dedicated to dense, more active programming that provide significant community benefit.

Programming: primarily active uses with focus on serving resident recreation, activity, and social needs including sports courts, kids play, community swimming pools, picnic and barbeques, etc. Refer to 5.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



B.3 Courtyards

An open, unroofed outdoor area, often paved, that is partially or completely enclosed by the walls of adjacent buildings, providing a semi-private, secluded outdoor space for light, air, relaxation, or gathering.

Size: spaces shall have a minimum area of 600 square feet and a minimum dimension of at least 20' wide, with secondary dimensions relative to the height of the abutting building(s) wall. Secondary dimensions shall be: up to 2.5 stories = 30' wide, 3 to 5 stories = at least 40' wide, 6 to 8 stories = at least 1/2 the height of the tallest wall.

Location & Application: located at ground level, buildings shall define at least two edges of the courtyard space. Courtyards encouraged to be accessible from a primary roadway when requiring public access, otherwise discretionary for private access but should comply with and support all frontage and building break requirements (e.g. visibility from public street required when using paseo and Courtyard to comply with building break standard 1.3).

Development Frontage: primarily residential uses, can also include small or limited ground floor retail / commercial uses required to support Courtyard programming, eg. corner shops, small cafes, vending kiosks, etc.

Access & Usage: publicly or privately accessible when in residential frontage conditions, publicly accessible when in retail or commercial frontage conditions. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation. No specific pedestrian thoroughfare requirements for this type of space but linking Courtyard spaces to other open spaces, including other Courtyards, is always encouraged.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree for every 500 square feet of common open space for the first 2,500 square feet, then one 24-inch box tree for every 1,000 square feet of common open space thereafter.

Programming: more passive uses focused on fulfilling resident needs for quiet, intimate spaces serving as tranquil areas for relaxation, connection to nature, socializing, dining, or gardening, while also improving a building's microclimate and aesthetics by integrating indoor/outdoor living. The physical spaces may vary significantly from hardscape type courtyard plazas to more heavily planted courtyard gardens. Refer to 5.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



Appendix B: Common Open Space Types

B.4 Forecourts

Open, paved area directly in front of a multi-family residential or mixed-use building, serving as an entrance, gathering space, waiting / seating area, and pre-entrance space to the lobby, creating a grand approach and welcoming entry for visitors to the building. It functions as a front courtyard or terrace, designed to enhance the building's appeal and manage pedestrian flow into and out of the building

Size: spaces shall have a minimum area of 200 square feet and a minimum dimension of 10 feet in each direction.

Location & Application: located on the ground floor in front of or adjacent to a residential building entrance/lobby, a retail entrance, or an office lobby.

Development Frontage: residential, retail, or commercial uses.

Access & Usage: publicly accessible. Forecourts to provide pedestrian walkway connections to public realm facing sidewalks / walkways and any vehicular drop-off zones.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree for every 500 square feet of common open space for the first 2,500 square feet, then one 24-inch box tree for every 1,000 square feet of common open space thereafter.

Programming: primarily passive uses, including fixed and loose seating, shaded outdoor waiting areas, and transition spaces into and out of the building. Refer to 5.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



B.5 Pocket Parks

Small public green space, tucked into residential community areas offering residents a nearby spot for quite relaxation, play, socializing, or enjoying nature, where there may not otherwise be any park areas or space to fit them. Pocket Parks can be various sizes and shapes and can be used to transform otherwise underutilized areas into valuable community assets with seating, greening, and pathways.

Size: spaces shall have a minimum area of 360 square feet and a minimum dimension of 15 feet in each direction.

Location & Application: located at ground level, these smaller spaces are encouraged to be distributed throughout the development to provide easily accessible open space opportunities to residents without needing a sizable footprint for a full park. Spaces may also be located in any leftover or undevelopable site areas to serve residential units that may not have or are distant from any other common open spaces. Ideally some measure of smaller open spaces shall be available within a 3 min walk of all residential units, or roughly 800 feet.

Development Frontage: primarily residential uses, offering open space opportunities where they are most needed and available.

Access & Usage: publicly accessible when in retail or commercial frontage conditions; publicly or privately accessible when in residential frontage conditions. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation. Encouraged to link pocket parks to other open spaces areas through secondary connection systems.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree for every 500 square feet of common open space for the first 2,500 square feet, then one 24-inch box tree for every 1,000 square feet of common open space thereafter.

Programming: a broad range of active and passive uses to be allowed in these small, compact spaces for a more flexible distribution of communal open space needs within the development. From simple, contemplative green spaces to more targeted recreation amenities including exercise and kids' play areas, overall programming to take a comprehensive, community-wide view and utilize available space accordingly. Refer to 5.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



Appendix B: Common Open Space Types

B.6 Paseos

Publicly accessible, pedestrian-only pathways used to connect adjacent open spaces and create a larger district-wide network of connected and walkable spaces. Paseos can also be unique linear places programmed with elements and activities to also activate the linear stretches between larger open spaces. Paseos can include a hierarchy of widths and scales to create a rich network of major to minor connectors.

Size: minimum 15' wide, or wider as required for fire/ life safety access.

Location & Application: located at ground level, new connections intended to break up large blocks of development and create more pedestrian porosity, walkability, and programming opportunities, required to connect to public street frontage or common open space at one end minimum, preferably both ends. Any programming applied within the corridor must maintain a walkable clearance of at least 6' wide.

Development Frontage: residential, retail, or commercial uses.

Access & Usage: publicly accessible. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation.

Landscape: include a minimum of 15% planted areas, no tree planting requirements.

Programming: primarily passive uses, including furniture, building spill-out areas, outdoor dining, flexible vending, seasonal decoration, moveable planters, and other non-permanent or semi-permanent uses that can be relocated as required. Refer to 5.8 for shortlist of potential programming options to consider when planning the space.

Additional Requirements: n/a.



B.7 Passthroughs

Privately owned and maintained passageways or hallways through interior building spaces that are opened to the public and connect key adjacent open spaces and interior building spaces. Pass-through spaces are often activated to further extend the network of open spaces while also blending connectivity.

Size: minimum 10' wide or complying with interior building requirements, whichever is wider.

Location & Application: located at ground level, new connections intended to break up large blocks of development and create more pedestrian porosity, walkability, and programming opportunities through interior building spaces creating public access, required to connect to public street frontage or common open space at one end minimum, preferably both ends. Any usable programming within the corridor must maintain a walkable clearance of at least 6' wide.

Development Frontage: residential, retail, or commercial uses.

Access & Usage: publicly accessible. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation.

Landscape: no planted area or tree planting requirements.

Programming: primarily passive uses, including furniture, building spill-out areas, outdoor dining, flexible vending, seasonal decoration, moveable planters, and other non-permanent or semi-permanent uses that can be relocated as required.

Additional Requirements: n/a



Appendix B: Common Open Space Types

B.8 Alley Walkways / Green Alleys

Existing vehicular corridors for building access and back-of-house services repurposed to become more activated, pedestrian friendly spaces, creating another layer of connection, exploration and discovery. Art, seating, lighting, greening and reduction of impermeable paving all help soften and create more comfortable pedestrian spaces. Scheduled daily closure of the alley to vehicular traffic can prioritize pedestrian walkability but still maintain access for local deliveries and services during off hour times.

Size: typically existing, to comply with local roadway / vehicular access standards for new developments or minimum 20' wide for fire life safety access, whichever is greater.

Location & Application: utilize existing alleyways to create more pedestrian porosity, walkability, and programming opportunities, may only be counted toward open space requirements in block-scale or commercial zones, and spaces must exclude regular parking access and have time-limited vehicular access for service/back-of-house access; corridor spaces must be for primarily pedestrian use to count toward open space requirements. Any programming applied within the corridor must maintain a drivable clearance of at least 20' wide.

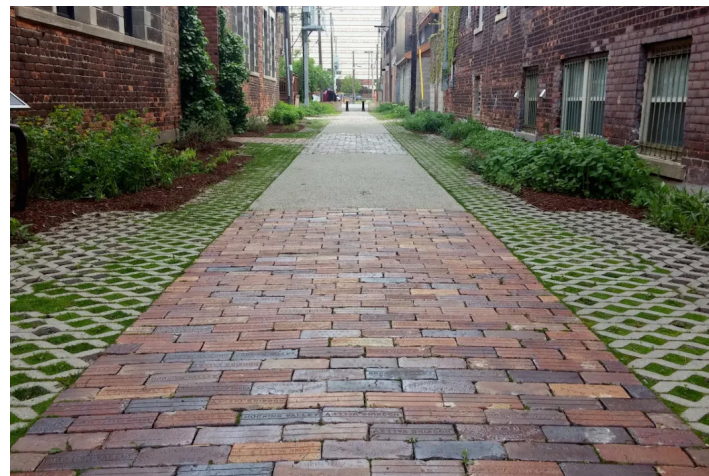
Development Frontage: residential, retail, or commercial back-of-house frontage.

Access & Usage: publicly accessible. Permitted to provide barrier controls to limit public access to the space after business hours or at night consistent with city park hours of operation. Also acceptable to limit vehicular access to designed times of the day / night to prioritize pedestrian circulation during peak hours.

Landscape: planting areas encouraged but not required, no tree planting requirements.

Programming: primarily passive uses, including furniture, building spill-out areas, outdoor dining, flexible vending, seasonal decoration, moveable planters, and other non-permanent or semi-permanent uses that can be relocated as required. Art and lighting encouraged to add expressive placemaking layers to the back-of-house spaces. Creating opportunities for landscape and greening is also encouraged to help soften spaces and promote other environmental benefits such as stormwater management, infiltration, filtering pollutants, and habitat creation.

Additional Requirements: use of permeable paving systems encouraged but not required. Asphalt paving prohibited. See parking access and service/back-of-house restrictions to being considered open space as noted above.



B.9 Shared Yards

An outdoor area associated with a grouping of homes or buildings, meant for the exclusive use of those occupants, kept separate from public or overall community access, often enclosed by fences/walls for seclusion, offering a personal outdoor retreat for relaxation or recreation away from public view. Spaces include back and side yards and are not for general community use, though legal privacy levels can depend on visibility from neighbors.

Size: at least 50% of lot dimension in one direction, and at least 25% of lot dimension, or 15', whichever is greater, in perpendicular direction.

Location& Application: located at ground level in front, back, or side yard areas surrounding and accessible from the residential unit(s).

Development Frontage: multi-family residential and individual residential units, frontage may also include residential supporting amenities such as recreation rooms, lounges, gyms, etc assuming there is egress to the yards from residential units at some points.

Access & Usage: privately accessible, shared between multiple residential units.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree.

Programming: passive residential uses such as outdoor dining, barbequing, hosting and event spill-out, casual gathering, yard games, gardening, general recreation, and other uses appropriate for private-use communal spaces shared between multiple residents, light active uses such as communal swimming pools and spas are allowed and where space allows.

Additional Requirements: n/a.



Appendix B: Common Open Space Types

B.10 Terraces and Decks

A usable open air space on top of a building, shared among building residents, used for recreation, gathering, or relaxing, offering a pleasant space for outdoor activities and views with features like furniture, plants, and other amenities, distinct from a patio by being raised above the surrounding grade or built on an exterior building level, offering an elevated vantage point and expansive views.

Size: spaces shall have a minimum area of 360 square feet and a minimum dimension of 15 feet in each direction.

Location & Application: located on upper building floors (usually the second floor or higher) on flattened external areas, interfacing and accessible from adjacent residential unit(s). Spaces may also be located on dedicated ground floor areas that are elevated as communal outdoor spaces, or on garage podiums. Decks shall be set back a minimum of 6' from any building edge overlooking a lower-density residential development.

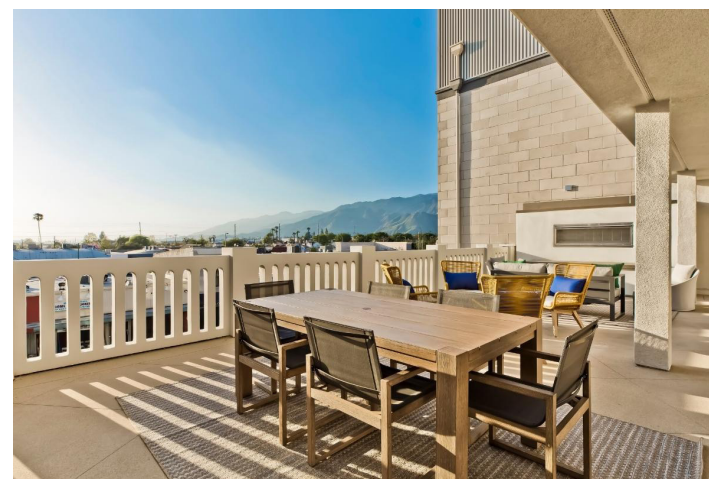
Development Frontage: multi-family residential units, or residential supporting amenities such as recreation rooms, lounges, gyms, etc assuming there is egress to the terrace and deck areas from residential units at some points. Terraces and Decks may front on patios when over podium conditions.

Access & Usage: privately accessible, shared between multiple residential units.

Landscape: include a minimum of 15% planted areas, tree planting encouraged but not required.

Programming: passive residential uses such as outdoor dining, barbecuing, hosting and event spill-out, casual gathering, deck games, gardening, general recreation, and other uses appropriate for private-use communal spaces shared between multiple residents, light active uses such as communal swimming pools and spas are allowed and where space allows.

Additional Requirements: pergola, trellis, and/or permanent shade device are allowed, the covering height for any structures not to exceed 12' in height. Any shade devices that exceed the height limit of the district shall be stepped back at least 10' from any street-facing façade. Solid roofing is not allowed over the deck space, except for roof projections from the adjacent building.



B.11 Rooftop Decks:

A paved, usable outdoor space located on a building's rooftop, shared among building residents, providing areas for relaxation, dining, or entertainment. A rooftop deck is distinct from terraces and decks in that it is found on the building's topmost roof level whereas the others are typically found on lower building levels, on podiums, or at ground level. A popular amenity for residential developments, turning underutilized rooftop areas into functional outdoor spaces. Rooftop spaces may also contain specialized on-structure planters to add greening, shade, and softscape amenities.

Size: minimum same as Terraces and Decks, maximum of total roof area for projects in house scale zones, 75% of total roof area for projects in block-scale zones. Ability to count toward minimum open space requirements limited by standard 5.9.

Location & Application: top of building rooftops. Decks shall be set back a minimum of 6' from any building edge overlooking a lower-density residential development.

Development Frontage: does not typically include residential fronting units at the rooftop level but may include residential amenity uses extending up to the rooftop level, eg. recreation rooms, lounges, gyms, etc.

Access & Usage: privately accessible, shared between multiple residential units.

Landscape: include a minimum of 15% planted areas, tree planting encouraged but not required.

Programming: passive residential uses such as outdoor dining, barbecuing, hosting and event spill-out, casual gathering, deck games, gardening, general recreation, and other uses appropriate for private-use communal spaces shared between multiple residents, light active uses such as communal swimming pools and spas are allowed and where space allows.

Additional Requirements: pergola, trellis, and/or permanent shade device are allowed, the covering height for any structures not to exceed 12' in height. Any shade devices that exceed the height limit of the district shall be stepped back at least 10' from any street-facing façade. Solid roofing is not allowed over the deck space.



Appendix B: Common Open Space Types

B.12 Green Roofs

A building roof partially or fully covered with vegetation and a growing medium (like engineered soil), creating a natural, functional ecosystem on a structure. These multi-layered on-structure systems help manage stormwater, reduce heat, improve air quality, and provide habitats, acting as an extension of the building's landscape to offer environmental and economic benefits like energy savings and longer roof life. Differentiated from a rooftop deck, terrace, or podium deck by not directly serving or meant to be used by residents, often with a passive or visual only function related to resident engagement.

Size: full rooftop spaces are permitted for use minus edge setbacks requirements. Any rooftop areas proposed to be accessible for residents must not encroach into the minimum planting area requirements for this space. Ability to count toward minimum open space requirements limited by standard 5.9; additionally, green roofs may fulfill only up to 50% of a projects common open space requirement.

Location & Application: top of building rooftops. Decks shall be set back a minimum of 6' from any building edge overlooking a lower-density residential development.

Development Frontage: typically there would be no building uses fronting this space except for access to the rooftop deck.

Access & Usage: typically not accessible to residents but small areas can be made privately accessible shared between multiple residential units.

Landscape: a minimum of 75% of deck area must be planted with groundcover / shrubs. No specific tree planting requirements, but tree planting encouraged where soil depth allows.

Programming: mostly inaccessible for use, limited areas that are accessible to have similar passive uses to terraces and decks.

Additional Requirements: n/a.



Appendix C: Private Open Space Types

C.1 Balconies (covered or uncovered)

An elevated, private outdoor space that extends the living area, offers fresh air, natural light, and views, while also adding aesthetic appeal, functioning as a mini-garden, relaxation nook, or dining spot. It serves as an extension of the home, bringing the outdoors in without requiring a yard, making it ideal for urban living conditions.

Size: at least 5' in any direction, to accommodate seating and a table.

Location & Application: located on upper floors (usually the second floor or higher), directly attached to the outside of the residential unit(s), and can be architecturally covered or uncovered.

Development Frontage: multi-family residential and individual residential units.

Access & Usage: privately accessible, for a single residential unit.

Landscape: allowed to be fully hardscape paved, no planted area or tree planting requirements.

Programming: intended to extend the living space for limited passive uses like outdoor dining, relaxation, views outward, etc.

Additional Requirements: encouraged for guardrail on longest side to be visually transparent (i.e. no solid walls)



C.2 Patios

A paved, ground-level or podium-level outdoor space that is connected to a residential unit, or in close proximity, for exclusive use of that residence. Patios can be accompanied by surrounding yards as part of the larger private outdoor open space but can also be limited to just the immediate patio space for more urban living conditions.

Size: at least 6' deep, to accommodate outdoor furniture, and at least 15' wide.

Location & Application: located at the ground floor or podium-level in fully residential conditions, or podium-level only in mixed-use development conditions where retail/commercial uses are occupying the ground floor. Patios are typically connected directly to the associated residential unit and can also be included within a larger surrounding yard on the ground floor.

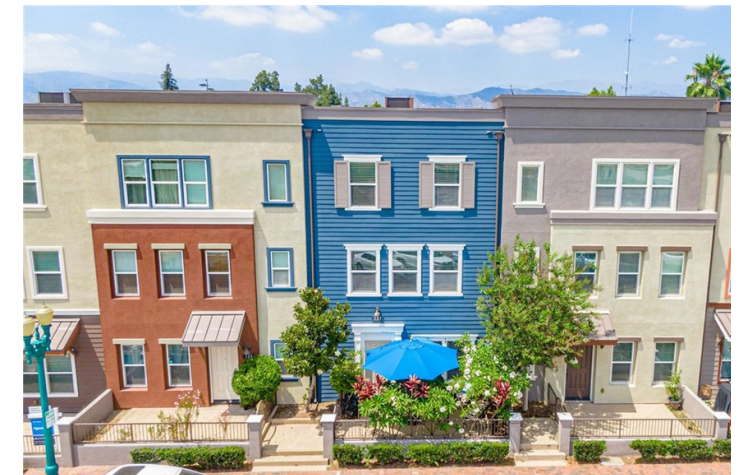
Development Frontage: multi-family residential and individual residential units.

Access & Usage: privately accessible, for a single residential unit.

Landscape: allowed to be fully hardscape paved, no planted area or tree planting requirements.

Programming: intended to extend the living space outside for limited passive uses like outdoor dining, barbeque, relaxation, casual gathering, gardening, etc.

Additional Requirements: n/a.



Appendix C: Private Open Space Types

C.3 Private Rooftop Decks

A private, usable outdoor space built on a building's rooftop areas, providing areas for relaxation, dining, or entertainment. A popular amenity for residential developments, turning underutilized roof areas into functional outdoor spaces for residents. Rooftop spaces may also contain specialized on-structure planters to add greening and softscape areas.

Size: at least 10' in any direction, to allow the deck to function as an outdoor room.

Location & Application: located on upper building floors (usually the second floor or higher) on flattened external areas, interfacing and accessible from an adjacent residential unit.

Development Frontage: multi-family residential and individual residential units.

Access & Usage: privately accessible, for a single residential unit.

Landscape: allowed to be fully hardscape paved, no planted area or tree planting requirements.

Programming: intended to extend the living space for limited passive uses like outdoor dining, barbeque, relaxation, views outward, etc.

Additional Requirements: Any shade devices that exceed the height limit of the district shall be stepped back at least 10' from any street-facing façade.



C.4 Private Yards

An outdoor area directly associated with a home or building, meant for the exclusive use of its occupants, kept separate from public access, often enclosed by fences/walls for seclusion, offering a personal outdoor retreat for relaxation or recreation away from public view. Spaces include front, back, or side yards and are for private use.

Size: at least 50% of lot dimension in one direction, and at least 25% of lot dimension, or 15', whichever is greater, in perpendicular direction.

Location & Application: located at ground level in back or side yard areas surrounding and accessible from a residential unit.

Development Frontage: individual residential unit.

Access & Usage: privately accessible, for a single residential unit.

Landscape: include a minimum of 25% planted areas and a minimum of one 24-inch box tree.

Programming: intended to extend the living space outside for limited passive uses like outdoor dining, barbeque, relaxation, casual gathering, gardening, etc. Yard areas may include a patio with the overall yard space.

Additional Requirements: n/a.



Appendix C: Private Open Space Types

C.5 Porches

A porch is a larger, often roofed structure at the front door, extending along the house, designed for outdoor living with furniture, railings, and columns, making it a functional extension of the home. Porches are for leisure and architectural grandeur.

Size: Between 6’ and 10’ deep and at least 10’ wide, in conformity with standards in A.4.

Location & Application: Along the street frontage, within parameters given in A.4.

Development Frontage: Individual residential unit within a single-family or multifamily building.

Access & Usage: privately accessible, for a single residential unit.

Landscape: No planted area or tree requirements.

Programming: intended to extend the living space outside and provide “eyes on the street”. Limited passive uses such as relaxation, casual gatherings and views to the street.

Additional Requirements: n/a.



Appendix D: Definitions

DEFINITIONS

Alley: A narrow service way, either public or private, that provides a permanently reserved but secondary means of public access. Alleys typically are located along rear property lines.

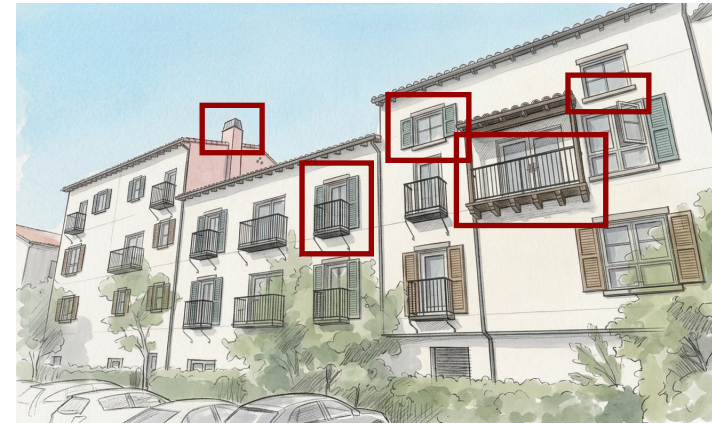
Arcade: Also known as Colonnades. A linear sequence of arches supported on piers or columns which provide a covered walkway.

Architectural Features: Towers, gables, spires, chimneys, and other such architectural elements which are not part of the structure of the building.



Architectural Feature Example: Towers, gables, and chimneys pictured.

Architectural Projection: An element that articulates the building elevations, such as architectural pop-outs, pot shelves, balconies, bay windows, eaves, enhanced window sills, shutter details, window trim, chimneys, and similar architectural features, but does not include patio covers, porches, trellises, or other accessory structures.



Architectural Projection Example: Pop-outs, balconies, window sills, shutter details, and chimneys pictured.

Base Course: The lowest horizontal band or layer of material along the bottom portion of a building façade. It functions as a visually distinct base that grounds the building and differentiates the ground level from the upper wall planes. A base course often uses heavier, more durable, or more textured materials—such as stone, brick, concrete, or masonry—to convey structural stability and withstand physical wear.



Base Course (bottom), Belt Course (middle), Cornice (top) Example

Bedroom: Any habitable room other than a bathroom, kitchen, dining room, living room or family room.

Belt Course: Also known as a stringcourse or band course. A continuous, horizontal band of masonry, stone, plaster, or other material that runs across a building façade. It typically projects slightly from the wall plane or is distinguished through material, color, or texture. Its purpose is to visually divide the façade into horizontal layers, helping to articulate massing and break down the building's scale.

Building Break In Mass: A deliberate architectural interruption in the overall bulk, scale, or continuous form of a building façade or volume.

Building Face: The outside elevation of the occupiable portion of the building.

Building Façade: The exterior face or elevation of a building, typically referring to one of its principal sides.

Common Area: The area within the development that is not designated as a residential dwelling unit, which is owned in common by property owner(s) in the development, and which is available for common use or enjoyment by all property owners in the development and their invitees. Examples include: common parking facilities, private streets, recreational areas, landscaped areas, open space areas and natural areas.

Cornice: A exterior trim located at the top of a building façade or wall, designed to visually “cap,” finish, or crown the structure. It typically extends outward from the wall plane to create a strong shadow line and provide a clear termination to the façade.

Daylit Basement: A walk-out basement, usually situated on a slope, where part of the floor is above ground. Typically with a doorway or window opening to the outside.

Depth: Wherever it is not directly illustrated, depth refers to the distance inward (away from outer edge) from a facade or other surface.

Driveway: A private roadway or access way providing vehicular access to a parking space, parking lot, garage, dwelling, or other structure.



Entablature Example

Entablature: A superstructure which lies horizontal upon pilasters or columns, and is composed of an architrave, frieze, and cornice.

Fence: A solid or open barrier other than a wall above ground intended to enclose or mark a boundary made of materials such as wood, metal, other composite materials.

Flashing: Sheet metal or other material used to cover open joints of exterior construction on a roof, such as roof valley joints or roof parapet joints, to ensure they are waterproof.

Foot-candle: A unit of illuminance or light intensity. The name conveys the illuminance cast on a surface by a one-candela source one foot away. Alternatively, it can be defined as the illuminance on a one-square foot surface of which there is a uniformly distributed flux of one lumen.

Gable End: When the ridge line of a gable-roofed house is perpendicular to the street, the roof is said to be a “gable-end roof.” This refers to both the gable and the wall below it.

Gable Roof: A roof with two (2) slopes—front and rear—joining at a single ridge line parallel to the entrance facade.

Appendix D: Definitions

Ground Floor Expression Line: A horizontal molding, projection, or other boundary articulating one portion of a façade from the portion above.



Ground Floor Expression Line Example

Hardscape: Any impervious paved surface including concrete or asphalt.

Hemmed: As it relates to metal wall panels, the edge of a single piece of metal that is folded over onto itself to create a smooth, reinforced, and safe finish.

Hip Roof: A roof with four sloped sides. The sides meet at a ridge at the center of the roof. Two (2) of the sides are trapezoidal in shape, while the remaining two (2) sides are triangular, and thus meet the ridge at its end-points.

Louvers: A series of slanted panels that control the sound, light, and airflow in a building, which typically covers plenums and other ventilation openings. Louvers typically block rain, debris, and direct sun.

Massing: A unified composition of two-dimensional shapes or three-dimensional volumes, especially one that has or gives the impression of weight, density, and bulk.

Open Space: Any parcel or area of land or water set aside, dedicated, designated, or reserved for public or private use or enjoyment.

Pane: One of the divisions of a window or door consisting of a single unit of glass set in a frame.

Parapet: A low wall, located at the top of any sudden drop in elevation, such as at the top of a building's facade.

Parkway: A vehicular passageway that provides access and circulation from a street access point into and through a parking lot to parking aisles and between parking areas.

Paseo: A public place or path designed for walking; usually tree-lined, such as a promenade or avenue.

Porch: A covered pedestrian entrance to a building, open on all three sides, which is located on the first floor level.

Porte-cochere: A vehicular passageway leading through a building or screen wall into an interior courtyard; or a porch roof projecting over a driveway at the entrance to a building and sheltering those getting in or out of vehicles.

Primary Entry: The main entrance to any building, or space within a building which is not internally linked to other spaces within a building, such as an individual residential unit or retail storefront. Secondary building entries and exits which are for emergency egress purposes only or linkages between spaces in a building do not qualify as primary entrances.

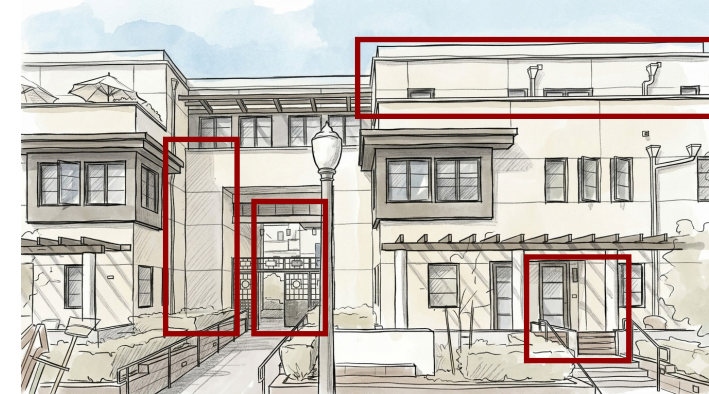
Primary Material: A material used to clad the exterior of a building as distinct from accent materials used in architectural details or features.

Primary Street: Among all streets bounding a property, the street with the highest roadway classification as defined in the City's General Plan. In the case that multiple streets bounding a property have the same roadway classification, the primary street shall be the addressed street, or as determined by the Development Services Director.

Private Open Space: Any space on a lot not enclosed in a building that is designed for leisure use. "Private open space" may include yards, courtyards, balconies, decks, and patios, but shall not include driveways, aisles, parking areas, side yard less than five feet wide, or any portion of the required front yard setback.

Reveal: A narrow, intentional recess, groove, or setback in a wall plane that creates a visible line of separation or shadow. Reveals are used to articulate

a façade, break up large surfaces, emphasize joints, or provide visual depth without altering the overall mass of a building.



Private Open Space and Reveal Example: Courts, decks, patios, and reveal pictured.

Riding and hiking trails: A trail or way designed for and used by equestrians, pedestrians and cyclists using non-motorized bicycles.

Right-of-way: A corridor, either public or private, on which a right of passage has been recorded.

Roof Deck: Common or private open space on the uppermost roof-level of a building.

Setback: The distance from a defined point or line governing the placement of buildings, structures, parking, or uses on a lot. A line established by this section to govern the placement of buildings with respect to streets, drives, buildings, sidewalks, or property lines. Interior setbacks are measured from the side or rear property lines. Street setbacks are measured from property lines.

Shared Parking: The shared use of off-street parking facilities by more than one type of land use. The same parking spaces are counted to satisfy the off-street parking requirements of more than one land use, e.g., use of the same parking facility to satisfy the off-street parking requirements of a church and an office building.

Side Street: Any street bounding a property which is not the Primary Street.

Stoop: A raised platform, approached by steps and

sometimes having a roof, at the entrance of a dwelling unit.

Street: A public or private vehicular right-of-way, other than an alley or driveway, including both local streets and arterial highways.

Swimming Pool: An artificial body of water having a depth in excess of eighteen (18) inches, designed, constructed and used for swimming, dipping or immersion purposes by men, women, or children.

Tooling: As it relates to mortar joints, is the process of compressing and shaping the fresh (partially set) mortar with a metal tool to create a dense, weather-resistant finish and a specific appearance.

Transition Detail: A designed connection, junction, or interface condition where two different materials, surfaces, building elements, or façade systems meet, such as reveals, flashing, control joints, coping, sealant joints, or trim boards.

Appendix D: Definitions

Transparency: The percentage of the façade area on a particular floor that consists of transparent glass. For the ground floor, this percentage is calculated as the transparent glass façade area between two and ten feet above finished grade divided by the total façade area within this same vertical range. For upper floors, this percentage is calculated as the transparent glass façade area divided by the total façade area between the floor level and the floor level of the next floor above.

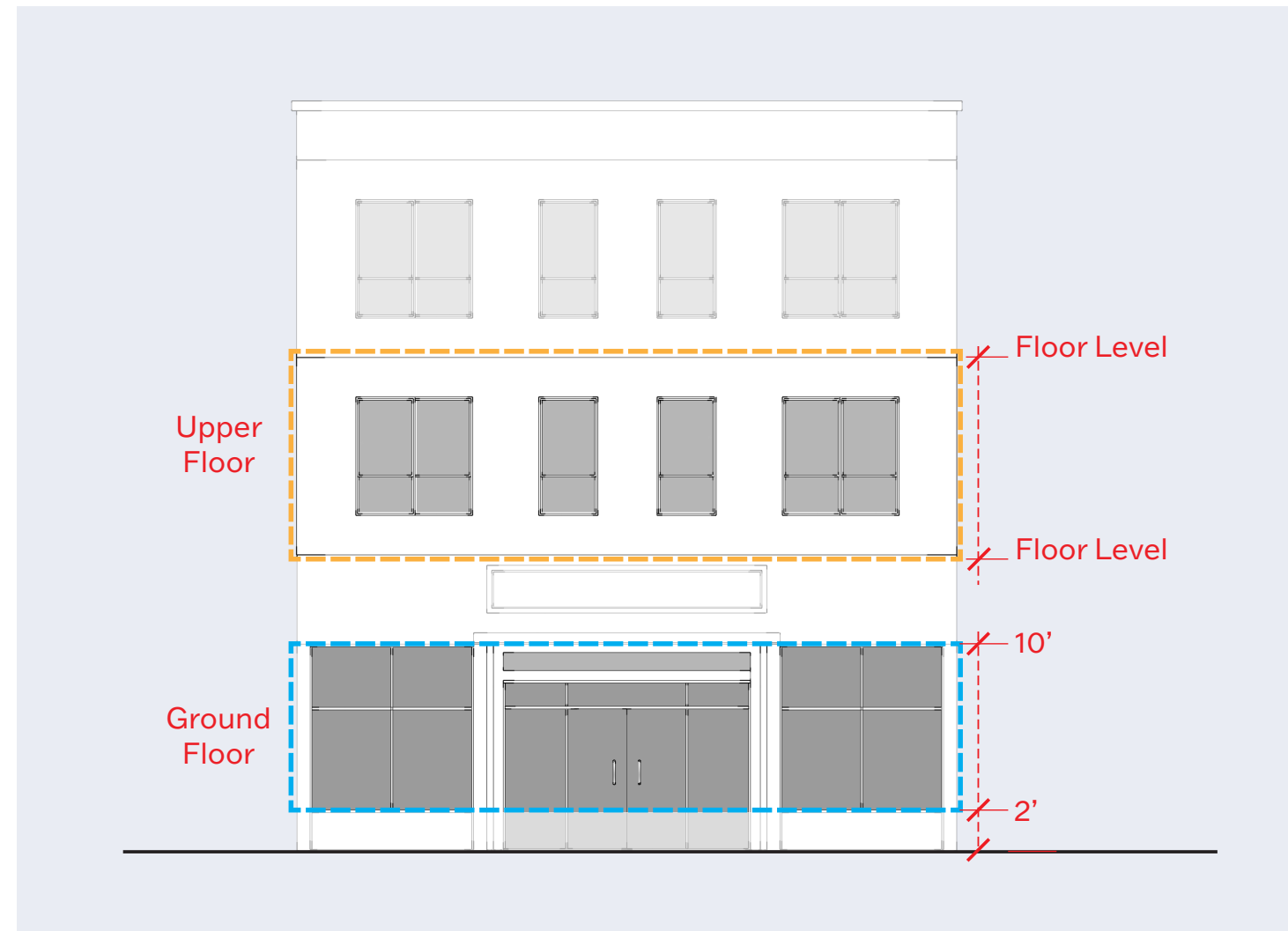
To be transparent, window and door glazing shall promote natural daylight transmission while maintaining a low-reflective glazing appearance. The minimum Visible Transmittance (VT) value for ground-floor glazing is 0.50, and the minimum VT value for upper-floor glazing is 0.30. Should the Building Code prohibit glazing that meets these VT values, the glazing with the maximum available VT value shall be used.

Usable Area: A relatively flat area having a slope of less than five (5) percent in any direction within the required setbacks.

Use: The purpose for which land or building is occupied, arranged, designed or intended, or for which either land or building is or may be occupied or maintained.

Walls: A barrier intended to mark a boundary that presents a continuous surface except where pierced with gates, doorways or decorative masonry. A wall is usually constructed of concrete block, brick, concrete, stucco, or a combination thereof.

Wall Plane: A continuous, flat surface of a wall, uninterrupted by major changes in direction, projection, or recess. It represents one “face” or “segment” of a building’s exterior or interior wall system and is typically defined by consistent alignment, material, and structural direction.



Transparency Measurement

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Memo of ODS | The Arroyo Group
SGV COG Objective Design Standards
25 September 2025



Regional Objective Design Standards Research Memorandum

To:
Brielle Salazar, Regional Housing Trust Manager
Rosalie Lansing, Management Aide
Jois Talla, Management Aide
(SGVCOG)

From:
Philip Burns, Principal and Project Manager
(The Arroyo Group)

CC:
Clare Lin, Planning Manager
Joshua Wolf, Senior Planner
Katelyn Huang, Assistant Planner
(City of Sierra Madre)

Maia McCurley, Principal Planner
Megan Wu, Associate Planner
(City of Alhambra)

Craig Hensley, Community Development Director
Jason Golding, Planning Manager
(City of Duarte)

This memorandum is submitted in fulfillment of Task 2.1 (Research) of our Scope of Work for Regional Objective Design Standards in the San Gabriel Valley Council of Governments. Background research was undertaken for three participating cities: Duarte, Alhambra, and Sierra Madre. The memorandum is based around three areas of research:

1. Existing regulatory context, design standards and experience implementing design standards in each city
2. Best practices in objective design standards from other jurisdictions and regions in California
3. Fieldwork into the built context and character of the major growth areas in each of the three participating cities
4. Identification of existing projects in the San Gabriel Valley which embody the application of potential design standards

Participating Cities Design Standards

Exhibit A describes existing design standards in each of the three participating cities. The table is organized by topic, helping us compare and contrast these standards. Relevant development standards are also included.

Duarte has the largest collection of design guidelines and standards currently on its books. The architectural and design standards in its Municipal Code which apply to all residential zones cover a wide variety of topics. This is also true of its Duarte Station and Town Center Specific Plans, which were both prepared by the City and together comprise the entirety of areas zoned for high-density (>30 du/ac) residential and mixed-use development. In all three documents, design topics are addressed with a mix of objective standards and subjective guidelines. While the subjective guidelines are not enforceable for denial of a project, or for evaluation through a ministerial project approval process, they do provide a good sense of the intent for each of these areas, and they will form a solid starting-off point for the writing of objective design standards.

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SGV COG Objective Design Standards
12 September 2025

Based on design review comment letters submitted by the City, Duarte has a mix of large-scale/institutional and mid-sized projects, with accompanying differences in the level of sophistication in design. Key issues cited in the comment letters include materiality and cohesion between colors/materials, lack of articulation/human-scaled design, appropriate use of architectural styles. The City is looking for more prescriptive and stringent standards which can address these issues.

Since the creation of the Design Review Board in 1989, Alhambra has remained committed to promoting architectural and urban design excellence through a structured and thoughtful design review process. In support of this ongoing mission, the City has recently conducted training sessions for both Board members and City staff. These sessions aim to enhance the design review process by providing guidance on assessing the completeness of architectural drawings, recognizing prevalent architectural styles, and understanding key architectural terminology. Through its continued experience, the City has recognized that the design review process serves as a vital tool for regulating aspects of design not typically addressed through other review procedures. These include considerations of the street character, neighborhood compatibility, and the cohesion of the built environment. The Design Review Board places particular importance on several key design principles: fostering human-scale street connections, ensuring building massing and scale are respectful of adjacent structures, maintaining internal consistency within architectural styles, and selecting materials and details that contribute to authenticity, durability, and contextual appropriateness. However, there are inherent challenges with this type of review: subjective reviews which can be inconsistent based on the members of the Board or the circumstances of the moment. Now the City is making the adjustment to objective design standards, first with a starter list included in its recent comprehensive zoning code update, and now with an effort concurrent to this one to develop a full set of design standards.

Sierra Madre possesses a list of mostly discretionary design guidelines for its commercial and multi-family zones. The City's unique village-like character is reinforced, however, by strict height limits and standards relating to second- and third-story articulation. The City also implemented development standards related to open space, setbacks, stepbacks and other massing and site planning considerations for its recent high density multifamily zones (20-30 du/ac) and its Religious Housing Overlay. The City has had few recent multifamily applications and little experience with design review.

Comparison Objective Design Standards

Exhibit B presents an evaluation of other objective design standards used at the municipal and regional level. While there is wide variety in the format of these documents, some of the key best practices that we gleaned from the analysis are to:

- Provide guidelines or statements of intent along with objective standards
- Provide options of different strategies to meet the intent of standards
- Use clear diagrams along with photographic examples to represent standards
- Provide definitions for architectural terms
- Take into account the context of unique cities and districts to ensure that standards are apt

The analysis contained here will help inform the RODS outline to be prepared in the next phase of the process.

Fieldwork

We conducted fieldwork to document the built character of projects and districts to fulfill two different purposes. Locations of conducted fieldwork are presented in Exhibit C.

In Exhibit D, we surveyed districts where growth and development are most expected, to determine prevailing character features that may want to be reflected in objective design standards. Across the surveyed districts, building stock generally ranges from the 1920s through the 1980s, with Alhambra's Main Street and Garfield areas showing the oldest and most historically significant structures (1920s–1950s, many with façade renovations), while Duarte's Huntington Drive and Sierra Madre's Esperanza/Suffolk corridors primarily feature mid-century commercial forms (1950s–1980s) with limited upkeep. Overall conditions are mixed but lean toward fair to good, with visible signs of aging such as roof wear, dated façades, and minimal modernization, though repainting and signage updates are common. Sierra Madre is

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

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also notable for its modest character with possible historic elements.

Exhibit E contains a field evaluation of individual projects. The individual projects in Alhambra, Duarte, and Sierra Madre reveal a mix of building types reflecting different eras and design intentions. Alhambra's McLean and Stoneman sites (102, 116, and 630 Stoneman) are early-2000s multifamily developments, generally well-maintained with consistent façades, landscaping, and no historic signifcance, while Benito Avenue represents a newer 2010s residential project with a more contemporary form. By comparison, the Solana Duarte Station, Huntington Apartments, and Olivia projects represent larger-scale, transit-oriented multifamily complexes, emphasizing modern amenities and height. Sierra Madre's Esperanza Avenue project is smaller in scale, rooted in mid-century residential fabric with modest upgrades. Together, these typologies span from suburban-style multifamily housing to urban mixed-use infill and larger transit-oriented developments, underscoring how different forms of reinvestment address local context, density goals, and market era.

As a part of this review of individual projects, we surveyed the cluster of recent (2000-present) mixed-use projects in and around the Central Business District of Alhambra. These projects give us a window into what aspects of design have been more and less successful, and how to guide future design standards for high-density mixed-use urban infill in the San Gabriel Valley. The West Main District features a collection of mixed-use developments constructed over the past 25 years, with the notable exception of a historic Art Deco building dating back to 1926. Collectively, these developments serve as a focal point that attracts visitors to the surrounding public spaces. The buildings typically exhibit a substantial base massing, where commercial activities are concentrated, while residential units are elevated on a podium level set back from the primary thoroughfares which creates a more private and secluded residential environment. Architectural elements such as arched openings and cylindrical facades are commonly used to emphasize primary entry points. The buildings also demonstrate a consistent design language, often characterized by neutral tones on the main façades, complemented by vibrant accent colors on elements such as railings and shading structures. The pedestrian environment is overall harsh and dull with a lack of softscape or landscaping at street level and limited transparency to the indoor activities or program that adds to the semi-public experience. In conclusion, this cluster of mixed-use buildings are modest and simple in their design and building form, yet still offers a balance between residential, commercial and regional spaces within a single location.

Identification of Other Projects

We also identified other projects in the San Gabriel Valley which present good examples of the application of particular design guidelines and/or standards. The projects, shown in Exhibit F, include examples of:

- Mixed-use developments with stacked flats above a ground-floor retail and parking podium
- “Wrap” style residential and mixed-use developments with stacked flats surrounding a central parking garage
- Master-planned communities
- Townhome developments
- Side-by-side double duplexes
- Courtyard multifamily developments

These projects represent potential resources that we can use to illustrate potential design standards to the public and in the final document.

Exhibit A	Duarte	Alhambra	Sierra Madre
Site Planning and Access	Duarte Station Specific Plan (Esperanza and Solana): Development that occurs in future phases shall identify and design building, open space, and circulation networks to seamlessly link with existing development. An example of this would be siting buildings and pathways to facilitate visual and physical connections from the southern edge of the Specific Plan area to the linear park and internal circulation associated with Phase I. Connectivity to Metro Station: There shall be at least two pedestrian connections from the Specific Plan area to the station platform adjacent to the fare gates, subject to California Public Utilities Commission (CPUC) and Metro approval. The connections shall be direct, unobstructed, and designed to meet all applicable accessible standards, per CPUC and Metro standards. The connections can be through public plazas, pedestrian paseos, or outdoor dining areas. A clear, unobstructed minimum travel path shall be accommodated. The pedestrian path should connect to sidewalks and other pedestrian paths within the Specific Plan area to provide a larger, integrated pedestrian circulation framework. The path of travel shall be well lighted to create a safe environment at all times. Development proposals shall include a multi-modal circulation analysis that addresses connectivity of pedestrian, bike, transit, and other circulation methods. Duarte Town Center Specific Plan: Uses should be oriented to facilitate proper transitions to surrounding buildings and adjacent uses.	West Main Corridor Master Plan: -Introduce small plazas and minor setbacks that modulate the building facade and extend the sidewalk along Main Street. -Ensure that street-oriented plazas are well-defined spaces accessible to the public	
Connectivity		Alhambra MC 23.12.136 SCREENING: The standards of this section apply to all new development and additions that expand existing floor area by 10% or more. (B) Required screening. (1) Roof-mounted equipment and duct systems. All roof-mounted equipment shall be screened according to the following standards: (a) Flat roof, partial or no parapet. Roof-mounted equipment or ducts located on a flat roof (partial or no parapet) shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building. (b) Pitched roof. For roof-mounted equipment or ducts located on a pitched roof, the pitched roof shall be designed and constructed to accommodate roof-mounted equipment. A platform shall be constructed and recessed into the roof such that one side of the equipment shall be below the pitch of the roof. The remainder of the equipment and ducts which are above the roof pitch shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building or roof. (c) Parapet roof. For roof-mounted equipment or ducts located on a parapet roof, the parapet roof shall be designed and constructed to accommodate roof-mounted equipment. Any portion of the equipment or ducts which are above the parapet shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building. (2) Ground- or wall-mounted equipment. All exterior mechanical and electrical equipment shall be screened, flush mounted, or incorporated into the design of buildings so as not to be visible from public rights-of-way. Equipment to be screened includes, but is not limited to, air conditioners, heaters, pool equipment, utility meters, cable equipment, telephone entry boxes, backflow preventions, irrigation control valves, electrical transformers, pull boxes, and all ducting for air conditioning, heating, and blower systems. Screening materials shall be consistent with the exterior colors and materials of the building. Exceptions may be granted by the Director where screening is infeasible due to health and safety or utility requirements. (3) Common property lines. A screening wall shall be provided on the interior lot lines of any lot in a Commercial or Employment Zoning District that abuts a Residential Zoning District. (a) Timing. The screening wall shall be provided at the time of new construction or expansion of buildings, or changes from one use classification to another use classification. (b) Location. Screening walls shall follow the lot line of the lot to be screened unless the Director finds that screening in another location on the lot will substantially screen the subject building, facility, or activity. (c) Height. The screening wall shall be four feet in height within the required front setback of the subject lot and adjacent to the required front setback of the adjacent residential lot and six feet in height in other locations. (d) Materials. The screening wall shall be solid masonry. All wall faces within the front setback and the wall face facing the Residential Zoning District shall not be constructed from grey smooth block, unless architecturally treated (i. e. sand finish stucco, veneer, etc.) and shall be architecturally compatible with the residential development. (C) Maintenance. Screening walls shall be maintained in good repair, including painting, if required, and shall be kept free of litter or advertising. Where hedges are used as screening, trimming or pruning shall be employed as necessary to maintain the required and the maximum allowed height.	R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: : Building siting should be related to nearby buildings as well as adjacent parcels. Be oriented to encourage use of outdoor areas and to be compatible with adjoining building orientation.
Screening	Duarte Station Specific Plan (Esperanza and Solana): The street pattern throughout the Specific Plan area should maximize connectivity throughout the area for vehicles, bicyclists, and pedestrians. There shall be a distinct hierarchy of circulation including streets, pedestrian walks, and alleys. These should be arranged so that visitors and residents use these streets and pedestrian walks for their primary circulation. Alleys should not be used for primary circulation to the building or unit entries, and buildings should not orient to alleys or parking areas. Duarte Town Center Specific Plan: Mixed Use Standards: Residential and non-residential vehicular and pedestrian access shall be differentiated with paving material, color, landscape buffers, etc. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Interior pedestrian paths shall be provided to individual units and to link units to common open space areas and parking areas. See multi-family open space standards in Section 19.10.060 (R-3 and R-4 Zones: Additional Standards). Pedestrian and vehicular entrances shall be clearly identified and easily accessible to minimize pedestrian/vehicle conflict.	Chapter 23.13 Building and Site Design Standards: Pedestrian access. On-site pedestrian circulation and access shall be provided according to the following standards. (1) Internal connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities. (2) Circulation network. On-site walkways shall be connected to the public sidewalk and other planned or existing pedestrian routes. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage. (3) Pedestrian walkway design. Walkways shall be a minimum of four feet wide, shall be hard-surfaced, and paved with concrete, stone, tile, brick, or comparable material. Alhambra MC 23.13.020 BUILDING DESIGN REQUIREMENTS: Building entrances and orientation. All buildings located in the interior of a site shall have an entrance from a pedestrian walkway that is a minimum of four feet wide and connects to a public sidewalk.	R-3-13 Zone (Medium/High Density Residential Zone): Parking areas, refuse storage, mechanical equipment and the like shall be screened by some combination of walls, plantings or earthworks.
Pedestrian Access	Duarte Station Specific Plan (Esperanza and Solana): The street pattern throughout the Specific Plan area should maximize connectivity throughout the area for vehicles, bicyclists, and pedestrians. Duarte Town Center Specific Plan: Mixed Use Standards: Residential and non-residential vehicular and pedestrian access shall be differentiated with paving material, color, landscape buffers, etc. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Common parking areas shall be located on the site to minimize their visibility from public rights-of-way and to be easily accessible to all residents of the development. See parking design standards in Chapter 19.38 (Off-Street Parking Regulations and Design). Pedestrian and vehicular entrances shall be clearly identified and easily accessible to minimize pedestrian/vehicle conflict. The parking area shall be designed in a manner which links it to the building and street sidewalk system, as an extension of the pedestrian environment. This can be accomplished by using design features such as walkways with enhanced paving, trellis structures and/or landscaping treatment. Carports shall be architecturally compatible with the style of development.		Commercial Zone: Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to: e.Access
Vehicle Access			Commercial Zone: Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to: e.Access

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	West Main Corridor Master Plan: -orient buildings towards Main St -build at or near the property line so as to define and place strong visual emphasis on the street. -allow periodic breaks for intimately-scaled public plazas, entry forecourts, recessed entries -locate main building entrances on Main St -Place shops and active uses along the sidewalk Alhambra MC 23.13.020 BUILDING DESIGN REQUIREMENTS: (A) Building entrances and orientation. (1) Buildings located within 30 feet of a front or street side lot line shall be oriented toward the adjacent front or street side lot line with the building frontage parallel to the fronting public sidewalk. The primary building entrance shall face the public sidewalk. (2) All buildings located in the interior of a site shall have an entrance from a pedestrian walkway that is a minimum of four feet wide and connects to a public sidewalk. (3) In the CBD Zone, one or more public entrances shall be provided at the rear of all buildings which face Main Street. (4) Additional entrance requirements, ground floor non-residential uses. (a) There shall be a minimum of one entrance for every 50 feet of building frontage with a maximum separation of 100 feet between entrances. (b) Buildings located on corners shall provide an entrance toward each street or have a corner entrance that provides a common entrance to the building from both streets. (5) Additional entrance requirements, residential uses. (a) Shared entrances. All buildings that provide access to more than one unit from a shared exterior entrance shall provide a minimum of one primary shared entranceway that leads to a common area, such as a lobby or community space, a minimum of ten-feet wide and ten-feet deep, and that is emphasized utilizing at least one of the following methods: 1. A roofed projection over the door (such as an awning, canopy, or overhang) with a minimum depth and width of five feet. 2. A recessed entry bay with a minimum depth and width of five feet. 3. Incorporating the entrance into a vertical mass that extends two or more feet above the height of the first floor plate vertical mass. 4. A landing, deck, or stoop with a minimum depth of six feet and minimum width of eight feet. 5. Transparent windows or openings that comprise a minimum of 50% of the area located within 20 feet of the midpoint of the primary building entrance. Glass is considered transparent where it has a transparency higher than 80% and external reflectance of less than 15%. (b) Individual entrances. All residential units accessed through individual entrances at the ground level shall provide a minimum of one primary individual entranceway with a projection (such as a covered porch) or recess with a minimum depth and width of three feet and a minimum area of nine square feet or a landing, deck, uncovered porch, or stoop with a minimum depth and width of six feet. Duarte Station Specific Plan (Esperanza and Solana): Buildings must face the street, and primary building entrances must be oriented towards the street. Side entries from entry plazas are allowed. Buildings shall maintain a strong relationship to the street, with primary building entrances oriented toward the street. City of Duarte Residential architectural and design standards (applies to all residential zones): Site design and structure orientation. a.Front entries shall be clearly identifiable and generally oriented toward the street. b.Driveways shall be placed in a manner that avoids conflict with pedestrian access from the sidewalk and shall be of sufficient depth/width to reduce undue on-street curbside guest parking. See development standards for driveways in Section 19.38.100 (Parking Space and Drive Aisle Dimensions) and Section 19.38.180 (Design Standards for Parking Lots). City of Duarte Residential architectural and design standards (applies to all residential zones): -Multifamily Standards: See multi-family development standards in Section 19.10.030 (Development Standards). The main entry to the multi-family development shall be clearly delineated and identifiable, and shall be easily accessible for pedestrians from the public street. Entrances to individual residential units shall be accessible from the street or from common open space areas within the development. -Windows, balconies, and similar openings shall be oriented to preserve privacy of individual units within the development. -Loading and refuse/recycling collection areas shall be located so as to provide easy access to collection vehicles and to minimize noise impacts on residents. See multi-family trash and recycling facilities standards in Section 19.10.060 (R-3 and R-4 Zones: Additional Standards) and parking lot requirements in Section 19.38.050 (Off-Street Parking Space Requirements). Duarte Station Specific Plan (Esperanza and Solana): Several types including Highland Frontage, Secondary Frontage, Rail Frontage (primary and secondary), Internal Frontage, Neighborhood Frontage, Paseo Frontage. See table on page 46 of SP for detailed standard regarding frontage types. Permitted facade type for each frontage: Highland Frontage - Shopfront (required for 50%), flex, forecourt Secondary Frontage - flex, forecourt, frontyard/patio Rail Frontage primary - Shopfront, flex, forecourt, frontyard/patio Rail Frontage secondary - Shopfront, flex, forecourt, frontyard/patio Internal Frontage - flex, forecourt, frontyard/patio Neighborhood Frontage - flex, forecourt, frontyard/patio Paseo Frontage - flex, forecourt, frontyard/patio Shopfront Standards: -Maximum 5-foot recess at entrances -Minimum 70% groundfloor glazing along frontages. Primary frontage shall not use reflective and/or opaque window treatment. -Features such as outdoor dining, seating, pop-up sales, and other similar uses shall not exceed 40 feet of linear length without a separation. -Utilize awnings, coverings, and other articulated features as a part of Shopfront facade. Awnings, shade features, and other similar elements are permitted to project up to 8 feet into the right-of-way, as long as an 8-foot clear height above the sidewalk is maintained. -Shopfronts should be designed to allow for an open feel and pronounced entries that open to the immediate streetscape. -Outdoor areas adjacent to shopfront facade types should be designed to activate and allow for extensions of the use into the streetscape activity zone and pedestrian zone through the form of pop-up shops, outdoor seating, and other similar uses. -The first floor of mixed-use development shall incorporate attractive awnings, materials, and detailing that complement the design, color, and materials of residential portions of the site and façade. Flex Standards: -Maximum 10-foot recess at entrances -Minimum of 70% open, unobstructed view 3 feet above the ground in areas around entrances and patio/open space areas. This standard allows for "eyes on the street" for residential and commercial uses. -Minimum 25% ground floor glazing for residential uses. Minimum 75% ground-floor glazing for commercial uses. Primary frontage shall not use reflective and/or opaque window treatment when located with a commercial use. -Frame patio and open space areas with landscape planters, low walls, and seating areas. -Install shade, awning, or shade-providing landscaping/trees. -Design outdoor features in a manner that will not be obstructive or incompatible between residential and commercial uses. -Maintain quasi-public space around frontage. -Entry areas shall be well landscaped and include seating and other amenities to develop a welcoming entryway to the building entrance, regardless of use. -When installing seating, consider constructing seating that is not hardscaped but rather installed furniture which can be removed if "flex" use is configured to and/or from a commercial use to a residential entryway. -Balconies, windows, decks, and other similar openings should be utilized along building faces to both add visual interest as well as open upper stories toward the immediate streetscape. Forecourt Standards: -Minimum 15-foot deep and 10-foot wide recess at primary forecourt entrance -Minimum 25% ground floor glazing for residential uses. Minimum 50% glazing for ground floor non-residential uses along primary frontages along forecourt façades. -Planters, walls, and edges buffering the forecourt can be used to define edge of forecourt and delineate public, quasi-public, and private space. -Forecourt facade types should maintain an open courtyard aesthetic and offer landscaping, public art, seating, community gardens, or other public or quasi-public amenities. Frontyard/Porch Standards: -Minimum 5-foot setback from front property for primary structure -Porches shall be raised or at grade. "Step down" porches and entries that dip below grade are not permitted. -35 feet of maximum continuous wall length without façade articulation feature or modulation to building form. A minimum plane shift of 2 feet shall be used in modulation. -Front yard and open space around entries shall be treated as private space. Fencing, landscaping, or other elements that buffer and/or delineate the public and private realms. -Retaining walls shall not exceed 2 feet in height within the front yard setback. -Fencing and wall above 2 feet are permitted but shall be visibly open. -Frontyard/porch facade types shall include distinct entryways and porch areas that are open and visible to the immediate streetscape to create an eyes-on-the-street feeling. -Frontyard/porch facade types should incorporate ample glazing, fenestration, and other building openings through the use of bay windows, balconies, and other similar features along public-facing stretches of building face.		
Orientation			

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Town Center Specific Plan: Key intersections are identified as the intersections of Huntington Drive with Buena Vista Street and Highland Avenue. -Landmark qualities should be increased by installing public monumentation, themes, public signs, and art. -Provide visual themes at all four corners with paving, wall forms, and landscape materials. -Developments on corners should incorporate landscape material designs into the private frontage area, where plantings are appropriate. -Special architectural elements should be incorporated on buildings, such as articulated display windows and entrances or a taller, more prominent roof form or element. -New surface parking spaces and lots are not permitted on corner sites of key intersections. -Pedestrian amenities, such as a shaded plaza area, generous walkways, and clear and open pedestrian links to the corners, should be incorporated to help create a sense of place. Duarte Town Center Specific Plan: Mixed Use - Separation of Public and Private Space Guidelines -Public spaces should be clearly recognizable as "public" (e.g., a plaza within view of a street or other public space) and publicly accessible. Private spaces should be clearly recognizable as "private" through the use of security gates and signs. -Private areas should be screened from public view through the use of landscaping, walls, and fences and changes in elevation. -Areas should be designed to encourage informal meetings and social interaction with other people. -Spaces should be designed or located to encourage year-round use by providing areas that have awnings, sunshades, and/ or landscaping that can provide shelter from the elements. -An overall theme of visual connection between spaces and uses should be provided within the development, including pedestrian linkages throughout the development and to adjacent land uses.		
Key Intersections			
Private v Public			
Building Modulation and Articulation	Duarte Station Specific Plan (Esperanza and Solana): In general, buildings should be square-shouldered and flat-roofed, with changes in parapet height, overhang, or roof form such as shed roofs used to accent features such as entries, stair towers, corners, or other special features. Long, unbroken monolithic parapets are discouraged. Green roofs and usable roof decks are highly encouraged. Duarte Town Center Specific Plan: Incorporate architectural elements and details on all walls, such as adding notches, grouping windows, adding loggias and dormers, varying cornices and rooflines, adding canopies, wing walls, trellis features, arcades, and colonnades. Roof lines should be broken at intervals no greater than 50-feet long by changes in height or roof form. City of Duarte Residential architectural and design standards (applies to all residential zones): Rooflines and roofing materials shall be compatible with the architectural style of the residential structure. Use of varying, uncoordinated rooflines and roofing materials shall be avoided. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Design of structures should be consistent with local and regional architectural styles. The overall style of multi-family structures should be consistent on all sides of the building as well as among all portions of the roof. Particular attention should be taken that building elevations and roof elements visible from streets and other public or quasi-public spaces are stylistically consistent. Balconies, where provided, shall utilize railing or similar materials that are compatible with the overall architectural style of the development. Balconies shall be functional and built to the minimum dimensions set forth in Section 19.10.080.	Chapter 23.13 Building and Site Design Standards: Minimum depth of overhanging eaves. Overhanging eaves, if provided, shall extend a minimum of two feet beyond the supporting wall. (a) Overhanging eaves incorporated as part of an addition to a building with existing overhanging eaves may be consistent with the depth of the existing overhanging eave, even if the existing overhanging eaves extend less than two feet beyond the supporting wall. Roof line. Roof lines shall be varied and designed to minimize the bulk of a building, screen roof-mounted equipment, and enhance the building's architectural design through the following methods: (a) A minimum of one roof line offset at least 20 feet in length shall be provided for every 50 feet of façade length. For buildings greater than 50 feet in length and less than 70 feet in length, a minimum of one roof line offset at least five feet in length shall be provided. (b) All parapets shall provide returns of at least six feet in depth at the end of the parapet face to avoid a false front appearance.	
Architectural Elements			
Size of Unit Revealed by Façade	Duarte Town Center Specific Plan: Building design shall incorporate a 360-degree design philosophy, understanding that all of the built environment should be well designed, not just that visible from public areas. Create visual interest in building façades and break up the mass of large-scale buildings with articulation in form, architectural details, and changes in materials and colors. Similar and complementary massing materials and details should be incorporated into side and rear areas. Duarte Town Center Specific Plan: Mixed Use Standards: Separation should be created within the site through vertical differences (e.g., grading, massing, roof heights, etc.) City of Duarte Residential architectural and design standards (applies to all residential zones): Scale and massing. A combination of second- and upper-story balconies, decks, window fenestrations, and similar features shall be used on front and street side façades to provide articulation and further reduce massing effects, and shall also be compatible with the overall architectural and mass/scale balance of the original structure, as well as the character of mass/scale in the immediate neighborhood. Multifamily Standards: Scale and mass. a.The scale and mass of new multi-family structures and additions shall be sensitive to the scale of buildings in the immediate neighborhood. b.Clustering of residential units is encouraged to promote a sense of community within residential developments. c.Multi-family residential structures must incorporate architectural design details and elements which provide visual character and interest, avoiding flat planar walls and box-like appearances through the use of courtyards, balconies, offset planes and levels, deeply recessed or projecting windows, sloping roofs, and landscaped yards.	West Main Corridor Master Plan: -vary the roofline for visual interest and to diminish mass -complement the composition of the building -ensure that architectural features are integral and contribute to a harmonious design -discourage ornamentation and features that appear tacked-on or artificially thin -continue design elements and detailing around the entire structure	
Building Form	Duarte Station Specific Plan (Esperanza and Solana): Floor elevations of building frontages need to be at the sidewalk level, and the use of awnings, change in material, and architectural articulation should be used to create a pedestrian-scaled public realm regardless of the overall scale and mass of the building. Buildings must exhibit four-sided architecture, meaning that all façades, including rear and side façades, are to be considered visible (unless facing "blind" onto an adjacent party wall) and should be treated with an architectural façade composition. Multi-Family Residential and Mixed-Use - Multi-family buildings should be well articulated to break up the building mass. Variations in floor level, façades, roof styles, architectural details, and finishes that break up the appearance of large buildings should be employed.	West Main Corridor Master Plan: -modulate exterior walls; blank, unadorned wall surfaces are to be avoided, especially along streets -introduce facade modulations at 25 feet to 50 feet intervals along Main St, matching historic patterns -consider opportunities for upper floor terraces, balconies, and bay windows -establish a clear pattern of fenestration that unifies the building -recess windows from the wall plane to create depth and suggest solidity -emphasize a high degree of ground floor transparency along Main st	R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: Building forms and details should be in keeping with adjacent neighborhood character, where appropriate. Where possible, existing single-family houses should be preserved.
Articulation			R-3-13 Zone (Medium/High Density Residential Zone), R-3-20 and R-3-30 (High Density Residential Zones) and RHO (Religious Housing Overlay) Zone: Articulation of exterior walls is encouraged. In no event shall a linear wall of a second story extend longer than thirty-five feet without an offset of a minimum of five feet for a minimum linear distance of ten feet.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Max Building Height: 120 feet max. height except within 100 feet of R-1 zone height is limited to 90 feet Building Height Projections: Architectural features are allowed to project up to a maximum of 10 feet above the maximum allowed height, subject to Design Review. Architectural features include rooflines (balustrades, pediments, statuary, dormer windows, cross gables), masts, towers, turrets, eaves, rafters, non-habitable building façade, skylights or roof windows. Elevator, mechanical equipment, and equipment penthouses are not subject to height limits as long they meet the screening design guidelines. Buildings shall be well articulated by changes in roof heights and vertical planes to reduce the appearance of bulk and create interesting building silhouettes. Duarte Town Center Specific Plan: Max Height Residential and Mixed Use: (Tier 1) AREA 1 Town Center Commercial Core - none Area 2 - Mixed Use Corridor - 2 stories, 35 feet Area 3 - Mixed Use Town Center - none Area 4 - Mixed Use Neighborhood - none Area 5 - Mixed Use Corridor - none Area 6 - Mixed Use Corridor - 4 stories, 50 feet Area 7A - Mixed Use Neighborhood - none Area 7B - Mixed Use Neighborhood - 2 stories, 35 feet Area 8 - Residential Town Center - 4 stories, 50 feet Area 9 - Mixed Use Neighborhood - 2 stories, 35 feet Max Height Mixed Use: (Tier 2) AREA 1 Town Center Commercial Core - none Area 2 - Mixed Use Corridor - none Area 3 - Mixed Use Town Center - none Area 4 - Mixed Use Neighborhood - 3 stories, 40 feet Area 5 - Mixed Use Corridor - none Max Height Residential and Mixed Use: (Tier 2) Area 6 - Mixed Use Corridor - 2 stories, 35 feet Area 7A - Mixed Use Neighborhood - 3 stories, 40 feet Area 7B - Mixed Use Neighborhood - none Area 8 - Residential Town Center - none Area 9 - Mixed Use Neighborhood - none Max Height Residential and Mixed Use: (Tier 3) AREA 1 Town Center Commercial Core - none Area 2 - Mixed Use Corridor - 4 stories, 50 feet Area 3 - Mixed Use Town Center - 4 stories, 50 feet Area 4 - Mixed Use Neighborhood - 4 stories, 50 feet Area 5 - Mixed Use Corridor - 4 stories, 50 feet Area 6 - Mixed Use Corridor - 4 stories, 50 feet Area 7A - Mixed Use Neighborhood - 4 stories, 50 feet Area 7B - Mixed Use Neighborhood - 4 stories, 50 feet Area 8 - Residential Town Center - none Area 9 - Mixed Use Neighborhood - 4 stories, 50 feet Minimum Ground Floor Height: 14 feet for Retail, 12 feet for Office, 11 feet for Residential (Conversions of use in existing buildings shall not be required to meet this requirement.) Minimum Street Wall Height: 25 feet on Huntington Drive only R-2 Two-Family Residential Zone (Medium Density): 35 ft or 2 stories, whichever is less R-3 Multiple-Family Residential Zone (Medium Density): 40 ft or 3 stories, whichever is less R-4 Multiple-Family Residential Zone (High Density): 50 ft or 4 stories, whichever is less	RM (Residential Medium) Zone: 35 feet max 3 stories max RH (Residential High) Zone: Max Feet: Area bounded by Atlantic Blvd on the west, Woodward Ave on the north, Commonwealth Ave on the south, and Chapel Ave on the east, and parcels on major arterial streets within 1,300 feet of a freeway interchange: 75 Other areas: 45 Max Stories: Area bounded by Atlantic Blvd on the west, Woodward Ave on the north, Commonwealth Ave on the south, and Chapel Ave on the east, and parcels on major arterial streets within 1,300 feet of a freeway interchange: 6 Other areas: 5 Central Business District (CBD) Zone: max building height (feet): 75 max building height (stories): 5 East Main Commercial (EMC) Zone: max building height (feet): 35 max building height (stories): 3 Commercial Mixed-Use (CMU) Zone: max building height (feet): 40 within 50 feet of a Residential Zoning District, otherwise 75 max building height (stories): 3 within 50 feet of a Residential Zoning District, otherwise 5 Professional Office (PO) Zone: max building height (feet): 40 within 50 feet of a Residential Zoning District, otherwise 75 max building height (stories): 3 within 50 feet of a Residential Zoning District, otherwise 5 Industrial (I) Zone: max building height (feet): 40 within 50 feet of a Residential Zoning District, otherwise 55 max building height (stories): 3 within 50 feet of a Residential Zoning District, otherwise 5 Chapter 23.13 Building and Site Design Standards: Ground floor height, non-residential uses. The minimum ground floor height for non-residential uses is 14 feet measured floor to ceiling.	R-3-20 and R-3-30 (High Density Residential Zones): A third story building element shall be permitted, provided that this element is located more than forty feet away from any public street and has no horizontal dimension longer than forty-five feet. Additionally, the total floor area of these elements shall equal no greater than twenty percent of the gross lot area. For any project containing a third story, the height limit shall be measured in compliance with the calculation method described in Section 17.20.040 for the R-1 zone, except that the maximum height shall be thirty feet instead of twenty-five feet. Commercial Zone: Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to: a.Bulk or mass height No building structure shall exceed a height of thirty feet and no building structure shall exceed two stories in the C zone. RHO (Religious Housing Overlay) Zone: a.Height Limit. No building shall exceed either thirty-five feet in height or three stories above grade, as calculated in the manner illustrated in Section 17.28.080.C. b.Height Adjacent to Public Streets. No building shall exceed either thirty feet in height or two stories above grade within forty feet from any public street other than Michillinda Avenue. c.Height Adjacent to R-1 Zone. For yards abutting an R-1 zoned lot, an encroachment limit shall be established which is determined at the point where the wall height is twenty feet, and using a forty-five-degree angle inwards toward the property to create additional setback. (See illustration in Section 17.28.080.F.7).
Height	Duarte Station Specific Plan (Esperanza and Solana): The façades facing major streets shall not have blank walls, service entrances, or other features that are detrimental to the pedestrian experience. Architectural design, modulation, and interest should be articulated on all sides of the building. Floor elevations of building frontages need to be at the sidewalk level, and the use of awnings, change in material, and architectural articulation should be used to create a pedestrian-scaled public realm regardless of the overall scale and mass of the building. Large expanses of blank façade walls are not permitted. Façades directly facing the street shall be broken into distinct modules or bays along the frontage using three-dimensional surface modulations that extend the human-scaled architectural character and cadence of more active façade areas. The modulations can be achieved with the use of recesses, projections, change in color or material. The depth of recesses and projections should be a minimum of two feet. Where possible, horizontal modulation of adjacent buildings should relate across façades to create a consistent pedestrian scale street façade. Multi-Family Residential and Mixed-Use - Street-facing façades of residential buildings should include stoops, porches, recessed windows, bay windows, and balconies to provide visual interest. Duarte Town Center Specific Plan: Building façades should be broken into smaller massings of colonnades to create a more intimate human scale. Create virtual boundaries by a varying/change of level, materials, textures, and color. All building facades should avoid blank walls and provide the highest level of articulation on all walls visible from adjacent streets and public spaces. Murals, espaliers/trellises and vines should be placed on any large wall expanse. City of Duarte Residential architectural and design standards (applies to all residential zones): For any new structure or addition, all façades visible from a public right-of-way shall incorporate features that eliminate blank, unarticulated walls; add visual interest; avoid clutter; and display a distinctive architectural style. Varied modulation for exterior façade surfaces is encouraged.		
Human Scaled Design		West Main Corridor Master Plan: -emphasize pedestrian-scaled details at street level; canopies, awnings, and architectural lighting are especially appropriate at building entrances	

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Special standards and guidelines are established for the design of buildings with ground floor commercial space along certain frontages. Minimum floor-to-ceiling heights ensure that the space will serve the needs of retail and restaurant uses that may locate in the space during the lifetime of the building. Floor elevations of building frontages need to be at the sidewalk level, and the use of awnings, change in material, and architectural articulation should be used to create a pedestrian-scaled public realm regardless of the overall scale and mass of the building. As a unifying element, brick should be used on all buildings as a predominant design feature. It may be used at the ground floor to create a base to the building, as entire wall elements, as the material for a main tower feature, or as panel or framing elements between window walls. Where brick is used, there shall be at least some minor change in building plane to express the material change. Surface applied brick should either terminate in a concrete base or extend to the ground, and should not appear to float. Duarte Town Center Specific Plan: Use articulation in form, including changes in wall planes, upper-story building setbacks and/or projecting or recessed elements. Buildings should create a contextual fit with articulated building form including strong massing and horizontal division (base, middle, top). The base, middle, and top of the building should be emphasized. This allows the building to be viewed from several different vantage points, both near and far from the structure, without looking unnatural.	Chapter 23.13 Building and Site Design Standards: In addition to the façade articulation requirement in division 8(3)(b)1, above, upper and lower stories in buildings of three or more stories shall be distinguished by incorporating one or more of the following features. These features may be applied to the transitions between any floors, except where otherwise specified. a. A change in façade materials, along with a change in plane at least one inch in depth at the transition between the two materials. b. A base treatment at the ground floor consisting of a material such as brick, stone, concrete masonry, or other material distinct from the remainder of the façade and projecting at least one inch from the wall surface of the remainder of the building. c. Setting back the top floor or floors of the building at least five feet from the remainder of the façade. West Main Corridor Master Plan: -make upper floors visually distinct from the ground floor; residential use should be distinguishable from commercial use Chapter 23.13 Building and Site Design Standards: Buildings less than three stories. All buildings less than three stories and over 50 feet wide shall provide a massing break with a minimum width of 20 feet and a minimum depth of 2.5 feet for every 50 feet of façade length. Buildings three or more stories. All buildings with three or more stories and over 50 feet wide shall provide a massing break with a minimum width of 20 feet and a minimum depth of five feet for every 50 feet of façade length. West Main Corridor Master Plan: -introduce elevation breaks; upper floor setbacks are encouraged -respond to adjacent residential use with a sensitive transition in scale and massing; a step back in building height or break in massing is appropriate. Chapter 23.13 Building and Site Design Standards: Tenant space depth, non-residential uses. Non-residential ground floor interior tenant spaces shall be a minimum of 60 feet in depth for a minimum of half of the width of the tenant space and a minimum of 40 feet in depth elsewhere, except as exempted by the Director through the approval of a modification on small or constrained sites.	Commercial Zone: Architectural treatment shall be applied to all building elevations.
Differentiation in Design Among Stories			
Building Breaks			
Non-Residential Space Depth			
Corner Buildings			
Pedestrian Experience Along Sidewalk			
	Duarte Station Specific Plan (Esperanza and Solana): Building corners that face an intersection should strive for a distinctive form with a high level of articulation. Corner treatments may include a change in height or architectural style, materials, roof form, or window pattern, and are encouraged to create a pedestrian gathering experience. Multi-Family Residential and Mixed-Use - Building corners that face an intersection should strive for a distinctive form with a high level of articulation. Corner treatments could include a change in height, a definition of a public plaza, or a change in architectural style, windows, or materials.		
Architectural Corner Elements			
Towers at Corner		Central Business District (CBD) Zone, East Main Commercial (EMC) Zone, and Commercial Mixed-Use (CMU) Zone: Corner build area. Buildings shall be located within ten feet of the property line within 30 feet of the street corner. Modifications. These requirements may be modified or waived through approval of a modification upon finding that: 1. Entry courtyards, plazas, entries, or outdoor eating areas are located adjacent to the property line and buildings are built to the edge of the courtyard, plaza, or dining area; or 2. The building incorporates an alternative entrance design that creates a welcoming entry feature facing the street or is designed in a manner that compliments adjacent or surrounding land uses.	
Other Corner Design Features	Duarte Station Specific Plan (Esperanza and Solana): Material changes should not occur at external corners but should occur at interior corners or with a return of at least six feet from the external corners or other logical terminations.		
Materials, Finishes, and Color			

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Entries should be inviting from the street with adequate weather protection. Multi-Family Residential and Mixed-Use - Common entries should be a predominant feature of front facades and should have a scale that is in proportion to the size of the building and number of units being accessed. Larger buildings should have a prominent, centralized building entrance. -Building sides that face a public street, drive, or common space should be the first choice for entry location.	Chapter 23.13 Building and Site Design Standards: (1) Buildings located within 30 feet of a front or street side lot line shall be oriented toward the adjacent front or street side lot line with the building frontage parallel to the fronting public sidewalk. The primary building entrance shall face the public sidewalk. (2) All buildings located in the interior of a site shall have an entrance from a pedestrian walkway that is a minimum of four feet wide and connects to a public sidewalk. (3) In the CBD Zone, one or more public entrances shall be provided at the rear of all buildings which face Main Street.	
Location of Entries	Duarte Station Specific Plan (Esperanza and Solana): Main building entries (i.e., those serving multiple units) should be differentiated from individual street-level unit entries with special detailing, awnings, canopies, or multi-story forms. Doorways should be clearly identified with change in material, change in plane, or with architectural elements such as a canopy.	West Main Corridor Master Plan: -provide well marked, articulated building entrances -encourage a frequent cadence of storefront entrances along Main St	
Demarcation of Entries	Duarte Station Specific Plan (Esperanza and Solana): Multi-Family Residential and Mixed-Use - Storefronts on the ground floor of mixed-use buildings shall be of sufficient depth to support the anticipated use and are encouraged to have a minimum depth of 40 feet. -All ground floor units within five feet of finished grade are encouraged to have their principal entrance from the street, pedestrian walkway, or open space. If individual entries are not provided, then individual private areas such as balconies or decks should be provided that front on to the street, pedestrian walkway, or open space. -Residential entries should be clearly identifiable from the retail/service entry. -The use of awnings is encouraged to provide shelter and shade along the sidewalk for mixed-use buildings. Awnings should be no wider than a single storefront or architectural bay (whichever is narrower). Duarte Town Center Specific Plan: REQUIRED COMMERCIAL STOREFRONTS Ground-floor commercial uses are required along the streets identified in Figure 3-7 (Required Commercial Storefronts). Along the streets identified, a building shall devote a minimum of 75 percent of its street-side building frontage to commercial storefronts. Certain projects may be allowed additional non-commercial building frontage through an administrative exception detailed in the Minor Modifications process (Chapter 7). Retail, service, office, and hotel uses shall count toward the 75 percent required commercial storefronts. However, the ground floor space within 150 feet of a key intersection shall be designed specifically for retail, service-oriented businesses, and/or restaurant uses. Up to 50 percent of any required commercial storefront (linear) located beyond 150 feet of a key intersection may be occupied by live-work uses. Ground Floor Residential Uses: -New residential buildings shall provide transitional spaces in the form of stoops, overhangs, and porches between public areas and entrances. -Where exterior individual entries are provided, a distinctive entry should be established for each, defined with architectural elements consistent with the architectural style of the development as a whole. -Decorative lighting should be provided at entries. -If exterior staircases are used, they should be incorporated into the overall architectural massing of the building. -The use of metal staircases is discouraged. Ground Floor Retail: -Ground-floor space designed for retail or other active uses shall orient tenant spaces to the street and maximize storefronts and entries along the sidewalks to sustain street-level interest and promote pedestrian activity. -Ground-floor design shall be high quality and pedestrian oriented. -Storefront configurations and details should provide a sense of human scale, variety, and interest within the overall context of the buildings. -Ground-floor retail space should wrap the corner onto the intersecting streets. -The primary entrance to each street-level tenant space that has its frontage along a public street shall be provided from that street. -The primary entrance to each street-level tenant that does not have its frontage along a public street shall be provided from a pedestrian paseo, courtyard, or plaza which is connected to the public street. -Wall openings, such as storefront windows and doors, shall comprise at least 50 percent of a building's street-level facade. -Clear glass for wall openings, i.e., doors and windows, shall be used along all street-level facades for maximum transparency, especially in conjunction with retail uses. Dark tinted, reflective, or opaque glazing is not permitted for any required wall opening along street level facades.	Chapter 23.13 Building and Site Design Standards: Non-residential: Additional entrance requirements, ground floor non-residential uses. (a) There shall be a minimum of one entrance for every 50 feet of building frontage with a maximum separation of 100 feet between entrances. (b) Buildings located on corners shall provide an entrance toward each street or have a corner entrance that provides a common entrance to the building from both streets. Residential Entrances: (a) Shared entrances. All buildings that provide access to more than one unit from a shared exterior entrance shall provide a minimum of one primary shared entranceway that leads to a common area, such as a lobby or community space, a minimum of ten-feet wide and ten-feet deep, and that is emphasized utilizing at least one of the following methods: 1. A roofed projection over the door (such as an awning, canopy, or overhang) with a minimum depth and width of five feet. 2. A recessed entry bay with a minimum depth and width of five feet. 3. Incorporating the entrance into a vertical mass that extends two or more feet above the height of the first floor plate vertical mass. 4. A landing, deck, or stoop with a minimum depth of six feet and minimum width of eight feet. 5. Transparent windows or openings that comprise a minimum of 50% of the area located within 20 feet of the midpoint of the primary building entrance. Glass is considered transparent where it has a transparency higher than 80% and external reflectance of less than 15%. Individual entrances. All residential units accessed through individual entrances at the ground level shall provide a minimum of one primary individual entranceway with a projection (such as a covered porch) or stoop with a minimum depth and width of three feet and a minimum area of nine square feet or a landing, deck, uncovered porch, or stoop with a minimum depth and width of six feet.	
Mixed Use Buildings - Difference between Retail Entrances vs Residential Entrances		West Main Corridor Master Plan: -differentiate storefront entrances from a residential or main building entrance -allow for creativity and individual expression in storefront design, provided they are compatible with the overall building design. West Main Corridor Master Plan: -offer inviting entries and expansive storefront windows with engaging displays that animate the street -introduce details and elements that provide visual relief, for example pilasters, course lines, windows heads and sills, brackets, cornices Alhambra MC AMC 23.13.020 Building Design Requirements: (A) Building entrances and orientation. (1) Buildings located within 30 feet of a front or street side lot line shall be oriented toward the adjacent front or street side lot line with the building frontage parallel to the fronting public sidewalk. The primary building entrance shall face the public sidewalk. (2) All buildings located in the interior of a site shall have an entrance from a pedestrian walkway that is a minimum of four feet wide and connects to a public sidewalk. (3) In the CBD Zone, one or more public entrances shall be provided at the rear of all buildings which face Main Street. (4) Additional entrance requirements, ground floor non-residential uses. (a) There shall be a minimum of one entrance for every 50 feet of building frontage with a maximum separation of 100 feet between entrances. (b) Buildings located on corners shall provide an entrance toward each street or have a corner entrance that provides a common entrance to the building from both streets. (5) Additional entrance requirements, residential uses. (a) Shared entrances. All buildings that provide access to more than one unit from a shared exterior entrance shall provide a minimum of one primary shared entranceway that leads to a common area, such as a lobby or community space, a minimum of ten-feet wide and ten-feet deep, and that is emphasized utilizing at least one of the following methods: 1. A roofed projection over the door (such as an awning, canopy, or overhang) with a minimum depth and width of five feet. 2. A recessed entry bay with a minimum depth and width of five feet. 3. Incorporating the entrance into a vertical mass that extends two or more feet above the height of the first floor plate vertical mass. 4. A landing, deck, or stoop with a minimum depth of six feet and minimum width of eight feet. 5. Transparent windows or openings that comprise a minimum of 50% of the area located within 20 feet of the midpoint of the primary building entrance. Glass is considered transparent where it has a transparency higher than 80% and external reflectance of less than 15%.	
	Duarte Station Specific Plan (Esperanza and Solana): Entries shall be given special attention as a whole system, including door, side windows, and porches. All entries for main buildings and for individual units should be pedestrian scaled. Courtyard doors, gates, or other portals used at building entries shall be attractively designed as an important architectural feature of the building or development. Individual ground-level unit entries should have a strong relationship to a fronting street, internal walkway, or courtyard as appropriate to the overall siting concept and housing type. Duarte Town Center Specific Plan: Well-designed storefronts—including windows, doors, wall composition, colors, and materials—should be incorporated to create a sense of entry at a pedestrian scale. Buildings shall incorporate one or more of the following in entrance design: • Placement of art or decorative detailing at the entry • A projecting element above the entrance • A change in material or detailing • Implementation of architectural elements such as flanked columns or decorative fixtures • Recessed doors, archways, or cased openings • A portico or formal porch projecting from or set into the surface • Changes in the profile, a tower, or a break in the surface to the subject wall Building entrances shall be well-lit with appropriately scaled light fixtures.		
Entry Design Elements			
Residential Privacy Proximity to Commercial Uses/Non-Compatible Uses Height of Windows			

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): As a unifying element, brick should be used on all buildings as a predominant design feature. It may be used at the ground floor to create a base to the building, as entire wall elements, as the material for a main tower feature, or as panel or framing elements between window walls. Where brick is used, there shall be at least some minor change in building plane to express the material change. Surface applied brick should either terminate in a concrete base or extend to the ground, and should not appear to float. In addition to brick as a required material, other façade materials that are encouraged include corrugated metal, metal panels, smooth stucco, and cementitious panels. Detailing should reinforce the industrial aesthetic of the area. Window walls are encouraged both as wall plane and corner accents and a creative approach to window shapes, sizes, and mullion patterns is highly desirable. Accent materials that are encouraged include cut stone, tile, glass block, and well-detailed smooth concrete. Balconies, decks, and handrails should be steel or other metal and have industrial-inspired scale and detailing. Exposed steel columns are encouraged. Awnings are encouraged along street frontages and should be metal or metal and glass. Canvas and fabric awnings are discouraged. For trellises, marquees, and architectural canopies, materials, colors, and form should be derived from the building architecture, such as a trellis painted the same color as a building's trim scheme is appropriate. All materials used should be durable, of high quality, and properly installed. Materials should be attractive, sustainable, low maintenance, and appropriate to the architectural character. Materials should be incorporated in a manner that they do not appear to be merely surface applications but as an integral component of the architectural style. Roof materials should complement the materials and colors of the façades and provide texture or relief. Rain gutters and down spouts should be integrated into the façade. At a minimum, their color should blend with adjacent surfaces. Partially submerged parking podiums that project above grade should either be integrated into the architectural character of the building above utilizing cladding or building with materials that extend down from the portions of the building above or be built with contrasting materials of a more substantial and permanent character than the portions of the building above to create a base. Trellises, architectural canopies, balconies, and other such design elements should derive their materials, colors, and form from the building architecture. Duarte Town Center Specific Plan: Create visual interest in building façades and break up the mass of large-scale buildings with articulation in form, architectural details, and changes in materials and colors. Very materials, colors, and textures to enhance key components of a building's façade (i.e., window trims, entries, projecting elements, etc.). Building materials, colors, fenestration, scale, and massing are to be compatible with the overall architectural style. Materials shall be applied in a consistent manner to all façades of the project. Materials and finishes should be used consistently and be appropriate to the intended architectural style of the building. High-quality, long-lasting materials should be used for exterior window sills and trims which are consistent with the overall architectural style of the building. Roof materials should complement the materials and colors of the façades and provide texture or relief. Rain gutters and downspouts should be integrated into the façade. At a minimum, their color should blend with adjacent surfaces. Trellises, architectural canopies, balconies, and other such design elements should derive their materials, colors, and form from the building architecture. Mixed Use Standards: An overall design palette should include building materials and textures that define each use as part of an overall theme. City of Duarte Residential architectural and design standards (applies to all residential zones): Materials and finishes shall be of a consistent theme, shall match the style of the residential structure, and shall be consistently applied to all façades.	Chapter 23.13 Building and Site Design Standards: In addition to the façade articulation requirement in division B(3)(b)1. above, upper and lower stories in buildings of three or more stories shall be distinguished by incorporating one or more of the following features. These features may be applied to the transitions between any floors, except where otherwise specified. a. A change in façade materials, along with a change in plane at least one inch in depth at the transition between the two materials. b. A base treatment at the ground floor consisting of a material such as brick, stone, concrete masonry, or other material distinct from the remainder of the façade and projecting at least one inch from the wall surface of the remainder of the building. Exterior building colors and materials. (a) Each façade shall have three or more colors and three or more materials, exclusive of windows. (b) Fluorescent and neon colors are prohibited. (c) The following materials are prohibited. 1. Vinyl siding. 2. T-111 plywood siding. West Main Corridor Master Plan: -use materials and colors to enhance a building's visual quality, requiring compatible materials on all sides -encourage masonry and hand-troweled plaster as the most appropriate exterior wall types -emphasize especially durable and high quality materials at the street level -avoid the use of applied foam ornamentation -discourage the use of reflective, opaque or highly tinted glass	R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood. Commercial Zone: The following building materials or those determined by the director to be similar to them shall be utilized in all construction in the commercial zone: 1.Roof materials intended to be viewed, including but not limited to clay tile or slate; 2.Brick, tile, textured concrete, tinted concrete or exposed aggregate patios and walkways; 3.Decorative masonry materials such as bricks, stone or slump stone; 4.Heavy rough textured wood beams, headers, trim and siding; 5.Textured stucco. Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to c.Building materials R-3-13 Zone (Medium/High Density Residential Zone): Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood.
Materials			
Finishes	Duarte Town Center Specific Plan: Materials and finishes should be used consistently and be appropriate to the intended architectural style of the building. Duarte Station Specific Plan (Esperanza and Solana): For trellises, marquees, and architectural canopies, materials, colors, and form should be derived from the building architecture, such as a trellis painted the same color as a building's trim scheme is appropriate. Trellises, architectural canopies, balconies, and other such design elements should derive their materials, colors, and form from the building architecture. Duarte Town Center Specific Plan: Create visual interest in building façades and break up the mass of large-scale buildings with articulation in form, architectural details, and changes in materials and colors. Very materials, colors, and textures to enhance key components of a building's façade (i.e., window trims, entries, projecting elements, etc.). Building materials, colors, fenestration, scale, and massing are to be compatible with the overall architectural style. Contrasting colors should be used for trims, windows, doors, and other key architectural elements. Roof materials should complement the materials and colors of the façades and provide texture or relief.	Chapter 23.13 Building and Site Design Standards: Exterior building colors and materials. (a) Each façade shall have three or more colors and three or more materials, exclusive of windows. (b) Fluorescent and neon colors are prohibited. (c) The following materials are prohibited. 1. Vinyl siding. 2. T-111 plywood siding. West Main Corridor Master Plan: -use materials and colors to enhance a building's visual quality, requiring compatible materials on all sides -choose a color palette that offers visual simplicity and harmony -limit the use of bright or intense colors to an accent within a carefully balanced color scheme	R-3-13 Zone (Medium/High Density Residential Zone): Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood. Commercial Zone: Earth tone or natural colors shall be utilized throughout with the use of bright, nonpastel colors for the purpose of accent; however, such accent colors shall not be used to such a degree as to become the dominant color of any structure. Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to b.Colors
Colors			
Character			
	Duarte Station Specific Plan (Esperanza and Solana): Change of material to accentuate architectural details or articulate the elevation is recommended if the material is appropriate to the architectural character. Material changes should not occur at external corners but should occur at interior corners or with a return of at least six feet from the external corners or other logical terminations. Duarte Town Center Specific Plan: Finish materials should terminate only at changes in the wall plane and not on the same plane.	City of Alhambra MC AMC 23.13.020.B.3. Façade Articulation: 2. In addition to the façade articulation requirement in division B(3)(b)1. above, upper and lower stories in buildings of three or more stories shall be distinguished by incorporating one or more of the following features. These features may be applied to the transitions between any floors, except where otherwise specified. a. A change in façade materials, along with a change in plane at least one inch in depth at the transition between the two materials. b. A base treatment at the ground floor consisting of a material such as brick, stone, concrete masonry, or other material distinct from the remainder of the façade and projecting at least one inch from the wall surface of the remainder of the building. c. Setting back the top floor or floors of the building at least five feet from the remainder of the façade.	
Location of Material Changes			
Entries			

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
Sight Lines into Windows/Balconies/Private Patios Design of Ground Floor Residential Units Direction of Windows	Duarte Station Specific Plan (Esperanza and Solana): Windows should be of a scale and grouping to form portions of the wall, rather than punched openings within a wall. They shall be steel, aluminum, or clad to have the look of metal. Vinyl windows are strongly discouraged in any buildings over three stories.Windows at the ground floor along public streets should be storefront or give the appearance of storefront glazing. In residential units with narrow side yards, side elevation windows should be placed offset from those of the adjacent unit or use obscure glass as appropriate to provided for privacy.	Chapter 23.13 Building and Site Design Standards: Balconies and decks. Balconies and decks situated above the first floor shall be located at least 15 feet away from any interior property line to minimize "overviewing" onto adjacent residential properties. This provision shall not apply to balconies or decks located directly above an attached or detached garage that is located within the front yard setback of a sloping lot pursuant to § 23.04.030(A), Sloping Lot Adjustment.	R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: Building siting should maximize privacy through placement of windows, balconies, landscaping, and design of outdoor spaces. Minimize negative impact on views from adjacent properties.
Views	Duarte Station Specific Plan (Esperanza and Solana): Windows should be of a scale and grouping to form portions of the wall, rather than punched openings within a wall. They shall be steel, aluminum, or clad to have the look of metal. Vinyl windows are strongly discouraged in any buildings over three stories. Windows at the ground floor along public streets should be storefront or give the appearance of storefront glazing. Windows should be appropriate to the building's architectural style and combined and arranged to establish clear and rhythmic patterns as appropriate for both the building's architectural style and scale. Window frames should be of a high-quality metal material that is consistent with the proposed architectural vocabulary. Windows visible from a street or courtyard, including those on all façades of the buildings that front onto public or private streets or access ways, should have appropriately articulated header, jamb, and sill details to match the aesthetic of the building. Creative window shape, seizures, mullion use, mullion thickness, architectural tinting, and other design features that enhance building articulation are encouraged. No blank, opaque, or reflective windows are allowed. Artwork, decorative metal work, unique and custom window pattern tints may also be considered. Although consistency of window use is generally desirable, windows may be provided in various shapes and sizes, provided they are appropriate to the building's architectural style or as accents. Multi-Family Residential and Mixed-Use -Large display windows (large panes or divided lites) are strongly encouraged. -Clear glass should be used. Colored or reflective glass is not appropriate. Subtle window tinting may be appropriate if part of a comprehensive design theme. Duarte Town Center Specific Plan: Windows should be located at a pedestrian scale at the street level and to maximize daylighting and views for the interior. Windows and doors should be designed within a single façade to have the same style, height, and scale with the building elevation. Windows and doors should be designed as accent elements with details such as shutters, moldings, and divided lichts. City of Duarte Residential architectural and design standards (applies to all residential zones): Window and door design and placement shall be consistent with the overall architectural style of the structure and consistent with all windows/doors visible from the public right-of-way.	Chapter 23.13 Building and Site Design Standards: Windows and openings. (a) No wall facing a public right-of-way shall run in a continuous plane of more than 30 feet without a window, door, or other opening. (b) Non-residential uses: building transparency/required openings. Exterior walls facing and within 30 feet of a front or street side lot line or public sidewalk shall include windows, doors, or other openings for at least 50% of the building wall area located between two and a half and seven feet above the level of the sidewalk. 1. Design of required openings. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep. 2. Reductions. The Director may approve a modification to reduce or waive the building transparency requirement where one of the following findings can be made: a. The proposed use has certain operational characteristics with which providing the required windows and openings is incompatible; and b. Street-facing building walls will exhibit architectural relief and detail, and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level. (c) Residential uses: window trim or recess. Windows for residential uses shall have trim at least one-half inch in depth, or be recessed at least two inches from the plane of the surrounding exterior wall.	Commercial Zone: Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to: f.Views
Window Requirements			
Outdoor Dining			
Patio Dining	Duarte Station Specific Plan (Esperanza and Solana): Outdoor dining areas can encroach in the pedestrian public rightof- way as long as there is a clear pedestrian passage that complies with accessible standards, or as otherwise specified in Table 3-4 (Frontage Class Standards). Location and size of such encroachments are subject to the design review process. Duarte Town Center Specific Plan: Chairs and tables for outdoor dining and carts for merchant display are allowed in the public rightof- way (i.e., in sidewalk and parklet areas) with a required minor use and encroachment permit. Uses shall maintain a minimum five-foot-wide unobstructed portion of public sidewalk corridor that is clear and unimpeded for pedestrian traffic. The use shall keep the full width of the building entrance clear and unimpeded for building access. Outdoor furniture, including but not limited to chairs, tables, umbrellas, heat lamps, windcreens, busing stations, partitions, planters, etc., shall not be permanently fixed into the public rightof- way without prior approvals from the City (i.e., a revocable encroachment permit issued by the Building Department and/or the City Council).	Central Business District (CBD) Zone, East Main Commercial (EMC) Zone, and Commercial Mixed-Use (CMU) Zone: Frontage improvements. The area between buildings and the property line shall be improved as part of a wider sidewalk, outdoor dining/seating area, or with landscaping. Modifications. These requirements may be modified or waived through approval of a modification upon finding that: 1. Entry courtyards, plazas, entries, or outdoor eating areas are located adjacent to the property line and buildings are built to the edge of the courtyard, plaza, or dining area; or 2. The building incorporates an alternative entrance design that creates a welcoming entry feature facing the street or is designed in a manner that compliments adjacent or surrounding land uses. West Main Corridor Master Plan: -Accommodate outdoor dining while maintaining comfortable pedestrian flows.	
Sidewalk Dining			
Sun Shade			
Noise			
Barriers			
Furniture			
Lighting			
Hours			
Location			
Residential Open Space			
Open Space Amenities		Chapter 23.13 Building and Site Design Standards: Required amenities. Recreational amenities shall be required on all projects of four or more units. The amenities shall include one or more of the following: swimming pool, spa, recreation room with ping pong table and lounge furniture or billiard table, children's play equipment, barbecue and picnic table, tennis court, bocce ball, weight room or sauna, pet friendly amenities including but not limited to drink stations, dog walks/parks, etc., or other similar amenities West Main Corridor Master Plan: -include site amenities and recreational facilities, such as a pool, jacuzzi, seating/lounging areas -use plants, furniture, and lighting to shape, embellish, and enliven amenity courts.	
Open Space Design	Duarte Station Specific Plan (Esperanza and Solana): Multi-Family Residential and Mixed-Use - Porches and balconies that face streets should be incorporated into the materials and design of the building. Front yard patios can be used or be a part of the entry path or a separate space.	Chapter 23.13 Building and Site Design Standards: Slopes shall not exceed 10%. West Main Corridor Master Plan: -Provide courtyards accessible to project residents as communal outdoor space -introduce a rich, yet coordinated palette of landscape materials to provide scale, texture, color.	
Orientation			

Exhibit A	Duarte	Alhambra	Sierra Madre
Open Space Requirement	Duarte Station Specific Plan (Esperanza and Solana): Residential Group Open Space - Minimum 200 sf per residential unit required. Private open space is not required for each unit. However, if provided, it may be deducted from the total open space requirement. Each square foot of private open space and/or rooftop common open space shall be considered equivalent to two square feet of group open space and may be so substituted. Non-Residential Group Open Space - 15% of net lot area or as determined by an approved Group Open Space Plan. Duarte Town Center Specific Plan: RESIDENTIAL OPEN SPACE REQUIRED The required minimum amount of open space shall be 125 square feet per residential unit. The minimum open space may be met through a combination of common, private, and/or quasipublic open space provided on site. All required open space shall be usable. Usable open space shall be improved to support residents' passive and/or active use. Such open space shall be located on the same parcel as the dwelling units for which it is required. The computation of such open space shall include no obstructions other than devices and structures designed to enhance its usability, such as swimming pools, changing facilities, fountains, planters, benches, and landscaping. Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. The requirement for open space shall not be satisfied through the utilization of required setbacks, parking areas, driveways, or service areas. Areas designed to accommodate storm water retention may satisfy a portion of the requirement for open space if additional pedestrian amenities are provided near the space in a manner that provides for usability. Compliance with this requirement shall be evaluated by the Director in the review process. Mixed-use buildings shall be arranged to create opportunities for open space for the residential uses. In general, open space areas for residential uses shall be separated from nonresidential uses on the site. However, the sharing of open space may be permitted by the responsible review authority when it is clear that the open space will provide direct benefit to residents of the project and subject to the following limitations: 1. Horizontal Mixed Use Share. Up to 30 percent of the required open space for residential uses in a horizontal mixed-use project may be provided within the nonresidential component. 2. Vertical Mixed Use Share. Up to 50 percent of the required open space for residential uses in a vertical mixed-use project may be provided within the nonresidential component. R-3 Multiple-Family Residential Zone (Medium Density): private open space requirement (ground floor): 200 sf per unit private open space requirement (upper floor): 100 sf per unit common open space: 200 sf per unit R-4 Multiple-Family Residential Zone (High Density): private open space requirement (ground floor): 200 sf per unit private open space requirement (upper floor): 100 sf per unit common open space: 200 sf per unit Duarte Station Specific Plan (Esperanza and Solana): Private usable open space located at ground level shall have a minimum area of 100 square feet and a rectangle inscribed within it shall have no dimension less than eight feet. The minimum area of above ground-level space shall be 50 square feet, and a rectangle inscribed within it shall have no dimension less than five feet. Private usable open space shall be adjacent to, and not more than four feet above or below the floor level of the dwelling unit served, or located on a rooftop with private access via the unit. R-3 Multiple-Family Residential Zone (Medium Density) and R-4 Multiple-Family Residential Zone (High Density): -Private open space must be contiguous to the unit it serves. -Any single private open space area shall have minimum dimensions — depth or width — of 10 feet. -Balconies, where provided, shall have minimum dimensions of four feet by six feet.	Chapter 23.13 Building and Site Design Standards: The area provided to meet the open space requirement may count toward other site requirements such as landscaping, amenities, and stormwater retention and control if the area provided as open space also meets the criteria of those individual requirements. Minimum of 300 sf of open space per unit. 150 sf of the 300 sf must be provided as common open space. The balance of the required open space may be provided as private or common open space. SRO Open Space Requirement: Single room occupancy developments shall provide 15 square feet of open space per unit, which may be provided as private or common open space.	R-3-13 Zone (Medium/High Density Residential Zone): 500 square feet per dwelling unit of open space. R-3-20 and R-3-30 (High Density Residential Zones): 250 square feet per dwelling unit of on-site open space shall be provided on the ground level for use by residents. Open spaces may be common or private. In order to be counted toward the open space requirement, the minimum width and length of each space shall be ten feet. Driveways and other vehicular access areas shall not count toward the open space requirement. RHO (Religious Housing Overlay) Zone: 175 square feet per dwelling unit of on-site open space shall be provided for use by residents.
Private Open Space Standards	Duarte Station Specific Plan (Esperanza and Solana): Residential Group Open Space - Minimum 200 sf per residential unit required. Private open space is not required for each unit. However, if provided, it may be deducted from the total open space requirement. Each square foot of private open space and/or rooftop common open space shall be considered equivalent to two square feet of group open space and may be so substituted. Group usable open space shall have a minimum area of 300 square feet, and a rectangle inscribed within it shall have no dimension less than 15 feet. Required usable open space may be located at grade or as rooftop open space. Group open space areas shall not include parking or driveway areas, but may include setback areas provided it provides amenities and is integrated into the overall project design. R-3 Multiple-Family Residential Zone (Medium Density) and R-4 Multiple-Family Residential Zone (High Density): -Common open space shall be distributed throughout the development at convenient, safe, and easily accessible locations to all residents of the development. -Any one common open space area shall have minimum dimensions — depth or width — of 15 feet. -Common open space areas may be developed with landscaping, play equipment, swimming pools, walkways and paths, paved terraces, and similar features that benefit all residents of the development. -All common open spaces areas not covered by hard surface improvements as described in subparagraph 3, above, shall be landscaped.	Chapter 23.13 Building and Site Design Standards: The balance of the 150 sf required open space may be provided as private or common open space. Private open space shall be accessible to only one dwelling unit by a doorway to a habitable room or hallway.	R-3-13 Zone (Medium/High Density Residential Zone): Minimum width and length of open space shall be five feet for private spaces. R-3-20 and R-3-30 (High Density Residential Zones): Open spaces may be common or private.
Common Open Space Standards	Duarte Station Specific Plan (Esperanza and Solana): Residential Group Open Space - Minimum 200 sf per residential unit required. Private open space is not required for each unit. However, if provided, it may be deducted from the total open space requirement. Each square foot of private open space and/or rooftop common open space shall be considered equivalent to two square feet of group open space and may be so substituted. Group usable open space shall have a minimum area of 300 square feet, and a rectangle inscribed within it shall have no dimension less than 15 feet. Required usable open space may be located at grade or as rooftop open space. Group open space areas shall not include parking or driveway areas, but may include setback areas provided it provides amenities and is integrated into the overall project design. R-3 Multiple-Family Residential Zone (Medium Density) and R-4 Multiple-Family Residential Zone (High Density): -Common open space shall be distributed throughout the development at convenient, safe, and easily accessible locations to all residents of the development. -Any one common open space area shall have minimum dimensions — depth or width — of 15 feet. -Common open space areas may be developed with landscaping, play equipment, swimming pools, walkways and paths, paved terraces, and similar features that benefit all residents of the development. -All common open spaces areas not covered by hard surface improvements as described in subparagraph 3, above, shall be landscaped.	Chapter 23.13 Building and Site Design Standards: 150 sf of the 300 sf must be provided as common open space. The balance of the required open space may be provided as private or common open space. Common open space includes but is not limited to courtyards, terraces, forecourts, gardens, outdoor dining areas, plazas, landscaped areas, patios, swimming pools, barbecue areas, athletic courts or fields, playgrounds, recreation areas, gardens, rooftop amenities, urban furniture, family friendly uses, shade structures, and other similar common areas intended for shared use by building occupants. Common open space also includes indoor activity and amenity space that is accessible and available to all building occupants. Common open space shall be located outside of front and street side setbacks.	R-3-13 Zone (Medium/High Density Residential Zone): Minimum width and length of open space shall be ten feet for common spaces. R-3-20 and R-3-30 (High Density Residential Zones): Open spaces may be common or private. R-3-13 Zone (Medium/High Density Residential Zone): Open space may be located on the ground floor or above, and may be met with a combination of common open space and private open space. R-3-20 and R-3-30 (High Density Residential Zones): 250 square feet per dwelling unit of on-site open space shall be provided on the ground level for use by residents. Driveways and other vehicular access areas shall not count toward the open space requirement. RHO (Religious Housing Overlay) Zone: Such open space may be located on the ground floor or above, and may be met with a combination of common open space and private open space. Driveways and other vehicular access areas shall not count toward the open space requirement.
Location of Types of Open Spaces	Duarte Town Center Specific Plan: RESIDENTIAL OPEN SPACE REQUIRED Usable open space does not need to be located on the ground. Rooftop gardens and rooftop landscaping, including rooftops above parking structures, may be used to satisfy the open space requirement. The requirement for open space shall not be satisfied through the utilization of required setbacks, parking areas, driveways, or service areas. Areas designed to accommodate storm water retention may satisfy a portion of the requirement for open space if additional pedestrian amenities are provided near the space in a manner that provides for usability. Compliance with this requirement shall be evaluated by the Director in the review process.		
Rooftop Open Space			

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Private usable open space located at ground level shall have a minimum area of 100 square feet and a rectangle inscribed within it shall have no dimension less than eight feet. The minimum area of above ground-level space shall be 50 square feet, and a rectangle inscribed within it shall have no dimension less than five feet. Private usable open space shall be adjacent to, and not more than four feet above or below the floor level of the dwelling unit served, or located on a rooftop with private access via the unit. Group usable open space shall have a minimum area of 300 square feet, and a rectangle inscribed within it shall have no dimension less than 15 feet. Required usable open space may be located at grade or as rooftop open space. Group open space areas shall not include parking or driveway areas, but may include setback areas provided it provides amenities and is integrated into the overall project design.		R-3-13 Zone (Medium/High Density Residential Zone): Minimum width and length of open space shall be ten feet for common spaces and five feet for private spaces. R-3-20 and R-3-30 (High Density Residential Zones): In order to be counted toward the open space requirement, the minimum width and length of each space shall be ten feet. RHO (Religious Housing Overlay) Zone: In order to be counted toward the open space requirement, the minimum width and length of each space shall be ten feet for common spaces and five feet for private spaces.
Dimension of Types of Open Space		Chapter 23.13 Building and Site Design Standards: Common open space shall have a minimum dimension of 15 feet in all directions, except common indoor recreation/office uses. Private open space located on the ground level (e.g., yards, decks, patios) shall have no dimension less than eight feet. Private open space located above ground level (e.g., balconies) shall have no dimension less than five feet. Chapter 23.13 Building and Site Design Standards: Outdoor common open space shall be surfaced in a manner that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, decking, or other serviceable, dust-free surfacing. Private Open Space Surfacing. A surface shall be provided that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, or other serviceable, dust-free surfacing. Slope shall not exceed 10%.	
Permitted Surface Types			
Exterior Lighting		Alhambra MC 23.12.090 LIGHTING AND ILLUMINATION: (C) Minimum illumination. (1) Parking and access areas. Parking and access areas shall be maintained in compliance with § 23.20.090(J). (2) Major walkways. Major walkways shall be illuminated with an intensity of at least 0.25 foot-candles at the ground level during the hours of darkness. (3) Multi-unit residential buildings. Aisles, passageways, and recesses related to and within the building complex shall be illuminated with an intensity of at least 0.25 foot-candles at the ground level during the hours of darkness. (4) Non-residential buildings. All exterior doors shall be illuminated with an intensity of at least 0.5 foot-candles at the ground level during the hours of darkness.	
Lighting along Walkways	Duarte Station Specific Plan (Esperanza and Solana): The type and location of exterior building lighting shall illuminate pedestrian pathways and preclude direct glare on to adjacent properties.		
Driveways			
Parking Areas	Duarte Station Specific Plan (Esperanza and Solana): Pedestrian scale lighting should be present at entries, plazas, courtyards, parking lots, and other areas where nighttime pedestrian activity is expected. Duarte Station Specific Plan (Esperanza and Solana): Lighting fixtures should advance the Duarte Station Specific Plan area design theme and provide cohesiveness throughout the Specific Plan area. Lighting design of fixtures and their structural support should be architecturally compatible with the architecture of the project. Duarte Town Center Specific Plan: Architecturally compatible lighting and fixtures should be incorporated that are complementary to the intended style/theme. Light fixtures and poles shall be architecturally compatible with the building's architectural style. Color and finish of lighting metalwork, when used, should harmonize with building metalwork, if applicable Architectural lighting should enhance a front building façade during twilight and night-time hours. Lighting accents should be incorporated into features such as doors, window openings, detail cornices, columns, or arcades to create texture and form unique to the building. Stone and brick building façades can benefit from a "close-in" lighting approach that grazes the light across the surface and calls attention to its textural quality by creating shadows. All fixtures and wiring should be well-hidden in the architectural details so that the lighting has a minimal impact during the day. Situations where a building façade is washed with bright light from a distant location are to be avoided. This approach "flattens" out the building's texture and causes unnecessary glare to the nighttime users. Light fixtures should be designed so that the light goes exactly where it is intended. Special care should be taken to include louvers, glare shields, or barn doors to the front of floodlight fixtures to prevent light pollution. Lighting fixtures should be mounted in strategic locations to facilitate maintenance.	Chapter 23.20 Parking and Loading: (1) Parking areas designed to accommodate three or more vehicles shall be provided with a minimum of one foot-candle and a maximum of 3.0 foot-candles of light over of the parking and access surface during the hours of use from one-half hour before dusk until one-half hour after dawn. (2) On-site lighting shall be installed along all vehicular access ways with a minimum of one foot-candle of light over the access way. (3) All lighting shall comply with the standards of § 23.12.090. West Main Corridor Master Plan: -introduce architectural lighting to enhance facades and accentuate key architectural features -provide architectural lighting at building entrances -select fixtures with the architectural design -complement the landscape/streetscape lighting -integrate lighting with signage; unobtrusive external illumination is recommended Alhambra MC 23.12.090 LIGHTING AND ILLUMINATION: (D) Maximum height. Light standards shall not exceed 20 feet in height and shall be appropriate in scale, intensity, and height to the use they are serving. (1) Exceptions. The Planning Commission may allow additional height for activities, uses, or development with unique lighting needs; for accentuating historic architectural features of a building, accentuating signage and/or landscape features; or for security purposes. (E) General requirements. (1) Fixture types. All luminaries shall meet the most recently adopted criteria of the Illuminating Engineering Society of North America (IESNA) for "cut off" or "full cut off" luminaires. (2) Design of fixtures. Fixtures shall be appropriate to the style and scale of the architecture. Fixtures on buildings shall be attached only to walls or eaves, and the top of the fixture shall not exceed the height of the parapet or roof or eave of roof. (3) Timing controls. All outdoor lighting in non-residential development shall be on a time clock or photo-sensor system and turned off during daylight hours and during hours when the building are not in use and the lighting is not required for security. (4) Trespass. All lights shall be directed, oriented, and shielded to prevent light trespass or glare onto adjacent properties. The light level at property lines shall not exceed 0.3 foot-candles.	
Design of Lighting	Architectural and landscape lighting is encouraged. Duarte Station Specific Plan (Esperanza and Solana): The type and location of exterior building lighting shall illuminate pedestrian pathways and preclude direct glare on to adjacent properties. Duarte Town Center Specific Plan: Fixtures shall not cast light directly into adjacent residential properties; a translucent or optical lens diffuser globe or shield is recommended. The intent of lighting a building is to enhance the best qualities of that building, not to become a "beacon;" therefore, light levels should be appropriate for the amount of illumination intended. Mixed Use Standards: Separation should be created within the site through vertical differences (e.g., grading, massing, roof heights, etc.)	West Main Corridor Master Plan: -minimize glare on adjacent properties and streets; interference with the safe operation of vehicles must be avoided Alhambra MC 23.12.090 LIGHTING AND ILLUMINATION: (D) Maximum height. Light standards shall not exceed 20 feet in height and shall be appropriate in scale, intensity, and height to the use they are serving. (1) Exceptions. The Planning Commission may allow additional height for activities, uses, or development with unique lighting needs; for accentuating historic architectural features of a building, accentuating signage and/or landscape features; or for security purposes. (E) General requirements. (4) Trespass. All lights shall be directed, oriented, and shielded to prevent light trespass or glare onto adjacent properties. The light level at property lines shall not exceed 0.3 foot-candles. West Main Corridor Master Plan: -light outdoor spaces for enhanced comfort, safety, and security -allow subtle lighting that accentuates the landscape and highlights key landscape features -select fixtures that are compatible with their surroundings direct landscape lighting away from streets and adjacent properties -complement the architectural and streetscape lighting	R-3-13 Zone (Medium/High Density Residential Zone): All lighting of the buildings, structures, landscaping, yards, parking areas, or similar facilities shall be in compliance with the city's "Dark Sky" objectives and policies. Lighting shall be shielded and directed downward to reflect away from adjoining properties. Commercial Zone: All lighting of the building, landscaping, parking lot or similar facilities shall be shielded and directed away from adjoining properties.
Impact of Lighting on Neighboring Properties			
Landscape Lighting	Duarte Town Center Specific Plan: Architectural and landscape lighting is encouraged. Mixed Use Standards: Landscape features should be used to highlight individual uses.		
Walls and Fencing			

Exhibit A	Duarte	Alhambra	Sierra Madre
		Alhambra MC 23.12.090 FENCES AND FREESTANDING WALLS: Fences, walls, dense hedges, and similar structures shall comply with the standards of this section. (A) Maximum height. The maximum allowed height of fences, walls, dense hedges, and related structures is as follows: (1) Front and street side yards. Fences, walls, dense hedges, and similar structures located within front and street side yards are subject to design review pursuant to Chapter 23.26 and the following. (a) Fences, walls, dense hedges, and similar structures may be a maximum of three feet high measured from finished grade when located within the front yard or within five feet of a street side property line. (b) The fence or wall shall not exceed three feet, measured from the grade of the dirt for which the wall is retaining, but in no event shall the height of the retaining wall, together with the fence or wall, exceed six feet above sidewalk elevation. (c) The fence or wall shall not be constructed from grey smooth block unless architecturally treated (i.e. sand finish stucco, veneer, and the like), wire or chain link. (d) The fence or wall shall not contain any points, spikes, or ornamentation along its top. (e) The fence or wall shall be architecturally compatible with the design and style of the associated development. (2) Within 25 feet of a corner. Fences, walls, dense hedges, and similar structures located within 25 feet of an intersection shall comply with the standards of § 23.12.190. (3) Other areas. Fences, walls, dense hedges, and similar structures located on all other portions of a lot may be a maximum of six feet. The fence or wall shall not contain any points, spikes, or ornamentation along its top. (4) Exceptions. Fences, walls, dense hedges, and similar structures exceeding six feet in height to enclose commercial or industrial uses, tennis courts, or similar areas, when such fences are not in a street setback area, may be erected with approval of a minor use permit. (5) Prohibition on hazardous fencing materials. The use of barbed wire, razor wire, ultra-barrier, electrified, and other hazardous fencing is not permitted unless such fencing is required by any law or regulation of the city, the State of California, federal government, or other public agency. An exception to this standard may be approved for sites in an Industrial District, according to the procedures of Chapter 23.29. (C) Maintenance. All walls and fences shall be maintained in a safe, neat and orderly condition at all times. The finished side of all perimeter fencing shall face adjacent properties.	R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: Parking areas, refuse storage, mechanical equipment and the like shall be screened by some combination of walls, plantings or earthworks. Commercial Zone: A. A plant screen shall be erected in place of a wall, provided it is: 1. Sufficient to visually screen the parking area; 2. Composed of specimen stock; 3. Within a planter area of at least four feet in depth; 4. Provided with a permanent irrigation system; 5. Compliant with all other provisions of this section for landscaping, including being an integral part of an approved landscaping plan.
Screening		Alhambra MC 23.12.090 FENCES AND FREESTANDING WALLS: Fences, walls, dense hedges, and similar structures shall comply with the standards of this section. (A) Maximum height. The maximum allowed height of fences, walls, dense hedges, and related structures is as follows: (1) Front and street side yards. Fences, walls, dense hedges, and similar structures located within front and street side yards are subject to design review pursuant to Chapter 23.26 and the following. (a) Fences, walls, dense hedges, and similar structures may be a maximum of three feet high measured from finished grade when located within the front yard or within five feet of a street side property line. (b) The fence or wall shall not exceed three feet, measured from the grade of the dirt for which the wall is retaining, but in no event shall the height of the retaining wall, together with the fence or wall, exceed six feet above sidewalk elevation. (c) The fence or wall shall not be constructed from grey smooth block unless architecturally treated (i.e. sand finish stucco, veneer, and the like), wire or chain link. (d) The fence or wall shall not contain any points, spikes, or ornamentation along its top. (e) The fence or wall shall be architecturally compatible with the design and style of the associated development. (2) Within 25 feet of a corner. Fences, walls, dense hedges, and similar structures located within 25 feet of an intersection shall comply with the standards of § 23.12.190. (3) Other areas. Fences, walls, dense hedges, and similar structures located on all other portions of a lot may be a maximum of six feet. The fence or wall shall not contain any points, spikes, or ornamentation along its top. (4) Exceptions. Fences, walls, dense hedges, and similar structures exceeding six feet in height to enclose commercial or industrial uses, tennis courts, or similar areas, when such fences are not in a street setback area, may be erected with approval of a minor use permit.	Commercial Zone: B. A decorative masonry wall of at least thirty inches high may be substituted for a plant screen provided it is constructed and maintained along the perimeter of all off-street parking areas except at points of ingress and egress. Such wall shall be constructed of masonry units not greater than six inches in height. C. A landscaped area of at least thirty inches in height may be substituted for a wall or plant screen if the planning commission approves its design, location, scale and landscape treatment pursuant to a permit issued under this chapter. D. A decorative concrete, masonry or block wall of at least six feet in height shall be constructed and maintained on the boundary of any use which abuts or which lays across a public alley from a residential zone, except in front setbacks, in which such walls shall be forty-two inches or less in height.
Wall and Fence Height		Alhambra MC 23.12.090 FENCES AND FREESTANDING WALLS: Fences, walls, dense hedges, and similar structures may be a maximum of three feet high measured from finished grade when located within the front yard or within five feet of a street side property line. (1) In the event that there is a retaining wall, the maximum height of the fence or wall shall not exceed three feet, measured from the grade of the dirt for which the wall is retaining, but in no event shall the height of the retaining wall, together with the fence or wall, exceed six feet above sidewalk elevation. (b) The fence or wall shall not be constructed from grey smooth block unless architecturally treated (i.e. sand finish stucco, veneer, and the like), wire or chain link. (c) The fence or wall shall not contain any points, spikes, or ornamentation along its top. (d) The fence or wall shall be architecturally compatible with the design and style of the associated development. (2) Within 25 feet of a corner. Fences, walls, dense hedges, and similar structures located within 25 feet of an intersection shall comply with the standards of § 23.12.190. (3) Other areas. Fences, walls, dense hedges, and similar structures located on all other portions of a lot may be a maximum of six feet. The fence or wall shall not contain any points, spikes, or ornamentation along its top. (4) Exceptions. Fences, walls, dense hedges, and similar structures exceeding six feet in height to enclose commercial or industrial uses, tennis courts, or similar areas, when such fences are not in a street setback area, may be erected with approval of a minor use permit.	
Design/Color/Material of Wall/Fencing		Alhambra MC 23.12.090 FENCES AND FREESTANDING WALLS: Fences, walls, dense hedges, and similar structures shall comply with the standards of this section. (A) Maximum height. The maximum allowed height of fences, walls, dense hedges, and related structures is as follows: (1) Front and street side yards. Fences, walls, dense hedges, and similar structures located within front and street side yards are subject to design review pursuant to Chapter 23.26 and the following. (a) Fences, walls, dense hedges, and similar structures may be a maximum of three feet high measured from finished grade when located within the front yard or within five feet of a street side property line. (b) The fence or wall shall not exceed three feet, measured from the grade of the dirt for which the wall is retaining, but in no event shall the height of the retaining wall, together with the fence or wall, exceed six feet above sidewalk elevation. (c) The fence or wall shall not be constructed from grey smooth block unless architecturally treated (i.e. sand finish stucco, veneer, and the like), wire or chain link. (d) The fence or wall shall not contain any points, spikes, or ornamentation along its top. (e) The fence or wall shall be architecturally compatible with the design and style of the associated development. (2) Within 25 feet of a corner. Fences, walls, dense hedges, and similar structures located within 25 feet of an intersection shall comply with the standards of § 23.12.190. (3) Other areas. Fences, walls, dense hedges, and similar structures located on all other portions of a lot may be a maximum of six feet. The fence or wall shall not contain any points, spikes, or ornamentation along its top. (4) Exceptions. Fences, walls, dense hedges, and similar structures exceeding six feet in height to enclose commercial or industrial uses, tennis courts, or similar areas, when such fences are not in a street setback area, may be erected with approval of a minor use permit. (5) Prohibition on hazardous fencing materials. The use of barbed wire, razor wire, ultra-barrier, electrified, and other hazardous fencing is not permitted unless such fencing is required by any law or regulation of the city, the State of California, federal government, or other public agency. An exception to this standard may be approved for sites in an Industrial District, according to the procedures of Chapter 23.29.	
Location Walls/Fences Permitted		Alhambra MC 23.12.090 FENCES AND FREESTANDING WALLS: Fences, walls, dense hedges, and similar structures shall comply with the standards of this section. (A) Maximum height. The maximum allowed height of fences, walls, dense hedges, and related structures is as follows: (1) Front and street side yards. Fences, walls, dense hedges, and similar structures located within front and street side yards are subject to design review pursuant to Chapter 23.26 and the following. (a) Fences, walls, dense hedges, and similar structures may be a maximum of three feet high measured from finished grade when located within the front yard or within five feet of a street side property line. (b) The fence or wall shall not exceed three feet, measured from the grade of the dirt for which the wall is retaining, but in no event shall the height of the retaining wall, together with the fence or wall, exceed six feet above sidewalk elevation. (c) The fence or wall shall not be constructed from grey smooth block unless architecturally treated (i.e. sand finish stucco, veneer, and the like), wire or chain link. (d) The fence or wall shall not contain any points, spikes, or ornamentation along its top. (e) The fence or wall shall be architecturally compatible with the design and style of the associated development. (2) Within 25 feet of a corner. Fences, walls, dense hedges, and similar structures located within 25 feet of an intersection shall comply with the standards of § 23.12.190. (3) Other areas. Fences, walls, dense hedges, and similar structures located on all other portions of a lot may be a maximum of six feet. The fence or wall shall not contain any points, spikes, or ornamentation along its top. (4) Exceptions. Fences, walls, dense hedges, and similar structures exceeding six feet in height to enclose commercial or industrial uses, tennis courts, or similar areas, when such fences are not in a street setback area, may be erected with approval of a minor use permit.	

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
Noise and Buffering	Duarte Town Center Specific Plan: Mixed Use Standards: Noise-attenuating protection should be added for noise-sensitive uses and to provide privacy for residential areas.		
Design to Reduce Noise		West Main Corridor Master Plan: -buffer adjacent sensitive land uses through compatible landscape and/or architectural treatment.	
Buffering (landscaping)			
Buffering via Fence/Wall			
Loading Areas, Trash, and Utilities		Alhambra MC 23.20.080 LOADING: (A) Loading spaces required. Every new building, and every building enlarged by more than 10,000 square feet of gross floor area that is to be occupied by a non-residential use other than office uses shall provide one off-street loading space per 20,000 square feet of gross floor area. (1) Multi-tenant buildings. The gross floor area of the entire building shall be used in determining spaces for multi-tenant buildings. A common loading area may be provided, if each tenant space is not provided a loading area. (2) Reduction in number of loading spaces required. The loading space requirement may be reduced if the Director finds that the applicant has satisfactorily demonstrated that due to the nature of the proposed use and/or location, such loading space will not be needed or is not practical. (3) Additional loading spaces required. The required number of loading spaces may be increased to ensure that trucks will not be loaded, unloaded, or stored on public streets. Such requirement shall be based on the anticipated frequency of truck pickups and deliveries and of the truck storage requirements of the use for which the on-site loading spaces are required.	
Commercial Loading Areas		West Main Corridor Master Plan: -locate service, loading, and storage areas so that they are not visible from the street Alhambra MC 23.20.080 LOADING: (B) Location. All required loading spaces shall be located immediately adjacent to the exterior wall of the building and a minimum of 25 feet from any Residential Zoning District or use. Loading areas shall not be located within the front or street side yard. (C) Minimum size. Each on-site loading space required by this chapter shall have an unobstructed minimum dimension of 12 feet in width, 40 feet in length, and 15 feet in height, exclusive of driveways for ingress and egress, maneuvering areas and setbacks. The minimum size requirement may be modified if the Director finds that the applicant has satisfactorily demonstrated that due to the nature of the proposed use, such size will not be needed. (D) Access. Loading spaces shall be designed and located such that trucks shall not be required to back into or from an arterial or collector street, or into or from an alley located within 50 feet of any an arterial or collector street. (E) Surfacing. All loading areas shall be surfaced with a minimum thickness of two inches of asphaltic concrete over a minimum thickness of four inches of a base material, to be approved by the Director of Public Works, or with a minimum thickness of four inches of Portland cement concrete. (F) Screening. Loading areas adjoining a street or required front yard, or located directly across an alley from a Residential Zoning District or use shall be screened with a solid wall or other method that is approved by the Director.	
Screening Loading Areas	Duarte Station Specific Plan (Esperanza and Solana): All loading areas should be located at the rear or sides of buildings and screened from public view. For commercial buildings, where there is no alternative, loading may occur through the front door.	Alhambra MC 23.12.120 REFUSE AND RECYCLING COLLECTION AREAS: This section establishes design and locational criteria for refuse, solid waste, recycling, compost, and green waste container storage areas. Refuse, solid waste, recycling, compost, and green waste are collectively referred to as "waste and recycling." (A) General requirements. All waste and recycling shall be placed in appropriate receptacles. All garbage cans, mobile trash bins, receptacles, and all recycling materials and containers for such recycling materials shall be maintained and stored in compliance with this section. (1) Space shall permit housing of required receptacles for separation of waste and recycling. (B) Containment. All development shall provide either individual waste and recycling containers or waste and recycling enclosures consistent with the following: (1) Individual waste and recycling containers. Individual waste and recycling containers for each unit or tenant may be provided as follows: (a) Development type. Individual waste and recycling containers may be provided for: 1. Single-unit development. 2. Multi-unit development with three or fewer units. 3. Non-residential development where the Director finds that the nature of the proposed development is such that the development will be adequately served with individual waste and recycling containers. (b) Location. The waste and recycling containers shall not be located within any of the following areas: 1. Required front or street side setback. 2. Required parking areas. 3. Required landscaped areas. 4. Any other area required by this title or any fire, building, or public safety code to be constructed or maintained unencumbered. (c) Visibility. The waste and recycling containers shall not be visible from a public right-of-way. (2) Waste and recycling container enclosures. Waste and recycling container enclosures are required for all new residential developments of four or more residential units and non-residential development except where the Director finds the development will be adequately served with individual waste and recycling containers pursuant to division (B)(1)(a) above. (a) Size. Waste and recycling-container enclosures shall be sized to accommodate all trash, garbage, recyclables, and green waste receptacles until such items are picked up by the city or its contracted waste and recycling collector. (b) Location. 1. The waste and recycling container enclosure shall be located within 100 feet of an access point to the building they serve for non-residential development and within 200 feet of an access point to the unit it serves for residential development. 2. The waste and recycling container enclosure shall not be located within any required front setback, street side setback, any required parking and landscaped areas, or any other area required by this title to be constructed or maintained unencumbered. (c) Accessibility. 1. Waste and recycling storage areas shall be accessible so that trucks and equipment used by the contracted waste and recycling collector have sufficient maneuvering areas and, if feasible, so that the collection equipment can avoid backing up. 2. For residential development with ten or more units, independent access shall be provided such that trash can be deposited without opening gates. (d) Screening. Waste and recycling storage areas located outside or on the exterior of any building shall be screened with a solid enclosure at least five feet high and include a roof structure. (e) Enclosure material. Enclosure material shall be solid masonry or concrete tilt-up with decorated exterior-surface finish. The trash enclosure shall match and complement the color scheme and architecture of the associated development. (f) Gate material. Latching, view-obscuring gates shall be provided to screen trash enclosure openings.	Commercial Zone: All loading or unloading areas containing a loading dock or similar facility shall be located at such a depth within a completely enclosed building as to reasonably contain and restrict noise. Further, no loading or unloading area shall be visible from a public street, or located within a front yard or side yard adjacent to a public street.
Trash Enclosures Location	Duarte Town Center Specific Plan: All waste and recycling receptacles areas shall be screened from view from any public street and all adjacent properties, and screening shall be designed to be architecturally compatible and integral to the overall project design. R-3 Multiple-Family Residential Zone (Medium Density) and R-4 Multiple-Family Residential Zone (High Density): -Where common waste and recycling receptacles are provided, waste and recycling receptacles areas shall be designed and constructed in accordance with current standard City plans or policies. -Trash enclosures for individual units and/or common facilities should be sized to accommodate separate bins for recyclable trash and regular trash, as well as green/yard waste (when appropriate). -All waste and recycling receptacles areas shall be screened from view from any public street and all adjacent properties, and screening shall be designed to be architecturally compatible and integral to the overall project design. -All waste and recycling receptacles areas shall be located to be convenient, safe, and easily accessible to all residents of the development. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Architectural screening of trash and storage enclosures shall be constructed of materials and finishes compatible with the adjacent building, and shall be designed and placed to complement the style of development (see Figure 3-20). Recyclable materials and green waste storage areas shall be conveniently located adjacent to solid waste disposal areas, or near one another, or combined. They may only be located inside a specially designated structure, on the outside of a structure in an approved fence or wall enclosure, a designated interior court or yard area with appropriate access, or in rear or interior side yards. Exterior storage areas shall not be located in a required front yard, street side yard, parking space, landscaped area, or open space areas.		Commercial Zone: All outdoor trash, garbage and refuse storage areas shall be screened on all sides from public view by a permanent wall at least five and one-half feet high in conformance with the architectural design of the related buildings, including a solid gate of durable opaque material approved by the director. All bins and containers shall be stored within the enclosure with lids closed at all times when not being loaded.

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Rooftop mechanical equipment shall be screened from the street level view and appear as integrated building forms both in shape and material. Service areas should be located within the envelope of the building as much as is practical and should not be visible from public streets and spaces. If service areas are not within the building envelope and cannot be located away from the street front, they should be screened from street level views, including from above. The material, scale, and forms of screening used should complement the design of the main building. Buildings shall have a direct door from the interior to the service area(s) so that occupants can access such areas without passing through the public right-of-way. Roof-top mounted mechanical equipment shall be located away from the street edge and screened from ground-level view behind parapets. Where screening methods other than parapets are used, they should be an integral component of the architectural design or a complementary accent feature to that design. Attached equipment such as antennas, satellite dishes, etc. should be screened from ground level view or integrated into the building design. Ground-level mechanical equipment shall be located away from and screened from view from public areas by walls that complement the building architecture or by landscaping. Exceptions may be made for fire-fighting equipment. City of Duarte Residential architectural and design standards (applies to all residential zones): Roof-mounted equipment, where permitted, shall be screened from view from public rights-of-way and adjacent properties by materials that are architecturally compatible with the structure they serve. Mechanical equipment on the ground or on the roof should be screened from view from adjacent properties and the public right-of-way by an enclosure designed as part of the building or by appropriate landscaping (see Figure 3-19). Water heaters, electrical boxes, gas meters, landscape irrigation equipment, and similar utility boxes should be painted to match the structure or be appropriately screened from view, or should be integrated into the floor plan of the structure. Where feasible, appurtenant equipment, plumbing, and related solar energy fixtures shall be installed in the attic, or if infeasible, flush mounted on ground level. Appurtenant equipment, plumbing, and related solar energy fixtures shall comply with the setback requirements of Section 19.32.020 (Permitted Projections into Required Setback Areas) and shall be screened from public view. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Storage areas shall be completely screened from ground level view using appropriate materials and shall be designed for maximum security. See development standards for storage areas in Section 19.10.060 (R-3 and R-4 Zones: Additional Standards).	West Main Corridor Master Plan: -locate and/or screen rooftop equipment so that it is not visible from the street -make rooftop screening integral to the building's form Alhambra MC 23.12.130 SCREENING: (1) Required screening. (1) Roof-mounted equipment and duct systems. All roof-mounted equipment shall be screened according to the following standards: (a) Flat roof, partial or no parapet. Roof-mounted equipment or ducts located on a flat roof (partial or no parapet) shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building. (b) Pitched roof. For roof-mounted equipment or ducts located on a pitched roof, the pitched roof shall be designed and constructed to accommodate roof-mounted equipment. A platform shall be constructed and recessed into the roof such that one side of the equipment shall be below the pitch of the roof. The remainder of the equipment and ducts which are above the roof pitch shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building or roof. (c) Parapet roof. For roof-mounted equipment or ducts located on a parapet roof, the parapet roof shall be designed and constructed to accommodate roof-mounted equipment. Any portion of the equipment or ducts which are above the parapet shall be screened from view from any street, public right-of-way or adjacent property. The screening shall be solid, and shall match and complement the color scheme and architecture of the building. (2) Ground- or wall-mounted equipment. All exterior mechanical and electrical equipment shall be screened, flush mounted, or incorporated into the design of buildings so as not to be visible from public rights-of-way. Equipment to be screened includes, but is not limited to, air conditioners, heaters, pool equipment, utility meters, cable equipment, telephone entry boxes, backflow preventions, irrigation control valves, electrical transformers, pull boxes, and all ducting for air conditioning, heating, and blower systems. Screening materials shall be consistent with the exterior colors and materials of the building. Exceptions may be granted by the Director where screening is infeasible due to health and safety or utility requirements.	Commercial Zone: All storage of wares, merchandise, crates, bottles or similar items shall be within a completely enclosed building. All ground mechanical equipment shall be completely screened behind a permanent structure and all roof top mechanical equipment shall be completely screened from view from street level. R-3-13 Zone (Medium/High Density Residential Zone): Parking areas, refuse storage, mechanical equipment and the like shall be screened by some combination of walls, plantings or earthworks. RHO (Religious Housing Overlay) Zone: All utilities shall be placed underground.
Utility Location			
Parking Structures			
Massing of Parking			
Height of Parking			R-3-13 Zone (Medium/High Density Residential Zone): Structures used principally for parking shall not be higher than one story. Parking shall not be permitted above ground level.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Where parking layout exceeds two rows in depth, parking should be aligned in the direction of pedestrian movement, and pedestrian island walkways are recommended within planted areas. All landscape areas should be protected with planter curbs a minimum of six inches high. All perimeter setback areas should be landscaped. Broadleaf, deciduous trees should be used in parking lots to provide adequate shade in summer and allow sunlight to penetrate in winter. Trees should be set into a tree grate, planting island, or landscaped median that is a minimum of four feet wide (internal dimension) and well protected by tree guards or other mechanisms. Gates securing structured parking areas should be steel and reflect the industrial aesthetic, or a custom art piece that enhances the identity of the building of which they are a part. Partially submerged parking podiums that project above grade should either be integrated into the architectural character of the building above utilizing cladding or building with materials that extend down from the portions of the building above or be built with contrasting materials of a more substantial and permanent character than the portions of the building above to create a base. Duarte Town Center Specific Plan: -Duplicative driveway entrances shall be avoided or eliminated. -Reciprocal access drives are encouraged to link adjacent properties and avoid individual curb cuts for every use/parking lot. -Parking access should be located as far as possible from street intersections to allow for adequate queuing and visibility. -Site designs shall incorporate a minimum stacking distance of 40 feet between the edge of the travel lane and access into the first parking bay. -Colored, textured, and permeable pavement treatments are encouraged at entry driveways. -Parking lots should be located in areas behind buildings and away from the street. Planting areas with low hedges and shrubs (approximately three-feet high) are encouraged to assist in screening parking lots from public view where parking is adjacent to a street. -On-site circulation system shall be designed to minimize pedestrian and vehicle conflicts. -Design parking lots by dividing a large parking lot into a series of smaller connected lots to reduce "heat island" effect. -Dead-end drive aisles and intersections should be avoided where possible. When necessary, provide a five-foot wide recessed area in the landscape area for parking at the end of dead-end drive aisles. -Walkways should be wide enough for multiple people to pass (approximately eight feet in width), and should directly connect public sidewalks with sidewalks on private property, and should be oriented toward building entrances. -Sidewalks at building entrances should be a minimum of 10 feet wide when adjacent to head-in parking, to allow for car bumper overhang, and eight feet wide adjacent to a landscape planter or drive aisles. Landscaping Guidelines: -A minimum five-foot wide landscape finger planter at the end of each parking aisle is required. -Site designs should include one tree for every four parking spaces (minimum tree well size of five feet by five feet). -A minimum of two feet shall be allowed in the planted area for vehicle overhang. This area may be counted as part of the length of the parking stall, but not as part of required planter area. -Canopy trees or solar shade structures should be installed in parking areas to provide shade. Trees should have a 30- to 40-foot canopy potential and be sized at 24-inch box at the time of installation. -The use of pervious paving materials, open pave blocks, and intermittent paving is encouraged to reduce the amount of runoff and retain water for onsite irrigation. Parking Structure Guidelines: -Parking structures shall be integrated into the surrounding buildings' architecture, using architectural details to reduce the massing and landscaping to provide visual relief. -Parking structures should be located below, behind, or between buildings. -All parking structures shall be designed to appear as a commercial building and be compatible with the surroundings when visible from public right-of-way. -Access to parking garages should be integrated into the overall design of the building facade, and minimize disruptions along the street frontage. -Parking structures shall provide screening for cars and headlights while allowing for natural ventilation. -Access to parking shall be garages from side streets or alleys, where possible, rather than from pedestrian-oriented streets. -Provide attractive signs to clearly direct drivers into and out of parking structures and surface parking entrances. -Encourage the installation of solar panels on roof-decks of parking structures and carports in surface lots, both as shading devices for vehicles and as a sustainable energy source. -Incorporate other technologies, such as charging stations for electric vehicles, into parking. -Ground-level retail pads along a portion of the parking structure public facade are encouraged to create a pedestrian-friendly streetscape. -Partially submerged parking podiums that project above grade should either be integrated into the architectural character of the building above, using cladding or building with materials that extend down from the portions of the building above, or be built with contrasting materials of a more substantial and permanent character than the portions of the building above to create a base. -Use architectural details on parking structure to reduce the massing and enhanced landscaping to provide visual relief. The preferred parking structure design approaches are as follows. -Wrapped on Ground Level. An above-ground parking structure where non-parking uses, such as retail spaces, are integrated into the ground level of the building along the street frontage of the parcel. The parking structure may be exposed to the building street frontage on upper levels, with appropriate design and screening. -Wrapped on All Levels. An above-ground parking structure where non-parking uses are integrated into the building along the entire street front-age of the parcel on all levels of the building. The parking structure is totally hidden behind a "liner building" of non-parking uses. -Underground (Partial or Entirety). A parking structure that is fully submerged underground and is not visible from the street. Depending on amount of parking provided, it may also include a level of at-grade parking hidden behind nonparking uses such as retail.	Chapter 23.20 Parking and Loading: Walkways. (1) Where a walkway crosses parking areas or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method. (2) Where a walkway is parallel and within two feet of an auto travel lane, it must be raised or separated from the auto travel lane by a physical barrier consisting of a raised curb at least four inches high. Parking areas designed to accommodate three or more vehicles must be landscaped according to the general standards of Chapter 23.17, as well as the standards of this division: (1) Landscape area required. A minimum of 10% of the parking lot area, including all driveways and maneuvering areas shall be landscaped. (2) Minimum planter dimension. No landscape planter that is to be counted toward the required landscape area shall be smaller than 25 square feet in area, or four feet in any horizontal dimension, excluding curbing. (3) Layout. Landscaped areas shall be well-distributed throughout the parking lot area. A minimum of 10% of the required landscaping shall be located within 15 feet of a building on the site. (4) Landscaping and screening adjacent to streets and alleys. Landscaping and screening shall be provided between any surface parking area and any adjacent public or private street or alley in compliance with the following: (a) A landscaped area at least five feet deep shall be provided along the length of the adjacent street or alley. (b) Screening a minimum 30 inches in height and consisting of one or any combination of the following methods. 1. Walls. Low-profile walls located a minimum of four feet from the property line consisting of brick, stone, stucco, or other quality durable material approved by the Director, and including a decorative cap or top finish as well as edge detail at wall ends. 2. Planting. Plant materials consisting of compact evergreen plants that form an opaque screen. 3. Berms. Berms a minimum of two feet in height and planted with appropriate shrubs and ground cover to achieve a minimum height of 30 inches. (5) Landscaping and screening abutting interior lot lines (non-residential lots). (a) Adjacent to non-residential zone or use. A landscaped area at least three feet wide shall be provided between any surface parking area and any adjacent lot in any district other than Residential for the length of the parking area. (6) Trees. One 24-inch box size tree shall be provided for each ten parking spaces provided. (7) Protection of vegetation. (a) Clearance from vehicles. All required landscaped areas shall be designed so that plant materials, at maturity, are protected from vehicle damage by providing a minimum two-foot clearance of low-growing plants where a vehicle overhang is permitted, or by wheel stops set a minimum of two feet from the back of the curb. (b) Planters. All required parking lot landscaping shall be within planters bounded by a concrete curb at least six inches wide and six inches high. Curbs separating landscaped areas from parking areas shall be designed to allow stormwater runoff to pass through. (8) Visibility and clearance. Landscaping in planters at the end of parking aisles shall not obstruct driver's vision of vehicular and pedestrian cross-traffic. Mature trees shall have a foliage clearance maintained at eight feet from the surface of the parking area. Other plant materials located in the interior of a parking lot shall not exceed 30 inches in height.	

Design of Parking

Design of Parking

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Parking is encouraged in structures, below grade, or encapsulated within buildings to reduce the visual impact. Where this is not feasible, surface parking lots should be located behind buildings, well landscaped with trees planted in a regular configuration, and properly screened from surrounding streets and buildings. Partially submerged parking podiums may be located along public streets and may project above the sidewalk or average finished grade by a maximum of three feet. Duarte Town Center Specific Plan: First-floor parking within buildings ("tuck under parking") and underground parking below buildings is encouraged wherever possible.	Chapter 23.13 Building and Site Design Standards: Limitations on location of parking. Above ground parking and structured parking, including partially submerged or underground parking with three or more feet above ground shall be located a minimum of 40 feet from the primary street facing property line. The Director may approve a modification where one of the following findings may be made: (1) The design incorporates conditioned, usable space built close to the public sidewalk to the maximum extent feasible; and (2) The site is physically constrained such that underground parking or above ground parking located more than 40 feet from the primary street frontage is not feasible. West Main Corridor Master Plan: -encourage subterranean and/or podium parking facilities.	R-3-13 Zone (Medium/High Density Residential Zone): Fully enclosed garages shall be provided for any required covered parking space that is entered directly from any public alley. Each dwelling unit shall have an assigned, enclosed parking space within five hundred feet walking distance of such unit. RHO (Religious Housing Overlay) Zone: Any parking constructed at or above grade shall not be oriented along the frontage of any street. Parking constructed partially above grade shall be permitted along the frontage of a street only along Michillinda Avenue. R-3-13 Zone (Medium/High Density Residential Zone): 1 Each driveway to a garage or parking space shall be at least twelve feet uniform width and shall be totally unobstructed from the pavement upward. a.If any driveway serves as access to more than twelve dwelling units, such driveway shall be not less than twenty feet uniform width and shall be totally unobstructed from the pavement upward; provided, however, that utility poles, guy wires and anchors may be located within two feet of the property line. b.Eaves, no portion of which are less than thirteen feet above the pavement, may overhang any such driveway a distance of not more than three feet, and utility pole cross-arms and utility service wires may be located not less than thirteen feet in height above the paved surface of any driveway. c.Two, twelve-foot driveways may be provided in lieu of a required twenty-foot driveway, in which event one shall be marked "entrance" and one "exit" and all regulations herein before provided with respect to ten and one-half foot driveways shall apply to each of such driveways. d.Every driveway shall be surfaced in a manner that is acceptable to the Fire Department. R-3-13 Zone (Medium/High Density Residential Zone): Open parking compounds shall be screened from adjacent property lines. The arrangement of garage facilities shall be such that they do not face toward any public street or that they shall be screened from view.
Parking Location			
Entries to Parking Structures (pedestrian and vehicle)	Duarte Station Specific Plan (Esperanza and Solana): Multi-Family Residential and Mixed-Use - Entries to underground parking areas which are integrated withthe building are recommended to be gated with a material that iscompatible with the architectural vocabulary of the building.	West Main Corridor Master Plan: -prohibit curb cuts along Main Street -use side streets for service and parking access -make entry ramps integral to the facade design	
Elements to conceal parking structure use		West Main Corridor Master Plan: -limit parking's visual presence by addressing parking as an integral part of the overall design. -screen parking facilities from public view and sensitive uses through compatible landscape and/or architectural treatment. -laminate parking facilities with active uses along Main Street	
Parking Paving	Duarte Station Specific Plan (Esperanza and Solana): The use of permeable paving, stormwater retention, and alternative materials to reduce surface runoff is strongly encouraged and/or required by National Pollutant Discharge Elimination Systems (NPDES) standards. Duarte Town Center Specific Plan: -Textured paving is encouraged at crosswalks within the project as opposed to a painted stripe designation, provided it does not conflict with ADA requirements. -Paving materials, varied in texture and color, should be used where pedestrian and vehicular areas overlap to minimize the negative impact of large expanses of asphalt. The use of concrete (exposed aggregate, colored, or stamped) or pavers (stone, brick, or granite) is preferred.		R-3-13 Zone (Medium/High Density Residential Zone): A minimum of fifty percent of those areas normally covered with an impermeable surface shall be required to be covered or paved with a permeable surface.
Paving			R-3-13 Zone (Medium/High Density Residential Zone) and RHO (Religious Housing Overlay) Zone: Use of decorative and permeable materials is encouraged.
Development Standards			

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Highland Frontage: From Pedestrian and Streetscape Activity Zone: Minimum: 0' Maximum: 10' Secondary Frontage: From property line: Minimum: 10' Maximum: 20' Rail Frontage (primary): From property line: Minimu m: 20' Rail Frontage (secondary): From property Line: Minimum: 15' Internal Frontage: From back of sidewalk: Minimum: 10' Neighborhood Frontage: From back of sidewalk: Minimum: 10' Paseo Frontage: None Setback Projections (all frontage types except paseo frontage): Ground-floor porches, stairs, bay windows, and awnings may encroach up to 5' into minimum required setbacks. Upper story balconies, bay windows, and awnings may encroach up to 3' into minimum required setbacks. Trash enclosures may be located in the setback as long as they meet requirements in the design guidelines. Outdoor dining and open space amenities are encouraged; site plan review and approval required by the Community Development Director or designee. Setback Projections (only paseo frontage): No building encroachments permitted. Open space amenities allowed. Duarte Town Center Specific Plan: Front Setback - Ground Floor Commercial Use: No min, 5 ft max Ground Floor Residential Use: 10 ft min Side Setback - Ground Floor Commercial Use: None Ground Floor Residential Use: 5 ft min Rear Setback - Ground Floor Commercial Use: None Ground Floor Residential Use: 15 ft min Key Intersection Maximum 18-inch Setback Requirement Where a key intersection is identified in this Plan, the setback of each new corner building or addition to existing corner buildings shall be no more than 18 inches from the adjoining property line. The key intersection setback is required for the first 100 feet of building frontage along both intersecting streets. Key Intersections are identified as any property located at any corner intersection of the following streets: • Buena Vista Street and Huntington Drive • Highland Avenue and Huntington Drive Commercial Front Setback and Key Intersection Setback Exceptions 1. Building Plan Interruptions Exception. To allow for the inclusion of recessed entries, breaks in the building plane, passages to courtyards, and other similar breaks in the street wall; up to 30% of the length of a façade and/or front building plane may be interrupted or set back from the maximum setback requirement to accommodate recessed entries, breaks in building plane, passages to courtyards, and other similar breaks in the street wall. 2. Outdoor Dining Exception. Where a building has a ground-floor commercial use, a maximum setback exception may be permitted of up to 20 feet for outdoor cafes and small plazas. 3. Plaza Exception. At any Key Intersection, no maximum setback is required if a large quasispublic plaza space is constructed with direct access and frontage on Huntington Drive. ARCHITECTURAL FEATURES PROJECTIONS INTO SETBACKS Lobbies, porches, stoops, and other entryrelated architectural features may extend up to four feet into the required front setback area. Upper-floor balconies may extend up to two feet into the setback area; up to three feet may be considered depending on design and Director approval. Where an upper-story setback is required pursuant to Section 3.6.4 and/or 3.6.5, upper-floor balconies may extend up to two feet into the required setback; up to three feet may be considered or up to five feet for rear setbacks depending on design and Director approval. Utilize building setbacks and arcaded spaces as an extension of the sidewalk to provide adequate space for pedestrian movement and activity. This space can be used for outdoor seating, street furniture, landscaping, and public art that can enliven the streetscape. R-2 Two-Family Residential Zone (Medium Density): Front: 20 ft Side interior: 5 ft Side corner: 10 ft Side reverse corner: 15 ft Rear single story: 10 ft Rear second story: 20 ft Abutting an alley: 25 ft R-3 Multiple-Family Residential Zone (Medium Density): Front setback: 30 ft Side interior: 5 ft Side corner: 10 ft Side reverse corner: 15 ft Rear abutting R-1 zone: 25 ft Rear all other zones: 20 ft R-4 Multiple-Family Residential Zone (High Density): Front setback: 30 ft Side interior: 5 ft Side corner: 10 ft Side reverse corner: 15 ft Rear abutting R-1 zone: 25 ft Rear all other zones: 20 ft	RM (Residential Medium) Zone: Min front setback: Average of front setbacks of two adjacent properties or 20 ft, whichever is greater Minimum street side setback (feet): 10 Reverse corner lot setback (feet): The required front setback of the first lot to the rear Minimum interior setback (feet) first story: 5 Minimum rear setback (feet): 10 Minimum distance between buildings (feet measured from eave to eave) (feet): 5 Through lots. In the case of through lots, both street frontages shall be designated as front yards and shall comply with all regulations pertaining thereto, including setbacks, projections, location of parking spaces and open space. RH (Residential High) Zone: Min front setback: Properties on Curtis or Electric Lanes: 15 Other areas: Average of front setbacks of two adjacent properties or 15 ft, whichever is greater Minimum street side setback (feet): 10 Reverse corner lot setback (feet): The required front setback of the first lot to the rear Minimum interior setback (feet) first story: 5 Minimum rear setback (feet): Properties which have rear yards on Curtis or Electric Lanes: 15 feet, otherwise 10 feet Minimum distance between buildings (feet measured from eave to eave) (feet): 5 Through lots. In the case of through lots, both street frontages shall be designated as front yards and shall comply with all regulations pertaining thereto, including setbacks, projections, location of parking spaces and open space. Central Business District (CBD) Zone: front setback: none street side setback: none interior side setback (feet): 0, 10 adjacent to a Residential Zoning District Rear setback (feet): 0, 10 adjacent to a Residential Zoning District Minimum Distance between buildings (feet measured from eave to eave): 5 East Main Commercial (EMC) Zone: front setback: none street side setback: none interior side setback (feet): 0, 10 adjacent to a Residential Zoning District Rear setback (feet): 0, 10 adjacent to a Residential Zoning District Minimum Distance between buildings (feet measured from eave to eave): 5 Commercial Mixed-Use (CMU) Zone: front setback: none street side setback: none interior side setback (feet): 0, 10 adjacent to a Residential Zoning District Rear setback (feet): 0, 10 adjacent to a Residential Zoning District Minimum Distance between buildings (feet measured from eave to eave): 5 Professional Office (PO) Zone: front setback (feet): 20 street side setback (feet): 10 side setback (feet): 5 Rear setback (feet): 10 Minimum Distance between buildings (feet measured from eave to eave): 5 Industrial (I) Zone: front setback (feet): 10 street side setback (feet): 10 side setback (feet): 0, 10 adjacent to a Residential Zoning District Rear setback (feet): 0, 10 adjacent to a Residential Zoning District Minimum Distance between buildings (feet measured from eave to eave): 5	R-3-13 Zone (Medium/High Density Residential Zone): Front Ground Floor: 15 feet Rear: 10 feet Side or Rear (next to R-1 zoned sites) for buildings above one story: 10 feet for height below 20 feet, plus use of "angle-plane". Angle-plane: For yards abutting an R-1 zoned lot, an encroachment limit shall be established which is determined at a point twenty feet above the existing ground level at the setback line as required by subsection D above, and using a forty-five-degree angle inwards toward the property to create additional setback. Side (next to an alley or lots zoned other than R-1) for main/accessory buildings: 10% of lot width. 5 minimum, 15 maximum. Side (next to a public street) for main/accessory buildings: 10% of lot width.10 minimum, 15 maximum. Side (next to an alley) for garages opening to alley: 25 feet from opposite side of alley R-3-30 (High Density Residential Zone): In the R-3-30 zone only, the minimum front yard setback for the first and second floors shall be fifteen feet. Commercial Zone: A.Front Yard. There shall be a front yard having a minimum depth of five feet extending across the full width of the lot. B.Side Yard. Side yards adjacent to a street or alley shall be not less than ten feet in width. C.Rear Yard. There shall be a rear yard of not less than fifteen feet in width; however, a maximum of ten feet of said rear yard may be used for off-street parking. D.Yards Adjacent to Residential Zones. If either the side or rear yards are adjacent to any residential zone or use, a minimum of ten feet of the required yards shall be landscaped with specimen plants and trees (minimum fifteen gallon stock) to create a solid plant screen as represented on a landscaping plan approved by the director. RHO (Religious Housing Overlay) Zone: The minimum front setback shall be fifteen feet for all floors of the building, except along Michillinda Avenue and Baldwin Avenue, where the minimum front setback shall be five feet. Rear: 10 feet Side or Rear (next to R-1 zoned sites) for buildings above one story: 10 feet for height below 20 feet, plus use of "angle-plane". Angle-plane: For yards abutting an R-1 zoned lot, an encroachment limit shall be established which is determined at a point twenty feet above the existing ground level at the setback line as required by subsection D above, and using a forty-five-degree angle inwards toward the property to create additional setback. Side (next to an alley or lots zoned other than R-1) for main/accessory buildings: 10% of lot width. 5 minimum, 15 maximum. Side (next to a public street) for main/accessory buildings: 10% of lot width.10 minimum, 15 maximum. Side (next to an alley) for garages opening to alley: 25 feet from opposite side of alley Angle-plane: For yards abutting an R-1 zoned lot, an encroachment limit shall be established which is determined at a point twenty feet above the existing ground level at the setback line as required by subsection D above, and using a forty-five-degree angle inwards toward the property to create additional setback.
Stepbacks	Duarte Town Center Specific Plan: REQUIRED UPPER-STORY STEPBACK: PUBLIC STREET Buildings taller than three stories fronting on public streets shall include building height modulation to reduce building scale at the street edge. Any and all stories above the third story shall maintain an average setback of at least 12 feet from the front property line. The required upper story setback shall create usable outdoor space, such as a rooftop garden or similar amenity. The Community Development Director/Designee is authorized to allow a reduction through the modification process of the required upper story setback by no more than five feet subject to the following: 1. Offset. Each square foot of additional building area proposed within the setback is offset with an additional square foot of public or quasispublic open space (excluding area required for sidewalk dedication or easement) at the street level. 2. Location. The public/quasi-public open space is located along the sidewalk frontage and is not covered by buildings. 3. Design. The design and location is consistent with applicable design guidelines. SIDE/REAR STEP-BACK RELATION TO SINGLE FAMILY RESIDENTIAL (R-1) ZONE A relational height limit to properties located next to the Single Family Residential (R-1) Zone is established to create an appropriate height relationship where new development is adjacent to an existing R-1 Zone. This limit is applied to new development on any parcels that abut another parcel with a R-1 Zone designation. Where a building is adjacent to an existing R-1 Zoned parcel along its side and/or rear property lines, the first two stories of a structure shall be set back a minimum of 10 feet from the side and/or rear property line. The building shall step back a minimum of 30 feet from the adjacent side and/or rear property line for the third story and any story above. Activate upper-story stepback areas with balconies or roof gardens. R-2 Two-Family Residential Zone (Medium Density): In all R-1 and R-2 zones, where the side or rear yard setback for the first story is the minimum required setback for the applicable zone, the second story of any residential structure shall be set back an additional two and one-half feet from the required minimum setback (see Figure 2-2). If the first story is set back 30 inches or more than the minimum required setback, no additional setback of the second story shall be required. R-3 Multiple-Family Residential Zone (Medium Density): For structures with more than one story in the R-3 and R-4 zones, the rear setback shall be increased by five feet for each story or fractional story above the first story. R-4 Multiple-Family Residential Zone (High Density): For structures with more than one story in the R-3 and R-4 zones, the rear setback shall be increased by five feet for each story or fractional story above the first story.	RM (Residential Medium) Zone: Minimum interior setback (feet) upper stories: 6 RH (Residential High) Zone: Minimum interior setback (feet) upper stories: 6 Chapter 23.13 Building and Site Design Standards: In addition to the façade articulation requirement in division B(3)(b)1, above, upper and lower stories in buildings of three or more stories shall be distinguished by incorporating one or more of the following features. These features may be applied to the transitions between any floors, except where otherwise specified. c. Setting back the top floor or floors of the building at least five feet from the remainder of the façade. West Main Corridor Master Plan: -upper floor setbacks are encouraged -respond to adjacent residential use with a sensitive transition in scale and massing; a step back in building height or break in massing is appropriate. Central Business District (CBD) Zone, East Main Commercial (EMC) Zone, and Commercial Mixed-Use (CMU) Zone: Buildings shall be located within ten feet of street-facing property lines for at least 50% of the linear street frontage. Modifications. These requirements may be modified or waived through approval of a modification upon finding that: 1. Entry courtyards, plazas, entries, or outdoor eating areas are located adjacent to the property line and buildings are built to the edge of the courtyard, plaza, or dining area; or 2. The building incorporates an alternative entrance design that creates a welcoming entry feature facing the street or is designed in a manner that compliments adjacent or surrounding land uses.	R-3-13 Zone (Medium/High Density Residential Zone): Front Second Floor: 25 feet
Build to Line			
Building Coverage		RM (Residential Medium) Zone: Max lot coverage: 45% RH (Residential High) Zone: Max lot coverage: 55%	R-3-13 Zone (Medium/High Density Residential Zone): Building coverage shall not exceed an aggregate of 45% of the lot area. Covered area shall be considered to be the total amount of land covered by residential structures, garages, driveways, and other impermeable surfaces. Decks, permeable patios, porous paving areas, vegetated roof areas, recreational areas, pedestrian walkways and terraces shall not be considered covered areas for the purpose of this standard. An additional 15% in covered area may be added to the aggregate, increasing it to 60% with the use of porous surfaces and/or vegetated roof areas. Commercial Zone: Coverage of any parcel by roofed structures shall not exceed eighty percent, exclusive of all existing or required streets, sidewalks and alleys.

Setbacks

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Exhibit A	Duarte	Alhambra	Sierra Madre
		Central Business District (CBD) Zone, East Main Commercial (EMC) Zone, and Commercial Mixed-Use (CMU) Zone: Frontage improvements. The area between buildings and the property line shall be improved as part of a wider sidewalk, outdoor dining/seating area, or with landscaping. Alhambra MC CHAPTER 23.17 LANDSCAPING: 23.17.020 APPLICABILITY. The provisions of this chapter shall apply to the following: (A) All new development. (B) Additions to single-unit dwelling residential developments that expand existing floor area by 50% or more. (C) Additions to multi-unit dwelling residential developments and non-residential development that expand existing floor area by 10% or more. (D) All new and rehabilitated landscaping projects that include new irrigated landscaping over 2,500 square feet. 23.17.030 AREAS TO BE LANDSCAPED. In addition to areas required to be landscaped pursuant to other sections of this title, the following areas shall be landscaped, and, where located on-site, may count toward the total area of a site required to be landscaped. All landscaping shall comply with the requirements of § 23.17.050. (A) Street-facing yards. All street-facing yards shall be landscaped with live plants pursuant to § 23.17.050(A), except as follows: (1) Hardscape areas. (a) Residential. 1. Up to 25% of the yard area may be covered by non-decorative hardscape features (e.g., concrete, asphalt, gravel, driveways, sidewalks, etc.). 2. Up to 25% of the yard area may be covered by decorative permeable hardscape features (e.g., brick, stone, mulch, water feature, etc.). (b) Non-residential. Up to 75% of the yard area may be covered by hardscape features (e.g., concrete, asphalt, gravel, driveways, sidewalks, etc.). (2) Through lots. Rear yards of through lots that are located behind a solid wall or fence five feet or higher in height approved through the modification process are not required to be landscaped. (B) Sloped areas. All areas with 3:1 or greater slope. (C) Parkways. Live plant materials shall be the primary materials used. No more than 25% of the parkway area shall be covered by non-decorative hardscape features (e.g., concrete, asphalt, gravel, sidewalks, etc.) No more than 25% may be covered by decorative permeable hardscape features (e.g., brick, mulch, etc.). The remaining 50% of the parkway area must be of live plant material which shall not exceed 36 inches in height and an automatic irrigation system shall be required for the parkway area(s). Loose decorative stone and sharp or thomed plant material are discouraged. Artificial turf is not allowed in parkways. All parkway tree species should be in accordance with the city's Street Tree Planting Plan. (1) Landscaped parkways abutting streets must be maintained by the property owner in such a way as to keep all plant life alive, thriving and displaying its natural colors and shall be properly trimmed and cut. (D) Building perimeters. The portions of a non-residential building that front a public street shall have one or more landscape planters installed along a minimum 20% of that building face. The minimum width of the planter shall be three feet. This standard does not apply where a building is located on the front or street side property line. (E) Parking areas. Parking areas as required by Chapter 23.20. (F) Unused areas. All areas of a project site not intended for a specific use, including areas planned for future phases of a phased development, shall be landscaped, hydrosedded, or left in a natural state. 23.17.050 GENERAL REQUIREMENTS. (A) Materials. (1) General. (a) Required landscaped areas shall be planted with a combination of ground covers, shrubs, vines, and trees. A minimum of one different plant type per 1,000 square feet of lot area shall be provided, up to a maximum of ten different plant types. (2) Required water efficient plants. One of the following options of types of plants shall be chosen to ensure that the landscape project meets water efficiency requirements. (a) Option A: all low water plants. Exclusive of garden areas dedicated to edible plants, all plants and trees shall be low or very low water use (average California Department of Water Resources study, Water Use Classification of Landscape Species (WUCOLS) plant factor of 0.3). Option A is available for all residential and non-residential areas. (b) Option B: primarily low water plants. Exclusive of garden areas dedicated to edible plants, at least 75% of the landscape area shall contain low or very low water use plants (average WUCOLS plant factor of 0.3). Option B is only available for residential areas. (c) Option C: water use calculation. The estimated total water use (ETWU) of the landscaping shall not exceed the maximum applied water allowance (MAWA), calculated pursuant to the State Model Water Efficient Landscape Ordinance (MWELO). Option C is available for all residential and non-residential areas. 1. Department of Water Resources Model Water Efficient Landscape Ordinance compliance required. Where Option C: water use calculation is selected, all requirements of the Department of Water Resources Model Water Efficient Landscape Ordinance shall apply. (3) Size and spacing. Plant materials shall be grouped in hydrozones in accordance with their respective water, cultural (soil, climate, sun and light), and maintenance needs. Plants shall be of the following size and spacing at the time of installation: (a) Ground covers. Ground cover plants other than grasses shall be at least the four-inch pot size. Areas planted in ground cover plants other than grass seed or sod must be planted at a rate of one per 12 inches on center. (b) Shrubs. Shrubs shall be a minimum size of one gallon. When planted to serve as a hedge or screen, shrubs shall be planted with two to four feet of spacing, depending on the plant species. (c) Trees. Required trees must be planted in the ground. All parkway tree species shall be in accordance with the city's Street Tree Planting Plan. 1. Residential development. A minimum of one 24-inch box tree per 50 feet of street frontage shall be provided within the yard fronting the street. A minimum of at least one 24-inch box tree shall be required. 2. Mixed-use and non-residential development. a. A minimum of one 36-inch box tree per 50 feet of street frontage shall be provided within the yard fronting the street. b. A minimum of one tree of at least 15-gallon size shall be planted per 20 linear feet or as appropriate to create a tree canopy over the required setback along interior property lines abutting Residential Zones. (4) Artificial turf. (a) Material. Artificial turf must meet minimum material standards, including the following: 1. The turf shall have a minimum eight-year no-fade warranty as issued by the manufacturer. 2. The turf shall be cut-pile infill, minimum pile height one and two-thirds inches and a maximum of one and three-quarter inches, with parallel long blades. 3. The synthetic turf blades (not including the thatch layer) shall be required to contain at least two natural green colors. 4. The turf must contain a beige or tan thatch layer. 5. Be affixed to a permeable triple-layer backing and allow water to percolate through the synthetic grass at a drain rate of at least 30 inches per hour, to an adequate drainage system installed underneath the artificial turf to prevent run-off, pooling and flooding. 6. The synthetic turf shall comply with all federal and state standards related to lead and heavy metal content. 7. The fill material shall be of silica sand or zeolite material that is brushed in to keep the blades upright and achieve a natural grass look. Any replacement fill shall be the same. The use of rubber crumb infill is prohibited. 8. Must be constructed to maximize dimensional stability, resist damage during normal use and minimize UV degradation with a tear grab strength of at least 200 pounds. It must be resistant to staining, weather, insects, rot, mildew, and fungus and shall be non-allergic and non-toxic and able to pass the pill burn test for flammability. 9. The use of indoor/outdoor carpeting and artificial shrubs. Square	
	Duarte Station Specific Plan (Esperanza and Solana): All areas not covered by buildings, walkways, driveways, parking spaces, and service areas should be landscaped with climateappropriate plantings. Plant materials should favor native and native-compatible plants. Landscaping should enhance the quality of the project by defining edges, framing and softening the appearance of buildings, defining site functions, screening parking and storage areas, and buffering uses and neighboring properties. Landscaping at the base of buildings is encouraged to soften the transition between building and streets. Landscaped areas should generally incorporate plantings utilizing a three-tiered system: a) trees, b) shrubs or vines, c) groundcover. Landscaping should be in scale with the adjacent buildings and be of appropriate size at maturity. Placement of landscaping should not interfere with the lighting of the project area or restrict access to utilities. Planters and pots placed in building recesses, adjacent to walls, plazas, and courtyards are encouraged. Planters and pots should complement building architecture. Bio-retention areas can be used to detain run-off in planters. Street trees of a species identified by the City are required and should be spaced appropriately (in parkway strips or in tree-wells within wider sidewalks or plazas) to emphasize and reinforce the spatial definition between the building, pedestrian environment and the street. Design tree wells to be consistent the City's public realm tree well design, with tree wells occupying a minimum space of three feet by five feet to allow for healthy street trees. City of Duarte Residential architectural and design standards (applies to all residential zones): Multifamily Standards: Landscaping shall be provided consistent with the requirements of Chapter 19.40 (Landscaping). Parking shall be screened from streets through combined use of berming, walls, and landscaping (see Figure 3-21). Common open space areas shall be landscaped appropriate to their function. See common open space standards in Section 19.10.060 (R-3 and R-4 Zones: Additional Standards). City of Duarte Residential Landscaping Standards: The following standards shall apply to all parcels in all residential zones. A.A minimum of 20 percent of the entire parcel shall be fully landscaped with plant materials. B.At least 50 percent of the Front Yard Landscaped Area and 50 percent of the Visible Street Side Yard shall be landscaped with live vegetation, artificial turf, drought-tolerant landscaping or a combination of the three, as further described below: 1.Live vegetation may include turf, trees, shrubs, groundcover, flowers, or other similar vegetation. 2.Artificial turf is limited to no more than 40 percent coverage of the Front Yard Landscaped Area and shall include a minimum of 60 percent of live vegetation. Artificial turf is limited to no more than 40 percent coverage of the Visible Street Side Yard and shall include a minimum of 60 percent of live vegetation. (See Section 4.2 of the Guidelines) 3.Drought tolerant landscaping shall include native water conserving plants. (See Section 4.3 of the Guidelines) C.Artificial turf is not permitted within the parkway. D.Bare dirt is not permitted within the front yard, visible street side yard or within the parkway. All bare dirt areas shall be finished with a minimum three inch thick layer of mulch, organic bark or earth-toned colored rubber bark. E.Parking lots for multi-family developments providing 10 or more parking spaces shall be landscaped per the requirements of Section 19.38.200 (Parking Lot Landscaping).		
Landscaping			

Exhibit A	Duarte	Alhambra	Sierra Madre
	Duarte Station Specific Plan (Esperanza and Solana): Studio/1-Bedroom: 1 per unit 2-Bedroom: 1.8 per unit 3-Bedroom: 2 per unit Guest spaces: Projects over 150 units: 0.15 per unit; projects 149 units or less: 0.2 per unit Tandem Parking: Residential - Allowed if both spaces are shared by the same unit Affordable Housing Parking Requirements - the number of required parking spaces for affordable housing developments shall be determined on a case-by-case basis to ensure the economic feasibility of affordable housing projects. The parking requirement shall be determined by the Community Development Director or designee or the final decisionmaking body if associated with an entitlement package subject to Planning Commission or City Council review. Duarte Town Center Specific Plan: Mixed-Use Parking Allowances • The first 1,000 square feet of gross commercial floor area in a mixed-use development is exempt from providing off-street parking. • Guest spaces for residential uses may be fulfilled through required commercial parking (shared). • Parking requirements may be reduced up to 50 percent, subject to a conditional use permit and required parking study completed by the City and paid for by the applicant/developer. Residential Parking Requirements: Live-Work Unit: 2 spaces per unit and 1 guest parking space per each 2 units Studio and 1-bedroom units: 1 space per dwelling unit, plus 1 guest parking space per each 4 units 2-bedroom units: 2 spaces per dwelling unit with 2 bedrooms, plus 1 guest parking space per each 4 units 3-bedroom+ (includes 2-bedroom with den): Parking requirements are to be determined through required parking analysis. For multi-family development projects, tandem spaces shall not constitute more than 50 percent of all required spaces within a development. Tandem spaces shall not be permitted for guest spaces.		
Parking Requirements			R-3-13 Zone (Medium/High Density Residential Zone): 1 space for studio or 1 bedroom unit 2 spaces for 2 bedroom unit or more Commercial Zone: A. The number of off-street parking spaces required for residential uses shall be as follows: 1.For each dwelling unit with a floor area (not counting parking area) up to one thousand square feet: one parking space. 2.For each dwelling unit with a floor area (not counting parking area) greater than one thousand and up to three thousand five hundred square feet: two parking spaces. 3.For each dwelling unit with a floor area (not counting parking area) greater than three thousand five hundred square feet: three parking spaces. 4.For multi-family projects, guest parking shall be required at a ratio of one parking space per five dwelling units, rounded to the nearest whole number; provided however, that no guest parking shall be required for the first four dwelling units in each multi-family project. For example, a multi-family project with fifteen dwelling units would require two guest parking spaces (as the project would have eleven dwelling units subject to the guest parking requirement, multiplied by 0.2 equals 2.2, which would be rounded down to two). 5.For each affordable unit, the number of required parking spaces shall be one fewer per dwelling unit than required by subsections 1 through 3 above, and no guest parking shall be required for a multi-family project that includes one or more affordable units. 6.Parking for second units shall be provided in accordance with Chapter 17.22. 7.Required parking for group living facilities subject to a conditional use permit shall be determined by the planning commission. In addition to other findings required in order to approve any such application, the planning commission shall also find the proposed group living facility will not unreasonably overload street parking or public parking facilities nor create a nuisance. 8.Emergency shelters shall accommodate all staff working in the emergency shelter. One parking space for each employee or volunteer on duty, plus one space for every vehicle operated by the facility, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone. RHO (Religious Housing Overlay) Zone: Development under the RHO zone is eligible for the alternative or special parking standards described in Section 17.34.070. Alternative Parking Standards: 0-1 bedrooms, 0.5 spaces 2-3 bedrooms, 1 space 4+ bedrooms, 2 spaces Special Parking Standards: 0.5 spaces for Housing development with at least 11% very low income, 20% lower income, or 40% moderate income units and located within one-half mile of a major transit stop 0 spaces for: -Development 100% affordable to lower income households and located within one-half mile of major transit stop -Senior housing development 100% affordable to lower income households, with paratransit service or located within one-half mile of a bus route operating at least 8 times per day -Special needs housing development 100% affordable to lower income households, with paratransit service or located within one-half mile of a bus route operating at least 8 times per day -A supportive housing development 100% affordable to lower income households
Sloping		Chapter 23.20 Parking and Loading: Multi-unit parking requirement - 2 spaces within an enclosed garage per unit, 0.5 guest parking space per unit. Guest parking may be uncovered CBD Zoning District multi-unit parking requirement: 1.5 spaces per unit plus 0.3 guest parking spaces per unit RM (Residential Medium) Zone and RM (Residential Medium) Zone: Sloping lot adjustment. Where a lot has a slope greater than 25 percent, measured from the curb line to a point midway between the side lot lines at a distance of 50 feet from the front lot line, the minimum required front setback is that of the zone. An attached or detached garage with a maximum capacity of two cars and no more than 10 feet in height measured from the front property line, may be set back a minimum of five feet from the front and side property lines.	
			R-3-13 Zone (Medium/High Density Residential Zone): Landscaping should be designed to minimize impact of development on surrounding properties. Tree preservation and landscaping with specimen trees are encouraged. All open areas with the exception of vehicular accessways and parking areas, pedestrian walkways and paved and/or covered recreational facilities shall be landscaped and permanently maintained in an attractive manner. For new construction, on-site trees equivalent to one, fifteen-gallon tree for each dwelling unit shall be provided. Additional trees and shrubs shall also be planted to provide a well-balanced landscape plan. For the purpose of this section other specimen material as approved by the planning department may be considered as equivalent to a fifteen-gallon tree. Commercial Zone: All site landscaping shall be so designed with both form and function in mind and not just as a decorative element. Desirable aspects of landscape design that are: 1.Plant material selection for seasonal color; 2.Low maintenance plant materials; 3.Use of ground cover plant materials rather than nonplant substitutes; 4.Use of native trees when appropriate. Review of a proposed design shall be related to the surrounding existing development with greater emphasis placed upon compatibility with adjacent development related to: g.Landscaping The provisions of Chapter 17.68 shall apply in addition to the following: A.All open areas with the exception of vehicular accessways and parking areas, pedestrian walkways, approved outdoor seating and sales areas, and paved or covered recreational facilities shall be landscaped and irrigated. Such landscaping and irrigation system shall be permanently maintained. Existing trees to be removed shall be replaced with a substitute specimen trees (minimum thirty-inch box container size) elsewhere on the site. B.All planted areas shall be surrounded by a curb of concrete or comparable material at least six inches above the higher of the final grade or the pavement of the parking lot, except when such planted areas lie adjacent to a paved sidewalk, masonry wall or a building. C.Landscaping shall consist of trees, shrubs and ground covers with careful consideration given to eventual size, form, susceptibility to disease and pests, durability, water consumption and adaptability to soil and climate conditions. D.A landscape plan drawn at a scale of not less than one inch to thirty feet shall be submitted and shall include: 1.Square footage of each landscaped area; 2.Total square footage of all landscaped areas; 3.Percentage of the site devoted to landscaping; 4.Type of plant materials, i.e., the botanical and common names; 5.Location of all plant materials; 6.Container size and number of all plant materials; 7.Type, size and location of a permanent irrigation system. RHO (Religious Housing Overlay) Zone: Landscaping should be designed to minimize impact of development on surrounding properties. Tree preservation and landscaping with specimen trees are encouraged.

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Memo of ODS | The Arroyo Group
SGV COG Objective Design Standards
25 September 2025



EXHIBIT B

MEMORANDUM OF OBJECTIVE DESIGN STANDARDS RESEARCH

P25056 | SGV COG Objective Design Standards | San Gabriel Valley

ONYX Architects was contracted as a consultant to The Arroyo Group to assist with the development of a Regional Objective Design Standard (ODS) applicable to the San Gabriel Valley. In an effort to complete Task 2 – Research and Outlines, under the list of SGVCOG & The Arroyo Group approved deliverables and outlined tasks, ONYX has prepared this memorandum that list specific observations of successful and unsuccessful ODS documents based on its effectiveness in implementation to a city or community.

Following is a summary and/or list of findings from ONYX's experience and research of successful or unsuccessful regional zoning approaches and effective ODS implementation in other cities.

COUNTY OF SAN FRANCISCO - ODS

Latest draft completed on May 30, 2024, this document starts with the California State law that requires housing projects subject to the Housing Accountability Act (HAA) to be reviewed with design criteria under the definition of Objective Standards. This ODS considers immediate context in reviewing the appropriateness of a proposed development's siting, size, programing and design.

Successful aspects:

- Covers a range of scales – site design, building massing, and architecture.
- Ensures development reflects key features of a walkable urban environment
- Provides standards that address issues related to a new building's relationship to its existing context
- Provides architectural standards that are focused on creating dimension, texture, and character critical for creating an engaging pedestrian friendly environment
- Establishes a clear structure for each "standard", which each standards is listed & described, gives all-encompassing rationale, and illustrations that further describe its application.
- Provides options for different block confirmations / sizes, which is clearly distinguished by measurable sizes.
- Identifies certain districts / communities where standards are applicable.
- References code compliance as needed.
- Provides a mix of graphics, diagrams, and photograph illustrations

Unsuccessful aspects:

- Does not capture unique site conditions, such as terrain or easements, or odd shaped lots
- Not enough graphics to capture each 'standard'.
- Graphics are too detailed and do not highlight the key aspects of the standard / design intent
- Does not provide enough alternatives, for example building mass, standard states 'when building abuts the side property line of a residential property, the first 10 lateral feet of the new building shall be no taller than the height of the adjacent structure.' This standard is ambiguous, particularly regarding how height is measured and whether features such as penthouses, parapets, or railing are included. Additionally, the graphics provided only depict flat roofs, offering limited applicability to different building types.
- Does not guide standards to be located or emphasized in certain locations. For instance, where modulation is required, focus modulation at primary entries or openings, if in series distribute evenly throughout the building façade, etc.
- Missing a definitions page for architectural elements / features. Graphics are not enough.

Screenshot of County of San Francisco ODS document

04. STEPBACKS

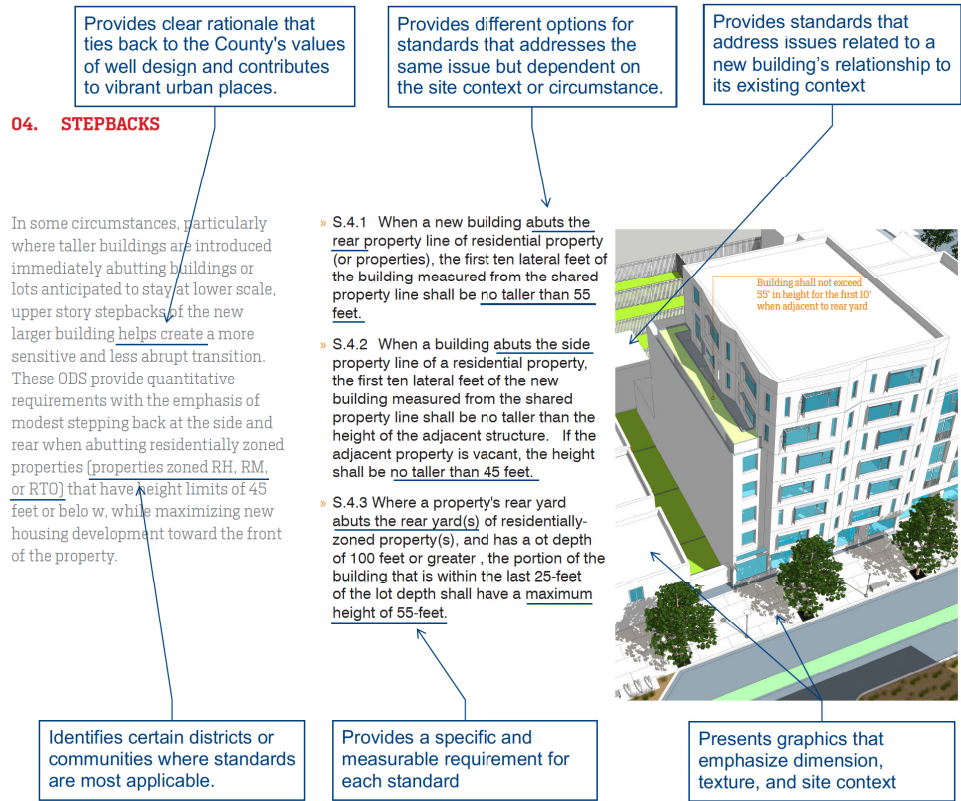
In some circumstances, particularly where taller buildings are introduced immediately abutting buildings or lots anticipated to stay at lower scale, upper story stepbacks of the new larger building helps create a more sensitive and less abrupt transition. These ODS provide quantitative requirements with the emphasis of modest stepping back at the side and rear when abutting residentially zoned properties (properties zoned RH, RM, or RTO) that have height limits of 45 feet or below, while maximizing new housing development toward the front of the property.

- » S.4.1 When a new building abuts the rear property line of residential property (or properties), the first ten lateral feet of the building measured from the shared property line shall be no taller than 55 feet.
- » S.4.2 When a building abuts the side property line of a residential property, the first ten lateral feet of the new building measured from the shared property line shall be no taller than the height of the adjacent structure. If the adjacent property is vacant, the height shall be no taller than 45 feet.
- » S.4.3 Where a property's rear yard abuts the rear yard(s) of residentially-zoned property(s), and has a lot depth of 100 feet or greater, the portion of the building that is within the last 25 feet of the lot depth shall have a maximum height of 55-feet.



Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Call-outs for County of San Francisco ODS document



CITY OF DEL MAR - ODS

The latest draft completed on September 2024, this document starts with the California State law that requires housing project subject to the Housing Accountability Act (HAA) to be reviewed with design criteria under the definition of Objective Standards. It also discusses its intent of protecting the City's unique residential seaside community.

Successful aspects:

- Covers a range of scales – site planning and design, building design, and ground-floor design.
- Provides a definitions section.
- Provides administrative exceptions with detailed explanation
- Establishes a clear structure for each “standard”, which each standard is listed & described, gives all-encompassing rationale, and illustrations that further describe its application.
- Provides options of site and building features to choose from as it relates to a standard
- Clearly labels each illustration as it relates to each standard
- Illustrations are clear and highlight each standard with consistent graphics. This helps both applicant's and city staff understand each design standard
- Includes photos of successful project in the city which is in compliance to one or multiple standards.
- Provide an asterisk to each standard, when non-applicable to a certain district or neighborhood.
- Overall, formant, font, layout, and graphics are consistent, not-overpowering, and legable.

Unsuccessful aspects:

- Rational is over simplified and not connected to all sub-categories / standards.
- Does not provide enough information on building finishes, materials, or color as it relates to building type or architectural style.
- Overall, the ODS could use a section that describes districts or neighborhoods in question. This will need to be cross-referenced with current city maps.
- Definitions could use graphics to help understand.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Screenshot of City of Del Mar ODS document

B. Site Planning and Design

The building placement, arrangement of activities and design of the site are significant factors in maintaining the unique character and scale of Del Mar's existing neighborhoods. The Site Planning and Design section addresses the standards for the following topics:

- B.1 Neighborhood Compatibility
- B.2 Floodplain Overlay Zone
- B.3 Natural Topography and Grading
- B.4 Retaining Walls and Fencing
- B.5 Circulation and Parking
- B.6 Hardscape
- B.7 Landscape and Vegetation
- B.8 Open Space

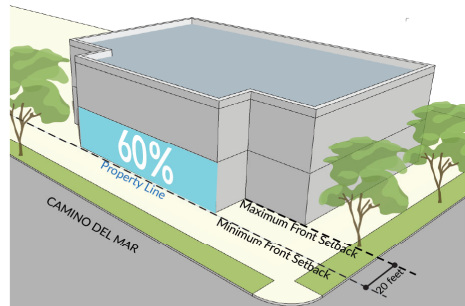


Figure B-1: Camino Del Mar building frontage setback requirements.

B.1. Neighborhood Compatibility

Ensure that new multi-unit residential and mixed-use development reflects the scale and character of Del Mar's existing neighborhoods.

SETBACKS

1. Front, side, and rear yard setbacks shall meet the minimum standards set in the DMMC Title 30 - Zoning.
2. For parcels that face Camino Del Mar, the following standards shall apply:
 - a. Along Camino Del Mar between Del Mar Heights Road/4th Street and 15th Street, the following shall be included:
 - A 10-foot minimum public sidewalk, measured perpendicularly from the existing curb line.
 - The 10-foot sidewalk shall include a 5-foot landscaping and furniture zone and a 5-foot continuous walkway.
 - b. Where there is no minimum front yard setback required, buildings may be built up to the property line.
 - c. Along Camino Del Mar, between 10th and 13th streets where "Town and Country" parking has been provided in the front yard setback, the existing setback shall be considered the minimum front yard setback.
3. A minimum of 60% of the building facing Camino Del Mar and any intersecting street (where the parcel faces two streets) shall meet the minimum front yard setback as shown in Figure B-1.
 - a. The remaining building frontage may be set back up to 20 feet to allow for one or more site features including:
 - Plazas
 - Landscaping
 - Open space
 - Outdoor dining
 - Building entries
 - Building articulation

Call-outs for City of Del Mar ODS document

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- B.8 Open Space

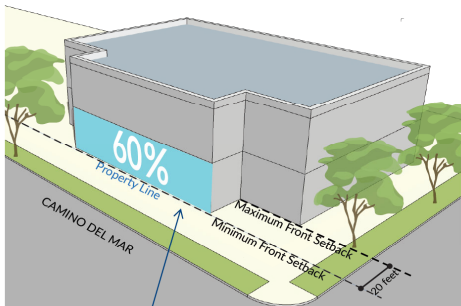


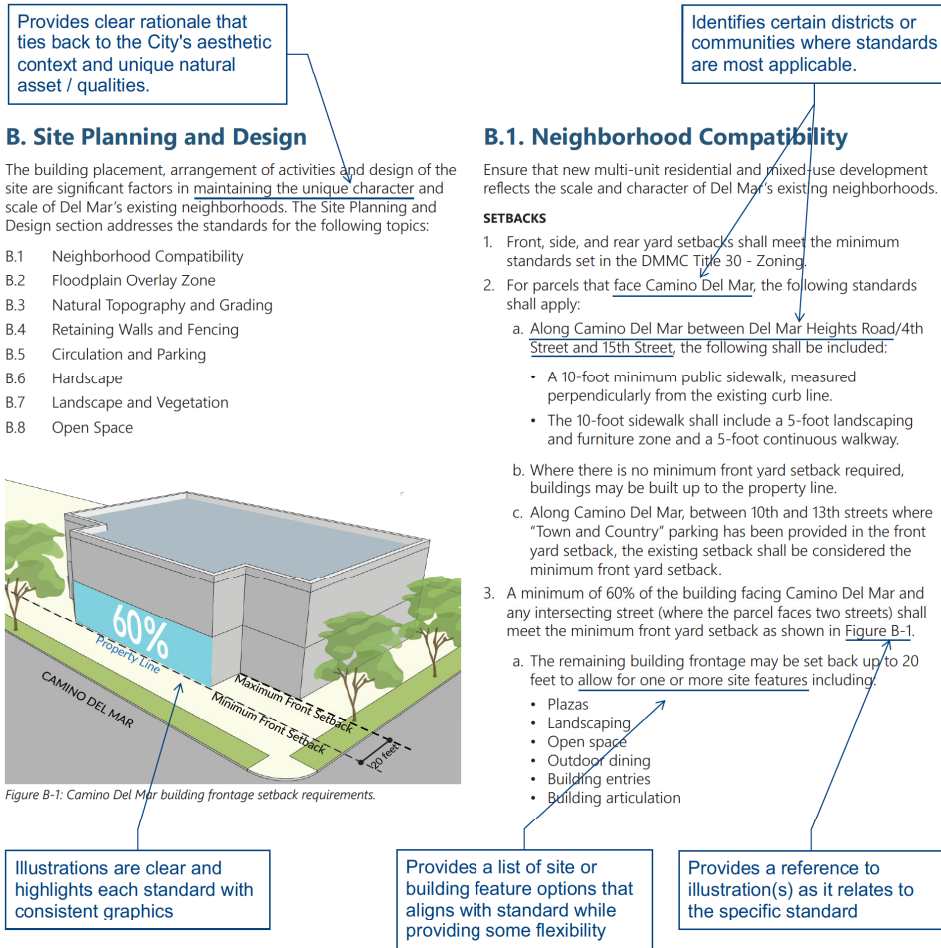
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Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Memo of ODS | The Arroyo Group
SGV COG Objective Design Standards
9 September 2025

CITY OF ORANGE - ODS

The latest draft completed on September 2024, this document starts with the California State law that requires housing project subject to the Housing Accountability Act (HAA) to be reviewed with design criteria under the definition of Objective Standards. It also clarifies that the standards may also be implemented as a replacement or to add supplemental detail specific existing standards, which is what the SGVCOG is expecting.

Successful aspects:

- Covers a range of scales – site planning and operations, form & scale, frontage, and open space.
- Provides information about instance of conflict between standards and the City's Municipal Code.
- Clarifies when the document provides options for the City as opposed to implementing multiple together.
- Each standard has a reference number / label to the city's municipal code.
- Standards includes a list of options to pick from, such as “at least three”
- Address Easements, Emergency Vehicle Circulation, and other special case situations
- Provides a detailed glossary / definitions
- Illustration are clear and highlight each standard. This helps both applicant's and city staff understand each design standard.
- Overall, format, font, layout, and graphics are consistent, not-overpowering, and legable.

Unsuccessful aspects:

- Does not provide enough graphics for many standards
- Rational could be focused on a singular design aspect. Too over-arching
- Overall, the ODS could use a section that describes districts or neighborhoods in question. This will need to be cross-referenced with current city maps.
- Definitions could use graphics to help understand.

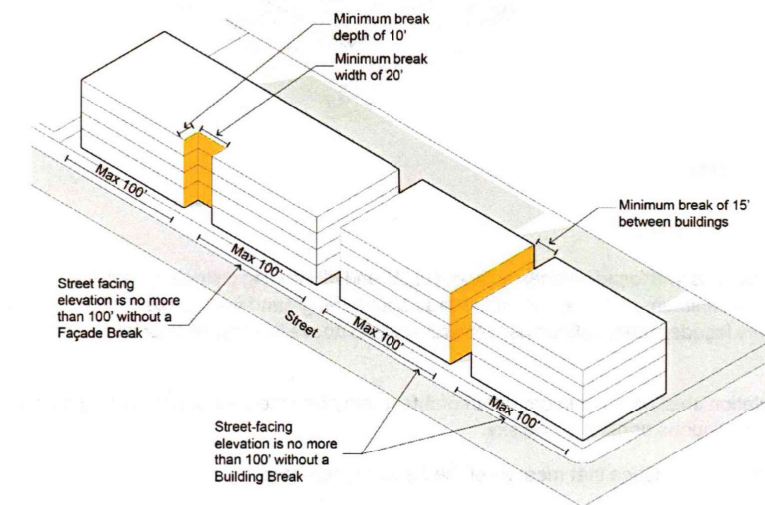
Screenshot of City of Orange ODS document

Building Length / Façade Break

Street-facing elevations shall be no longer than 100 feet in length, without providing either a Façade Break or a Building Break:

- A Façade Break shall have a depth of no less than 10 feet. Additionally, a Façade Break shall have a width of no less than 10% of the building length or 20 feet, whichever is the greater.
- A Building Break shall provide no less than 15 feet of building separation. Buildings of 5 stories or higher shall provide a Building Break of not less than 20 feet of building separation.¹
- These areas shall be activated with planted landscape material, and a maximum of 25 percent of the area may be paved.

Façade planes adjacent to R1 and MH zoning districts shall not exceed 50 feet in length without a Façade Break of at least 5 feet deep and 10 feet wide.



Corner Treatments

Corner-facing facades of 75 feet or longer shall incorporate at least two of the following elements within 50 feet of the building corner along the street facing Building Frontage/s:

- A building entrance;
- A change in height of at least 4 feet for an area 10 feet by 10 feet minimum;
- A change in façade plane on upper stories of at least 5 feet in depth;
- A change of façade material or texture (excluding windows, doors and railings);
- A public open space or outdoor dining.

¹ Orange Municipal Code Section 17.19.090.B should be referenced for separation requirements where internal facing windows between buildings are involved.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Call-outs for City of Orange ODS document

Standards are clear and measurable both in text and graphically represented

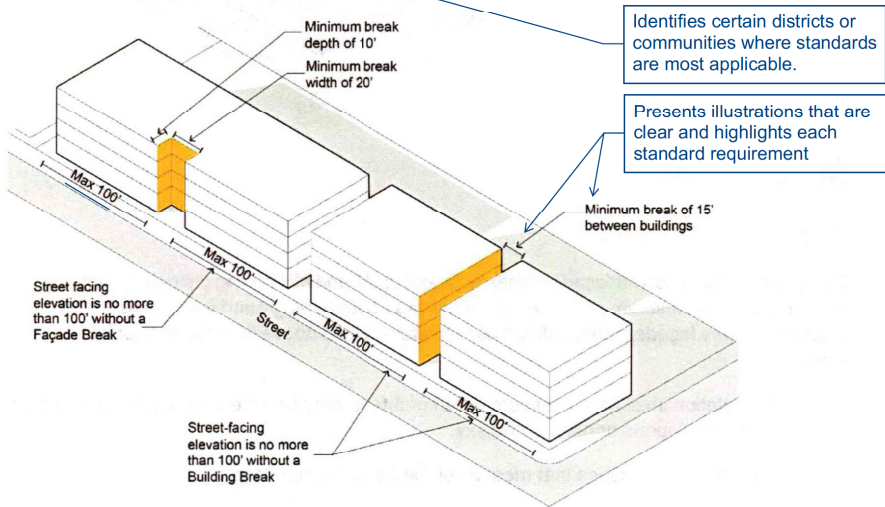
Provides different options to address the standard which providing some flexibility

Building Length / Façade Break

Street-facing elevations shall be no longer than 100 feet in length, without providing either a Façade Break or a Building Break:

- A Façade Break shall have a depth of no less than 10 feet. Additionally, a Façade Break shall have a width of no less than 10% of the building length or 20 feet, whichever is the greater.
- A Building Break shall provide no less than 15 feet of building separation. Buildings of 5 stories or higher shall provide a Building Break of not less than 20 feet of building separation.¹
- These areas shall be activated with planted landscape material, and a maximum of 25 percent of the area may be paved.

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- A change of façade material or texture (excluding windows, doors and railings);
- A public open space or outdoor dining.

Provide additional municipal code sections as other related issues may apply

Establishes a clear list of design elements or features to implement as it relates to the standard

¹ Orange Municipal Code Section 17.19.090.B should be referenced for separation requirements where internal facing windows between buildings are involved.

CITY OF SANTA BARBARA - ODS

The latest effective as of March 27, 2025, this document starts with the California State law that requires housing project subject to the Housing Accountability Act (HAA) to be reviewed with design criteria under the definition of Objective Standards. It provides clear goals and relationship to General Plan.

Successful aspects:

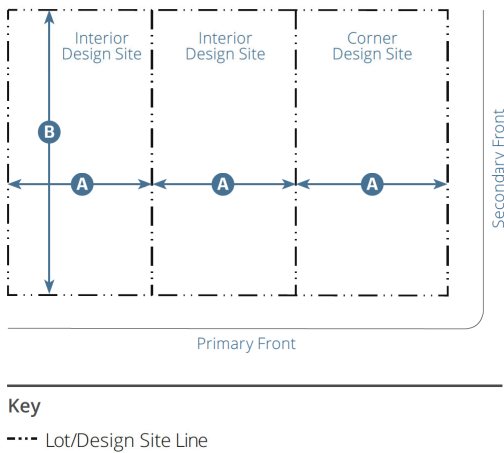
- It identifies zones/districts/neighborhood by table and key map
- Covers a range of scales – site design, building types, frontages, and architectural design
- Provides an exceptions section
- Provides a definitions section
- Provides architectural style section that relates to the City's Municipal Code.
- The overall document is formatted in a table list format with keynotes that refer to graphics
- Very detailed description of standards and definitions
- Provides photo examples based on building typology and multiple photos
- Provides elements of different architectural styles and character defining features.

Unsuccessful aspects:

- Keynotes are too similar and hard to follow
- Text is very code format and can be overwhelming

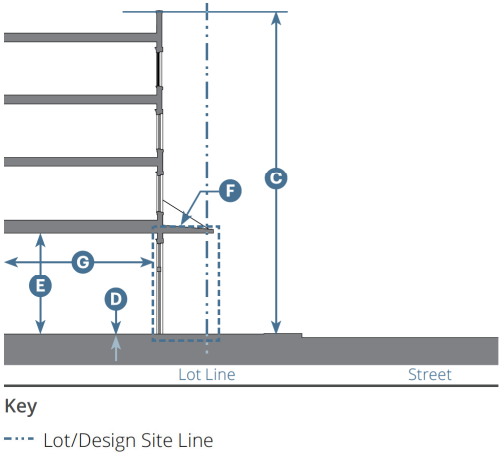
Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Screenshot of City of Santa Barbara ODS document



B. Building Types and Design Site Size			
Allowed Building Types	Design Site		Standards
	Width A	Depth B	
Duplex Side-by-Side	50' min.	100' min.	25.04.050
Duplex Stacked	50' min.	100' min.	25.04.060
Cottage Court	90' min.	120' min.	25.04.070
Medium Multiplex	50' min.	110' min.	25.04.080
Duplex Court	50' min.	110' min.	25.04.090
Side Court	50' min.	100' min.	25.04.100
Medium Courtyard	70' min.	150' min.	25.04.110
Block-Scale			
Large Multiplex	75' min.	110' min.	25.04.120
Large Courtyard	75' min.	120' min.	25.04.130
Downtown Building	25' min.	100' min.	25.04.140

Each design site shall have only one main building type.



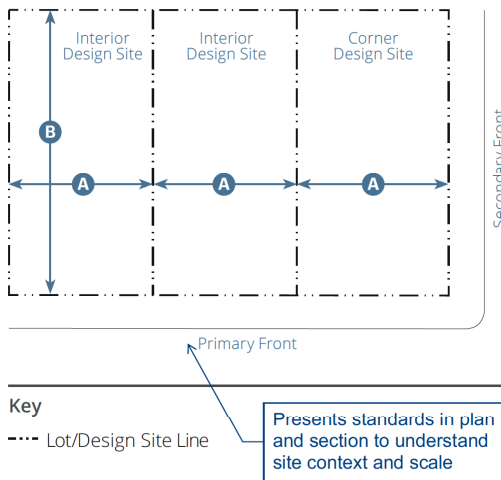
C. Building Form		
Height		
Main Building		
Max. Stories	See standards in Chapter 25.04 (Building Types)	
Overall	48' max.	C
Ground Floor Finish Level		D
Residential	6" min. ¹	
Nonresidential	6" max.	
Ground Floor Ceiling		E
Residential	9' min.	
Nonresidential	14' min.	
Frontage	See Subsection F (Frontages)	F

Design Site Coverage		
Max. Building Footprint	See standards in Chapter 25.04 (Building Types)	
Depth, Ground-Floor Space		G
Cottage Court	12' min. ²	
All Building Types	25' min. ²	

¹ Common entries may be set at grade in compliance with local and federal accessibility standards.

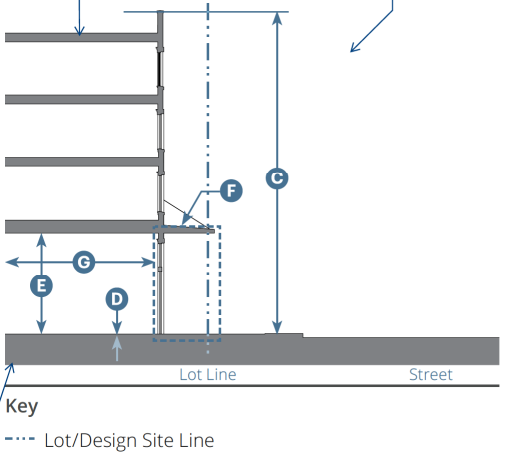
² For occupiable space only. Projects on lots fronting State Street between Montecito Street and Sola Street are required to provide ground floor nonresidential uses.

Call-outs for City of Santa Barbara ODS document



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Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

COUNTY OF SAN LUIS OBISPO – DESIGN GUIDELINES

The City of San Luis Obispo provides design guidelines that consist of design objectives, guidelines, and examples that retain and enhance the unique character of the County. This document is old, but upholds the diverse and unique qualities of village and urban areas.

Successful aspects:

- Focuses on specific centers, districts, downtowns, and development by use
- Detailed guidelines with measurable goals and clear examples
- Relates to other city documents for each guideline
- Very detailed definitions / glossary

Unsuccessful aspects:

- Outdated, so does not account for or promote certain uses or typologies
- Graphics may be misleading due to over generalizing the design intent / goal

CITY OF TORRANCE – DESIGN GUIDELINES

The City of Torrance provides a quick-guide or reference to common Architectural styles, Architectural terms, and rehabilitation of historic buildings in the city: Architectural Design Guidelines | City of Torrance. This can be a example of a simple layout for descriptive architectural styles.

Successful aspects:

- Covers the main character defining features of each architectural style in 2 pages or less.
- Graphics are consistent with each other

Unsuccessful aspects:

- Photo illustrations are very traditional and doesn't account for new construction, where certain elements or features can be difficult to build but possible. Just needs more modern examples.

SCAG Objective Design Standards

In 2022-2023, the Southern California Association of Governments (SCAG) initiated a project to develop a common set of objective design standards that could then be tailored to the communities of Santa Monica, South Pasadena, Montebello and Santa Fe Springs. The standards were simple in nature and able to be inserted into the zoning code. However, ultimately, the needs of each community were very different, leading to limited utilization. Santa Fe Springs, which was seeking to create a new downtown, adopted the objective standards into its zoning code. However, in South Pasadena, the Planning Commission and community members felt that the standards did not adequately take into account that city's unique needs. In Santa Monica, the draft was reduced to a limited set of standards and ultimately not adopted. Montebello has not adopted its standards either. The project exposes the conundrum of regional design standard efforts; community character and regulatory structure can be very different in different jurisdictions, leading to very different design standard needs. Projects either respond by becoming more focused on the particular jurisdictions involved and crafting standards for their unique needs, or abstracting the process into mere recommendations rather than implementable standards.

Strengths:

- Simple, clear diagrams
- Contains standards about unique topics, such as horizontal elements, enhancement of blank walls, security bars
- Simplified frontage regulations
- Menus of choices for modulation and façade composition

Weaknesses:

- Difficult to formulate a correct approach to some topics (for example, streetwall and massing) given the great diversity in built environment among the four cities
- No photographic examples
- No rationale provided for standards

San Joaquin Valley Objective Design Standards Guidebook

The Fresno Council of Governments led an effort to create a guidebook that could serve the entire San Joaquin, or Central, Valley. The background information is a good resource to help guide the structuring and utilization of Objective Design Standards.

Strengths:

- Includes a summary of legal considerations, including the difference between HAA (streamlined approval process) and SB35 (ministerial approval process).
- Gives good guidance as a regional document to local jurisdictions about the various methods of constructing objective design standards, and the considerations between these methods.
- Describes best practices which include the use of guidelines or intent statements to clarify the purpose and goal of statements, and allow flexibility
- Describes different approval processes for projects which meet standards, which meet the intent but not letter of the standards, or which do not meet the standards

Weaknesses:

- Community character is less relevant to San Gabriel Valley
- Does not present actual recommended objective design standards

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Western Riverside Council of Governments Objective Design Standards Toolkit

This toolkit was prepared in 2022; some cities later adapted and adopted it (e.g. Temecula). A chapter on landscape standards is particularly noteworthy.

Strengths:

- Includes landscape standards
- Graphics show multiple standards at once
- Provides thorough common open space standards

Weaknesses:

- Some standards are more appropriate to large, master-planned type projects more common in Riverside County

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COG Objective Design Standards
25 September 2025

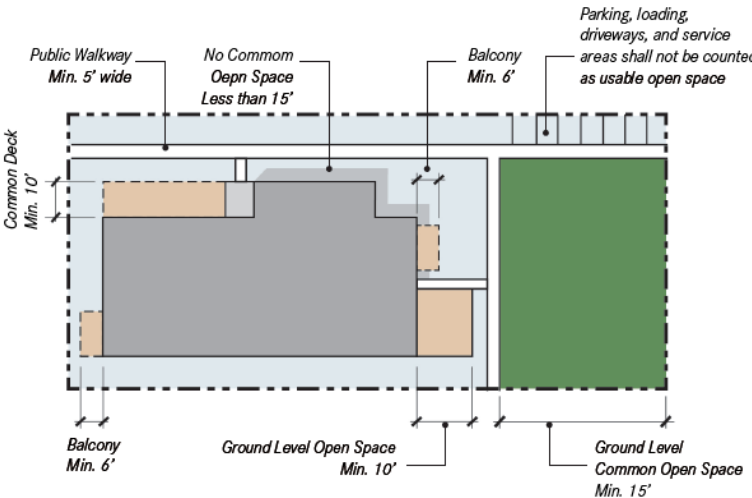


EXHIBIT C

ABAG Objective Design Standards Handbook

This is a well-written, beautifully prepared guidebook for residential and mixed-use projects in the San Francisco Bay Area. The guidebook approaches the biggest issues in objective design standards holistically, with perspectives discussing the economic, design and community planning considerations of using such tools as building types, frontage types, and building modulation standards. It will be a useful resource when evaluating different design standards for the San Gabriel Valley.

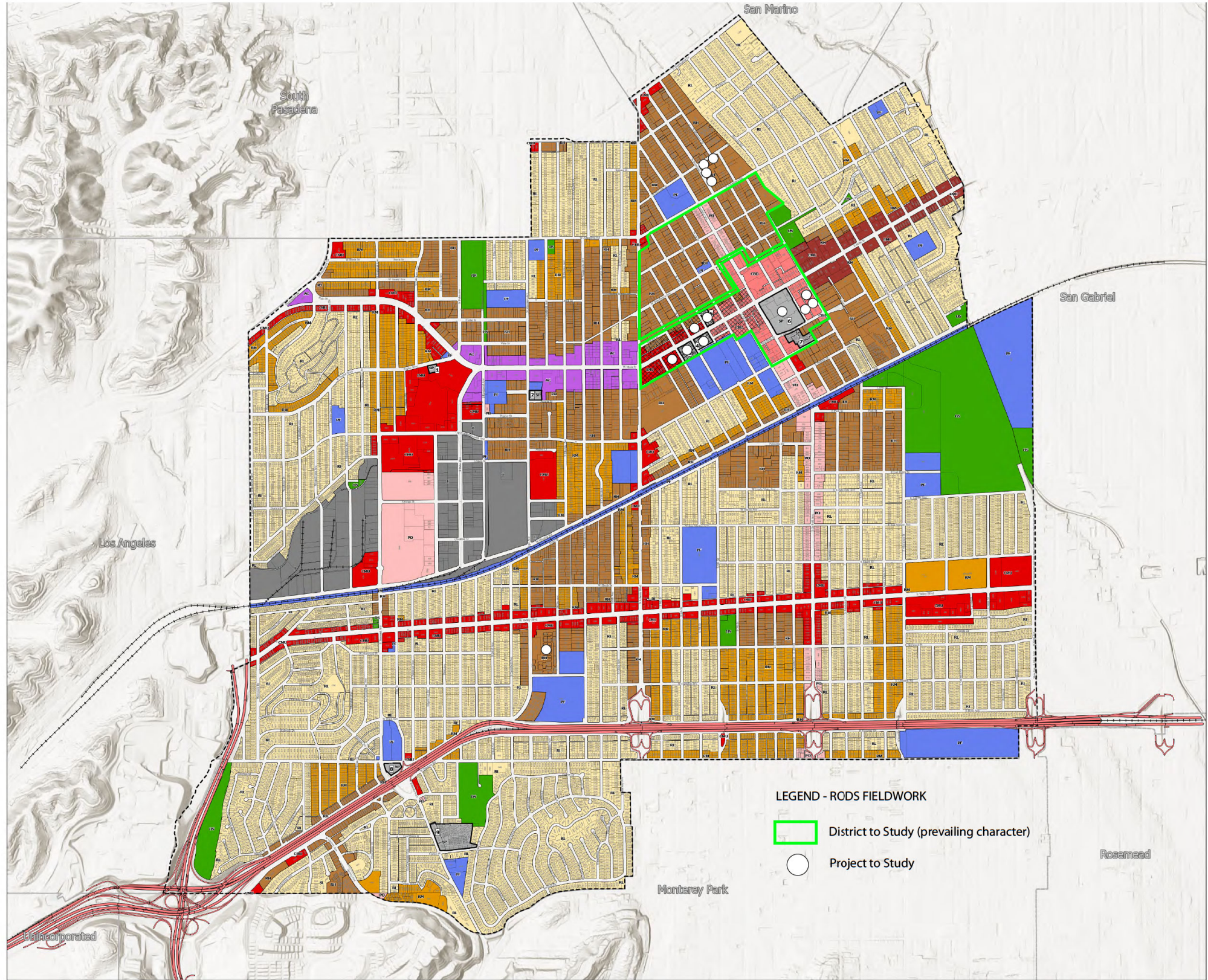
Strengths:

- Provides a lot of explanation around the recommended standards, and complements regulatory diagrams with recommended and not recommended photographic examples
- Conducted interviews with developers to determine the impact of different types of objective design standards on economic feasibility
- Standards of particular interest include a more comprehensive list of frontage types, roof standards, and block and open space standards for large sites
- Attempts to classify the Bay Area into PlaceTypes where different standards will apply

Weaknesses:

- Standards and graphics are adapted from form-based codes, which may be more difficult to map on to cities' existing standards
- Mostly focused on high-density development
- Place Type application may be difficult in different jurisdictions

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum



City of
Alhambra

Zoning Map

April 2025

MAP FEATURES

City Boundary Specific Plan
Boundary

Railroad
Freeway
Ramp

ZONING DESIGNATION

RL - Residential Low Density
RM - Residential Medium Density
RH - Residential High Density
PO - Professional Office
CBD - Central Business District
CMU - Commercial Mixed Use
EMC - East Main Commercial
AC - Automotive Commercial
SP - Specific Plans
I - Industrial
PF - Public Facilities
OS - Open Space

OVERLAY DISTRICTS

West Main Corridor

SPECIFIC PLANS

- 1 - 2300 Poplar Boulevard Specific Plan
- 2 - Marengo and Acacia Specific Plan
- 3 - Alhambra 5th and Main Specific Plan
- 4 - Alhambra Pacific Plaza - 300 West Main Street Specific Plan
- 5 - Casita de Zen Specific Plan
- 6 - Alhambra Place Specific Plan
- 7 - Alhambra - 100 Bay State Street Specific Plan
- 8 - 2500 West Hellman Avenue Specific Plan
- 9 - 2400 South Fremont Avenue Specific Plan



0 0.25 0.5 Miles

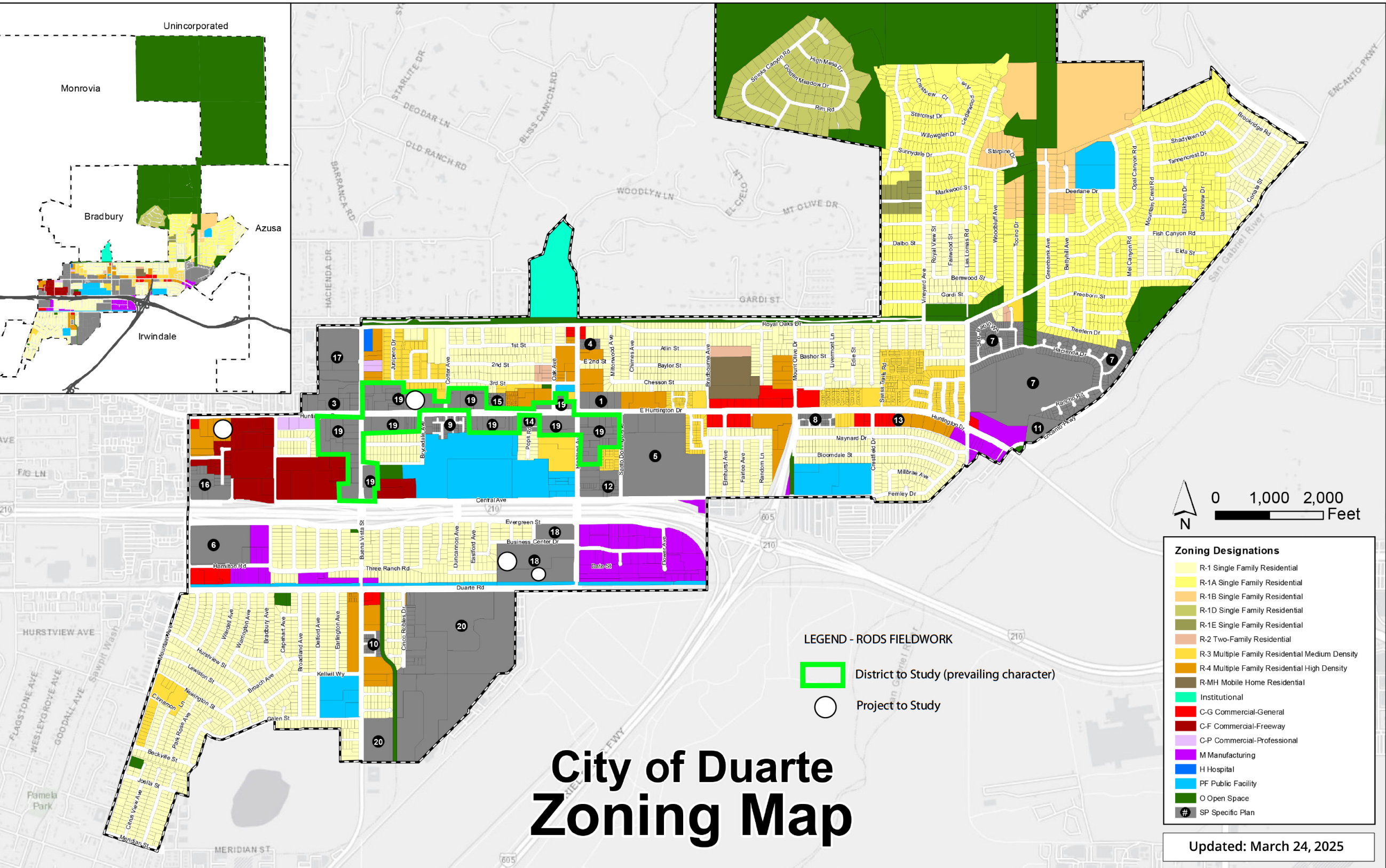
Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The City of Alhambra makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for information contained in this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

Base map and data from City of Alhambra Planning Division. Direct all inquiries to the City of Alhambra Planning Division at (626) 570-5034 or at planning@alhambra.gov.

Drawn by Bucknam Infrastructure Group
Created on February 29, 2024



Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

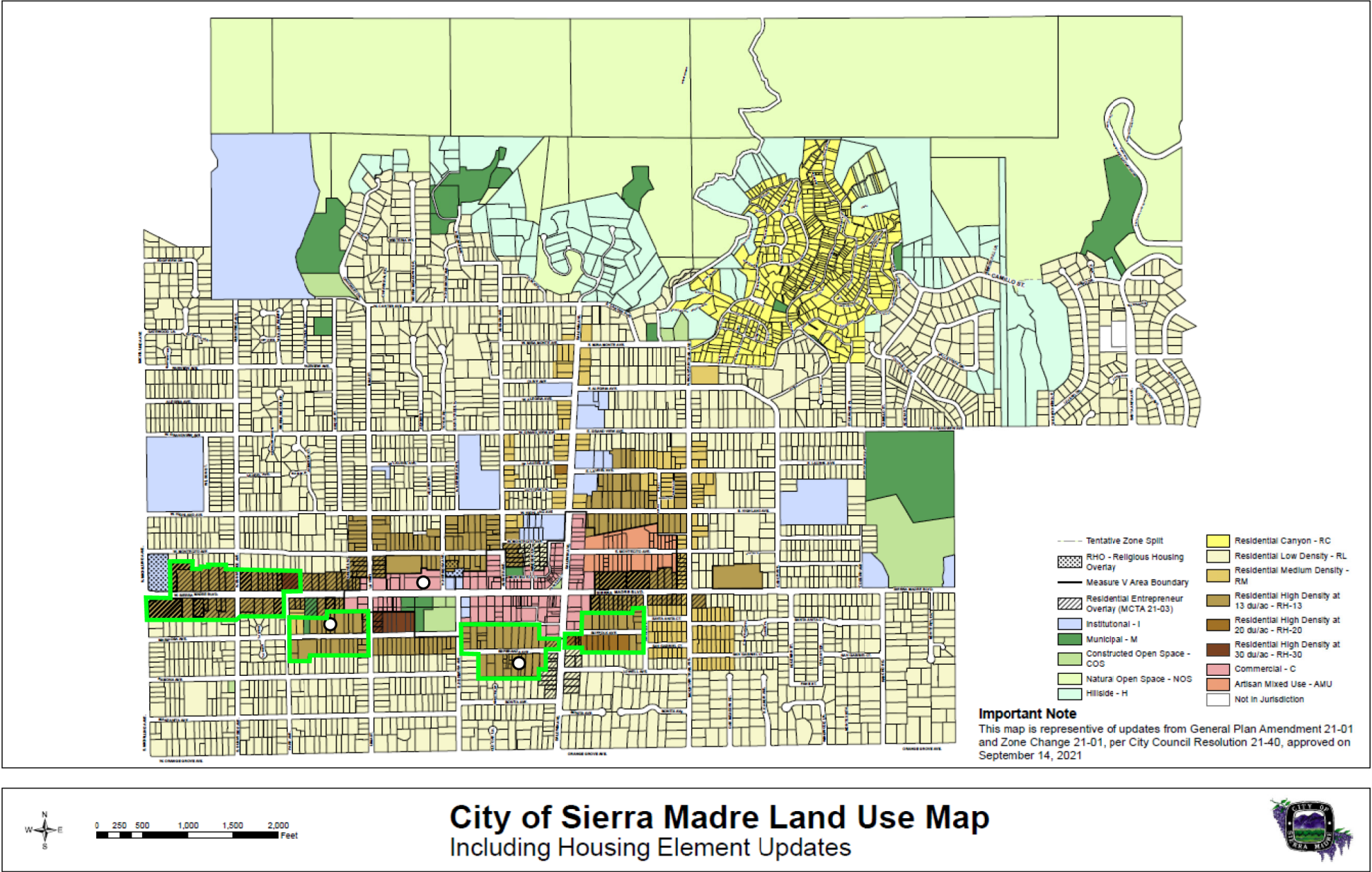


Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

LEGEND - RODS FIELDWORK

-  District to Study (prevailing character)
-  Project to Study

Figure 1-1 Land Use Map



Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

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COG Objective Design Standards
25 September 2025



EXHIBIT D

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

District
Main St (area around Garfield and just west of garfield)
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	1920's - 1950's	Renovations made to many/ façade improvements	Overall Good / Fair	yes

Height	Number of Stories	Estimated Height
	Older Buildings 1-2	15'-20'

Setbacks	Front	Side	Side	Rear
	0'	0'	0'	0'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Flat	Boxy	no/ 1 passthrough

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	American Commercial	flat roofs, brick, storefront windows, tight commercial spaces

Building Type	Typology
	Single story commercial

Defining Characteristics	Primary Street Facing Features
	Store front windows, recessed entry, corner entry, awnings, Prominent commercial signage

Fenestration and Openings	Doors	Windows	Other Openings
	Street Facing, Recessedec, glass storefront doors	Large store front windows	not clear

Material	Wall	Color	Roof	Hardscape
	Brick/ Stucco	Multi earth tones, shades of beige, brick	tar and gravel	Sidewalk, Cement planters

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Planters both built in and pots, palm trees	material change/ color	plants, flowers, trees (fair amount)

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Signage, parapets, awnings, brick/stucco façades	Minimal variations in storefront spacing, signage scale, and material changes	Shopfront/forecourt	walkable, car-oriented, active commercial/dining

General Notes:

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

District
Main St
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	Well Maintained	Good / Fair	No

Height	Number of Stories	Estimated Height
	Newer Buildings 1-5	20'-60'

Setbacks	Front	Side	Side	Rear
	0'	0'	0'	0'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Varied Flat/ Gable Towers	Rectangular geometretrical language, some buildings have geometry interrupted by massing components or modular systems	no

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial Revival, Art Deco, American Commercial	Arches, Clay tile roofs, stucco walls flat roofs, brick, large storefront windows

Building Type	Typology
	Podium, Single

Defining Characteristics	Primary Street Facing Features
	Ground Floor Retail, Large Store front windows, recessed entry, corner entry, awnings, Prominent commercial signage

Fenestration and Openings	Doors	Windows	Other Openings
	Street Facing, Recessed, Corner Entries	Large store front windows	na

Material	Wall	Color	Roof	Hardscape
	Stucco	Multi earth tones, shades of beige, brick	Clay tile when visible	Passthroughs though building breaks

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Street trees	none consistent	Plantings (very minimal)

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Awning, Signage, balcony, window and opening variation	Color variance on facades, plane changes, varied heights, tower uses, fenestration, roof line breaks along parapets	Shopfront	podium parking access from side streets

General Notes:

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

District
RH ZONE
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	late 1960's--early 2000's	na	Fair -- minor staining, aged stucco	No

Height	Number of Stories	Estimated Height
	2 stories above tuck-under garage level.	25'

Setbacks	Front	Side	Side	Rear
	Generally 10-15'	5-10'	5-10'	assume 10-15'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Predominantly gable roofs	Long, narrow massings, boxt structures	Symmetrical facades with central driveway recesses; repetitive architectural rhythms.

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial Revival--inspired, some craftsman	Stucco walls, red tile roofs, arched windows, balconies, Pitched Roof/ Front Porch/

Building Type	Typology
	Walk-Up / Courtyard / Podium Hybrid, residential units above garages with central access driveways.

Defining Characteristics	Primary Street Facing Features
	Projecting gables, arched window bays, recessed central driveways with garages.

Fenestration and Openings	Doors	Windows	Other Openings
	Street Facing, neutral color	Front: multi-pane arched windows; Sides: rectangular sliding	Not Clear

Material	Wall	Color	Roof	Hardscape
	Smooth stucco finish, light-colored.	Beiges.	Red clay or concrete tiles/ Shingle	Front Steps, Sloped drive entries, curb cuts, retaining walls near driveways.

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Shrubs, Grass, Small trees, low maintenance plants	walk way rocks	rocks

Primary Elevation	Primary Features	Articulation	Frontage Type	Other

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

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District
Huntington Dr
City: Duarte

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	1950's-1980's	Partial: some repainting, modern signage, minor repairs or remodels	Fair: roof and façades show wear; signage and landscaping are maintained	City Hall?

Height	Number of Stories	Estimated Height
	1,2	15'-20'

Setbacks	Front	Side	Side	Rear
	20'	10'	10'	15'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable, Low pitch hip	Boxy/ eculidean	none to minimal

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial	Arches, Clay tile roofs, stucco walls

Building Type	Typology
	Commercial, strip mall, motel apartment

Defining Characteristics	Primary Street Facing Features
	Spanish features, decorative parapet, street/car oriented commercial

Fenestration and Openings	Doors	Windows	Other Openings
	Aluminum/glass storefront, neutral colors	Small to medium, recessed, rectangular	none observed

Material	Wall	Color	Roof	Hardscape
	Stucco, Tile details	Beige / Off-white	Clay tile	Concrete sidewalks, asphalt lots

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Palm trees, shrubs	Concrete paths, driveways	Grass patches, small hedges

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Recessed entries, canopy	Minimal depth or plane changes, typical articulation coming from overhangin pitch of roof or some sort of parapet feature	Commercial Storefront, Parking lots	podium parking access off main street

General Notes:
walkable, strip mall, small-town, typical spanish style homes and commerical buildings, some ranch style/townhome

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

District
Esperanza Ave/Suffolk Ave
City: Sierra Madre

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	1950's-1980's	Minimal, some repainting, possible rennovations	Fair: overall well kept, signs od age but maintained well	possible

Height	Number of Stories	Estimated Height
	2	20'-25'

Setbacks	Front	Side	Side	Rear
	15'	5'	5'	not clear

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable,	Boxy/ eculidean	breaks in cases for some townhome style homes

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial / Ranch Style	Arches, Clay tile roofs, stucco walls

Building Type	Typology
	Apartment (2-story)/ multi-family residential

Defining Characteristics	Primary Street Facing Features
	Walkways/steps, street oriented doors, windows, planting, driveways visible, dense evergreen screening

Fenestration and Openings	Doors	Windows	Other Openings
	Typical residential front doors (varied windows)/ some cases iron gate	Small to medium, sliders/double hung	none observed

Material	Wall	Color	Roof	Hardscape
	Stucco, brick	Beige / Off-white/ blues	Clay tile/ Shingle	Concrete sidewalks, Walkways, Steps, Driveways

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Hedges, Trees, Lawns	Concrete paths, driveways, Steps, Walkways	Lawn strips, roses, bushes

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Flat façade with central entry, raised yards, brick and material change on façade	Minimal plane change, Some Articulation with balconies and gable protrutions	Stoop, Yard	

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Memo of ODS | The Arroyo Group
SGV COG Objective Design Standards
25 August 2025



EXHIBIT E

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
116 Mclean St similar façade to 630 stoneman, simpler in detail as far as projections and greening
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	maintained no singificant changed noticed	Good, Maintained façade and landscaping	No

Height	Number of Stories	Estimated Height
	2	25'-30'

Setbacks	Front	Side	Side	Rear
	20'	10'	10'	10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable	Boxy	between homes

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish	Red clay roof tiles, arched entries, stucco and stone veneer

Building Type	Typology
	Townhouse

Defining Characteristics	Primary Street Facing Features
	entry stoop projection, gables, landscaped walkways, symmetrical units

Fenestration and Openings	Doors	Windows	Other Openings
	Street facing arched dark wood, decorative glass	multi pane, recessed symmetrical	not clear

Material	Wall	Color	Roof	Hardscape
	Stucco with stone veneer	Warm beige with earth tone	Clay Tile	Concrete drive, steps, retaining walls, gate

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Shrubs, hedges, trees	Walkways/ steps, planters	Flower beds, low hedges, ground cover wood chips

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Arched entries, symmetrical windows, tile rooflines	Plane changes, use of recess and projection in the vertical elements	Stoop	1/2 subterranean parking access off main street

Evaluation:
Strengths: Appropriate openings for the Spanish architectural style
Weaknesses: High planters/landscaping percentage reducing usability,Lacking in ornamentation or detail, e.g. wrought iron,Position of the open space is a little too open to the street; could have recessed entry, trellis element, or more enclosed with buildings. Lack of privacy.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
102 Mclean St
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	New/ well maintained	Good / well maintained	No

Height	Number of Stories	Estimated Height
	2	25'

Setbacks	Front	Side	Side	Rear
	10'	5-10'	5-10'	5'-10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable	Rectilinear geometrical language, repeating elements, rectangular blocks with linear modulation.	between homes

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Craftsman	Pitched Roof/ Front Porch/ Tapered Columns/ Lap Siding

Building Type	Typology
	Townhouse

Defining Characteristics	Primary Street Facing Features
	Porches/ gables/ window, columns/ walkway

Fenestration and Openings	Doors	Windows	Other Openings
	Street Facing, neutral color	multi pane, recessed symmetrical	not clear

Material	Wall	Color	Roof	Hardscape
	Lap Siding	Shades of beige	Shingle	Front Steps, stone veneer

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Shrubs, hedges	material change/ color	Flower beds, low hedges, ground cover wood chips

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Gable details, columns stone veneer, almost arcade like porch windows and door façade over very symmetrical and organized	Upper floors stepped back from façade, Plane changes, varied heights, tower use, fenstration	Porch/ Stoop	1/2 subterranean parking access off main street

Evaluation:
Strengths: Clear Craftsman style, second level pop-outs, exposed gable beams, detailed gable transitions, tapered porch posts, brick piers with caps, white corner trim, consistent window and corner detailing, subterranean parking, driveway median softens apron, landscape buffer at patios
Weaknesses: Shallow or faux porches lacking weather protection, unactivated center courtyard, faux porches not functional, 6x6 or 8x8 planters (underutilized)

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
1419 Benito Ave
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2010's	New Development	Good	No

Height	Number of Stories	Estimated Height
	3	35'-40'

Setbacks	Front	Side	Side	Rear
	15'	5-10'	5-10'	10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable, hipped	Boxy/ Vertical	Recessed entries and balconies at each level; façade steps back at upper floors

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Contemporary spanish	Stucco, clay tile accents, arched entries, iron balcony railings, stone veneer

Building Type	Typology
	Walk-up, Townhouse/ multi-family

Defining Characteristics	Primary Street Facing Features
	Balconies, arched recessed entries, alternating materials (stucco & stone), small private patios

Fenestration and Openings	Doors	Windows	Other Openings
	Street-facing, solid, earth-tone, recessed	Flush and recessed, white-framed, double-hung & sliding	Recessed balconies, vent openings

Material	Wall	Color	Roof	Hardscape
	Stucco and stone veneer cladding	Beige, tan, natural stone	Clay tile	Walkways, entry steps, raised planters

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Small trees, structured hedges	Concrete walkways, raised walls	Grass, low shrubsm, low maintenance planting

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Covered balconies, arched entries, stone/stucco contrast	Varied planes, recessed and protruding elements, textured materials	Porch, yard, balcony	Low garden walls, separated unit entries, no visible utility elements

Evaluation:				
Strengths: Sufficient building modulation, shed roof at primary entry with arched opening, decorative ironwork and awnings compatible with Spanish style, consistent use of Spanish elements like tile vents, arched openings, single-leaf wood entry door				
Weaknesses: very repetitive with minimal variation across 900 ft block, no public access or breaks along frontage, scattered and disjointed layout, weak corner definition, ineffective third-story stepback, lacks base/middle/top organization, repetitive square modules create monotonous rhythm, heavy and overwhelming cinder block and split-face walls, no clear frontage for unit entries, oversized cornices and window details, unbalanced porch covers, inconsistent application of Spanish style, lacks asymmetry and shape variety, underscaled window shutters				

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
630 Stoneman
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	New/ well maintained	Good	No

Height	Number of Stories	Estimated Height
	2	25'-30'

Setbacks	Front	Side	Side	Rear
	20'	5-10'	5-10'	5'-10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable	Boxy	between homes

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish	Red clay roof tiles, arched entries, stucco and stone veneer

Building Type	Typology
	Townhouse

Defining Characteristics	Primary Street Facing Features
	entry stoop projection, gables, landscaped walkways, symmetrical units

Fenestration and Openings	Doors	Windows	Other Openings
	Street facing arched dark wood, decorative glass	multi pane, recessed symmetrical	not clear

Material	Wall	Color	Roof	Hardscape
	Stucco with stone veneer	Warm beige with earth tone	Clay Tile	Concrete drive, steps, retaining walls, gate

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Shrubs, hedges, trees	Walkways/ steps, planters	Flower beds, low hedges, ground cover wood chips

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Arched entries, symmetrical windows, tile rooflines	Plane changes, use of recess and projection in the vertical elements	Stoop	1/2 subterranean parking access off main street

Evaluation:
Strengths: Provides architectural details that are consistent with the selected Spanish style, including tile decorative vents, arched openings, and a single-leaf solid wood door at the primary entry.
Weaknesses: Proportions are a bit off; cornices are too large and visually dominant. Porch cover and window details are oversized and appear unbalanced relative to the building massing. There is a lack of consistency in the application of the architectural style—Spanish architecture typically embraces asymmetry and a mix of shapes, which is not well-reflected here. The overall composition of the façade feels disorganized. Window shutters are not appropriately scaled to the window openings.

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project / District (circle one): Casita de Zen Specific Plan
Street (for districts): West Main Street & North 3rd Street
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2015	Semi-private interior wall finish improvements	Good	No Historical Relevance

Height	Number of Stories	Estimated Height
	5	55 - 60 ft.

Setbacks	Front	Side	Side	Rear
	1 foot	1 to 3 feet (street side)	0 feet (interior side)	6 feet

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable & Hipped roofs	Vertical	1 to 3-foot depth for every 10 feet @ ground level 6-foot depth for every 10 to 20 feet @ 2nd – 4th floors 3-foot depth for every 30 feet @ 5th floor

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Revival	Arched openings, heavy roofing, upper level balconies, ironwork, wide range of opening sizes, emphasis on overall structural mass

Building Type	Typology
	Podium with garage and commercial at ground level and residential and courtyard at upper levels

Defining Characteristics	Primary Street Facing Features
	Open trellis structures, decorative railing, fence, and grilles, decorative gable vents, and corner rotunda

Fenestration and Openings	Doors	Windows	Other Openings
	Street facing or arcade facing, black and grey aluminum door frame, double swing at street level and sliding at balconies	3x4 sliding, 2x casements, and garden windows, flush with detailed reveals or thickened surround, proportioned per interior program	Graden window and prefabricated garage grille/railing for fresh air intake.

Material	Wall	Color	Roof	Hardscape
	Smooth stucco, 1" stucco reveals, course belt trim between 4th and 5th floor, stucco columns	Grey, tan, and white walls; green roof fascias; black and brown ironwork, brown wood elements, and black and grey windows and doors	Red slate roof tiles with half-round edges. Soffit underside of roof eave (boxed)	Scored and colored concrete

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Vines on courtyard trellis, perimeter landscape screening, and shrub/green walls	Concrete walkways and driveway	Gravel in landscape areas at ground level

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Pop-out balconies, corner rotunda, void at upper levels due to open courtyard.	Material Changes at windows and at different floor levels, Changes in Plane vertically due to balconies, stairwells, courtyards, or primary entry points, Proportions of Openings to Wall is larger at ground level then upper levels.	Shopfront and residential lobby, Arcade to parking and retail/restaurants, and covered dining areas, and open parking garage at ground level	Decorative fencing, awning, exterior seating, art feature, and exterior light fixtures, Utility Location at roof

Evaluation:
Strengths: Residential portion of facade seems good, level of modulation may be appropriate
Weaknesses: Not consistent enough between podium & residential area (no common language of forms) corner turret may be the wrong move; not large enough to be usable on the ground floor & not enough separation; moved the entry from its intended location at the corner,roof is too busy, Would have been better to break massing on Main - crowds street too much?

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project / District (circle one): Alhambra Pacific Plaza - 300 West Main Street Specific Plan
Street (for districts): West Main Street & South 3rd Street & 4th Street
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2016	Commerical signage and awning improvements	Good	No Historical Relevance

Height	Number of Stories	Estimated Height
		5 55 - 60 ft.

Setbacks	Front	Side	Side	Rear
	3-15 foot	3 -6 feet (street side)	3-6 feet (street side)	25 feet

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Shed & Hipped roofs	Vertical with mass podium	3 to 15-foot depth for every 15 feet @ ground level 2-foot depth for every 10 to 20 feet @ upper floors

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Mediterranean	Arched openings, barrel roofing, upper level balconies, heavy base, emphasis on wall and window details

Building Type	Typology
	Podium with garage and commercial at ground level and residential and courtyard at upper levels

Defining Characteristics	Primary Street Facing Features
	Trellis structures, decorative railing, decorative trim and course belt, and corner rotunda

Fenestration and Openings	Doors	Windows	Other Openings
	Street facing or Arcade facing, Silver aluminum door frame, Double swing at street level and sliding at balconies	3x4 to 4x5 sliding and 2x3 single-hung, flush with stucco surround trim, organized in a serial rythum	Square openings for garage fresh air intake, and 15-20 foot tall storefront windows with grids

Material	Wall	Color	Roof	Hardscape
	Smooth stucco, stone base that wraps around the ground floor, 1" stucco reveals, course belt trim, cornice trim, stucco band & decorative trim	Grey, tan, and white walls; red awnings; black ironwork, green/brown trellis, and white windows and door frames	Terracotta-colored Barrel roof tiles with half-round edges. Soffit underside of roof eave (boxed)	Scored concrete

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Potted plants along public sidewalk	Concrete walkways and driveway	Planting at ground level

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Recessed balconies, corner rotunda (octagon shape), side entrance plaza / public amenities space	Material Changes at storefront base and building modulations, Changes in Plane due to balconies, grouped windows, and primary entry points. Proportions of Openings to Wall is larger at ground level then upper levels.	Storefront, Public plaze with Arcade to parking and residential lobby, and uncovered dining areas, and open parking garage at ground level facing the rear	Decorative railing, fabric awnings and metal canopies, public seating/ art feature, and exterior light fixtures, Utility Location at roof

Evaluation:
Strengths: More attention to storefront details, awnings, bulkhead, datum line at top of the podium, Clear base/middle/top, Stepback helps, Intent with trim and material change - around archways, vertical modules
Weaknesses: Plazas are not as useable (shallow) Entrances moved from the indicated/desired location

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project / District (circle one): Plaza on Main
Street (for districts): West Main Street & South 4th Street & 5th Street
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	1926 (305 W Main St) 1999 (369 W Main St)	Storefronts & Bulkhead renovations	Moderate	305 W Main St - No Historical Relevance 369 W Main St - No Historical Relevance

Height	Number of Stories	Estimated Height
		5 55 ft.

Setbacks	Front	Side	Side	Rear
	0 - 6 inches	1 feet (street side)	0 feet (interior side)	0 feet (facing alley)

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Flat roofs	Staggered Mass / Modular	1-5-foot depth for every 15 feet @ ground level 1-foot depth for every 20 feet @ upper floors

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Artdeco (305 W Main St) Contemporary (369 W Main St)	Geometric forms and details, symmetrical building mass (305 W Main St) Arched openings, geometric shapes (369 W Main St)

Building Type	Typology
	Horizontal simple block (305 W Main St) Podium with garage and commercial at ground level and residential with central courtyard (369 W Main St)

Defining Characteristics	Primary Street Facing Features
	Simple horizontal railing, fabric awnings, and rounded corner entrance

Fenestration and Openings	Doors	Windows	Other Openings
	Street facing, Horizontal arcade, Double swing storefronts at street level and sliding at balconies	3x4 fixed, vertical serial rythem (305 W Main St) 3x4 - 4x4 sliding, (369 W Main St)	Square openings for garage fresh air intake, and 15-20 foot tall storefront windows with grids

Material	Wall	Color	Roof	Hardscape
	Stucco and Reflective Tile, stucco reveals, iron work	Red, grey, tan, and brown walls; blue awnings; red and brown ironwork, white windows and door frames	Flat roofs, parapet with no ornamentation, simple cornice	Concrete

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Vines growing on metal trellis	Concrete walkways and driveway	Planting at ground level

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Fabric awnings (305 W Main St) Recessed balconies, arched openings, curved corner facade (369 W Main St)	Material Changes at podium and organized horizontally, Changes in Plane due to balconies and upper floors which are stepped back, Proportions of Openings to Wall is low	Large spans of Storefront, Arched openings at entry, breeze way at corner	Geometrical railing and grilles and fabric awnings, Utility Location at roof

Evaluation:
Strengths: Landscaping frames paseo, open paseo into site. Storefronts at paseo are less framed Clear material transition base/middle/top Four stories no setback Transition into plaza
Weaknesses: Bulkhead couldve been a more textured material. Overall stucco on ground floor is not too bad, because it has diferent shades and lines through it. Roughly 100' wide simple box form on Main St is good, but 150' simple box form on 3rd St may be too long.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project / District (circle one): Alhambra 5th and Main Specific Plan
Street (for districts): West Main Street & South 4th Street & 5th Street
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2012	Semi-private interior wall finish improvements	Good	No Histirical Relevance

Height	Number of Stories	Estimated Height
	4	50- 55 ft.

Setbacks	Front	Side	Side	Rear
	1 - 15 feet	1 ft (street side)	1 feet (interior side)	15 feet

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Hipped and Flat roofs	Combination of Vertial and Box mass	1-foot depth for every 10 feet @ ground level 1 to 6-feet depth for every 10 feet @ upper floors

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Mediterranean	Arched openings, barrel roofing, upper level balconies, heavy base, emphasis on column, window, and roof details

Building Type	Typology
	Semi-Podium with ground floor commerical storefronts and residential lobby entrances

Defining Characteristics	Primary Street Facing Features
	Corner entry, side plaza, landscape buffer between street and sidewalk, focal landscape features

Fenestration and Openings	Doors	Windows	Other Openings
	Commercial doors are Street Facing, residential are facing courtyard, black aluminum door / storefront frames	30"x48" hung windows, flush with stucco surround trim, proportions are small and similar throughout	Garage openings with metal grille

Material	Wall	Color	Roof	Hardscape
	Stucco walls, course belt, cornice, bracket details, surround trim	Multi-color, color focused on window groups, different color for base	Red clay tile, flat parapet roofs	Scored concrete and pavers

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Potted plants and ground shrubs	Scored concrete and brick pavers at courtyard	Shrubs on dirt at side yards

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Metal canopies along sidewalks, recessed and extended balconies, metal awnings	Material change at the base stucco to smooth concrete, Changes in Plane at corners and at open plaza, Proportions of Openings to Wall is well balanced	Shopfront along the street sides, Residential Lobby and covered porch at courtyard, and at grade covered parking in the rear	Prefabricated decorative fencing, railing, and grilles, Utility Location at roof, No public seating, Courtyard semi-private seating

General Notes:
North side, between 4th and 3rd Streets, Feels very bottom-heavy, No consistency between podium and upper levels,Lack of trim/changing material at balconies, Retail not inviting: lacks articulation, simple columns, low transparency, too dar. Corner residential units need more transparency and exposure to both sides,Arcade dimension is too narrow

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project / District (circle one): Alhambra Regency Plaza
Street (for districts): West Main Street & South 5th Street & 6th Street
City: Alhambra

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2004	No improvements or renovations	Good	No Histirical Relevance

Height	Number of Stories	Estimated Height
	5	55-60 ft.

Setbacks	Front	Side	Side	Rear
	0 to 20 feet	1 to 2 feet (street side)	1 to 3 feet (street side)	10 feet

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable & Flat roofs	Staggered Mass / Modular	10-feet depth for every 10 to 20 feet @ ground level 6-foot depth for every 10 feet @ 2nd - 4th floors 1-foot depth for every 10 to 20 feet @ 5th floor

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Contemporary	Geometric building forms, symmetrical building mass, emphasized grid system

Building Type	Typology
	Podium with commercial and garage at ground level, residential and amenities on top

Defining Characteristics	Primary Street Facing Features
	Arcade, breeze way, side and corner plaza area, fixed seating, and metal trellis structures

Fenestration and Openings	Doors	Windows	Other Openings
	Street Facing for commerical and residenetial lobby, double doors for commerical and sliding for balconies, silver color, aluminum	3x5 and 5x5 sliding with fixed bottom, flush with trim top, Proportion is similar in height varies in width	Arched fixed upper window and arched garage openings

Material	Wall	Color	Roof	Hardscape
	Stucco and tile wall finish, course belt and Cornice	Multi-color with white, pink, and brown walls, white trim, blue railing, grilles and trellis	Flat parapet roof and staning seam metal roof on gable, white cornice and blue metal roof	Scored colored concrete, diamond shape

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Focal planters at plaza, potted plants, and ground level planting	Scored colored concrete with decroative geometic design	Planters at grade

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Horizontal trim details on walls and columns, covered arcade and open plaza walkways, trellis structures, and recessed balconies	Material Changes at bulkhead level, Changes in Plane at plaza and openings, Proportions of Openings to Wall are well-balanced	Shopfront along sidewalks and facing the plaza, residential lobby at arcade, at grade parking located at the rear	Prefabricated fence and grilles for garage, Utility Location on the roof, and public seating with canopy

Evaluation:
Strengths: Consistent use of shapes, between 5th and 6th St, color palette is pastels — of its time, planter buffer at the landscaping makes sense + outdoor dining (only uses that work)
Weaknesses: Too much stepping back — overly complex, not needed along the whole block, reads as a four-story building, could have more awnings, colored or stamped concrete to differentiate the plaza from the sidewalk.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

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Project
1750 Fasana Rd
City: Duarte

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2020's	New	Good	No

Height	Number of Stories	Estimated Height
	5	60'-65'

Setbacks	Front	Side	Side	Rear
	5'-10' (landscaped)	0'-5'	0'-5'	20' / not clear

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Flat	Boxy/ Vertical modulation	Massing articulation with breaks, open space breaks along façade

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style	
	Contemporary/ Urban modern	Metal panel cladding, exposed steel framing, large storefront glazing	

Building Type	Typology
	Podium Apartment (Leasing/amenity at ground, parking behind)

Defining Characteristics	Primary Street Facing Features
	varied cladding textures, deep entry recesses, retail-scale glazing, balconies, Large Signage

Fenestration and Openings	Doors	Windows	Other Openings
	Commercial-grade glass double doors at leasing office, other entry to amenity and courtyards along street	Modern windows, flush and recessed; some double and some singular	Recessed balconies, no visible skylights

Material	Wall	Color	Roof	Hardscape
	Metal siding, Cement	Multi-color scheme (dark gray, beige, burgundy red, black trim)	Tar and gravel	Concrete sidewalk, curb ramps, integrated tree wells

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Small street trees, structured landscaping	Concrete sidewalks, tree grates	Decorative grasses, shrubs, small planters near entry

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Metal/wood vertical siding, large glass lobby, balconies	Material/plane changes, offset balconies, vertical massing breaks	Lobby	Large signage, directional signage to parking

Evaluation:
Strengths: Clear and even distribution of building block widths, consistent use of steel/industrial aesthetic, massing is broken up at an appropriate rhythm, clear horizontal datum and window organization, emphasized building corners with stark colors and corner balconies, wraparound human-scale canopy at corners, complementary and well-coordinated color and materials palette, large freeway sign hides parking, ground-floor open spaces on some frontages, sufficient landscape buffer between private patios and sidewalk.
Weaknesses: Building crown lacks roofline breaks or modulation, individual unit entries at ground level lack articulation and character, frontages are dominated by solid privacy walls, unclear how frontage types were incorporated, overall building height lacks variation.

ODS FIELDWORK CHECKLIST

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Project
1413 Huntington Dr
City: Duarte

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	New	Good	No

Height	Number of Stories	Estimated Height
	4	45'-55'

Setbacks	Front	Side	Side	Rear
	5'-8'	0'-5'	0'-5'	15'-20'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Flat	Boxy	60' break

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style	
	Contemporary	Brick/stucco contrast, symmetrical facade, defined window framing, cornice details	

Building Type	Typology
	Podium (mixed-use or multi-family over parking)

Defining Characteristics	Primary Street Facing Features
	Tall street-level retail windows, balconies, pedestrian-friendly entrance, vertical brick columns

Fenestration and Openings	Doors	Windows	Other Openings
	Street-facing glass entries (retail)	Repetitive double-hung style, flush	Balconies on 2nd & 3rd floors

Material	Wall	Color	Roof	Hardscape
	Stucco and brick	Multi-color (tan, olive green, brown)	Tar and gravel	sidewalk, curb planters

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Street trees in grates	Concrete sidewalks, curb planters	Small planting beds (minimal)

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Brick columns, balconies, defined window cornices	Material changes, plane shifts at balconies, color banding	Shopfront	podium parking access off main street

Evaluation:
Strengths: Use of decorative paving materials to highlight plazas and commercial frontage, Use of multiple materials that are durable, Variation of metal canopies over storefronts that are human scale and consistent with the overall building character. Use of cornice or crown details that create horizontal breaks in the building mass while adding detail to the façade. Horizontal articulation/modules are OK, plaza is a good size and user-friendly with a central public art element, commercial and parking entrances are clearly indicated, lacks upper-floor modulation and roofline variation
Weaknesses: Lack of depth and little definition defined by recessed openings and building façade modulation. Parking garage entrance takes up a lot of usable storefront space. Parking garage should be located on the secondary or tertiary frontage.

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

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Project
1200 Olivia Court
City: Duarte

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2010's	New	Good	No

Height	Number of Stories	Estimated Height
	3	35'-45'

Setbacks	Front	Side	Side	Rear
	15'	0'-5'	0'-5'	20'? (measured on google maps, could be less just built to 20' for car access)

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable	Euclidean with projections	Breaks for courtyard and garage on lot

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Mediterranean / Spanish Revival	Red tile roof, arched entryway, stucco walls, shuttered windows, simple ornamentation

Building Type	Typology
	Walk-Up Townhomes (Garages Below)

Defining Characteristics	Primary Street Facing Features
	Repetitive gable roofs, decorative shutters, entry arches, stucco cladding, private garage entries

Fenestration and Openings	Doors	Windows	Other Openings
	Residential-scale entry doors, garage doors□	Multi-pane horizontal windows; some projecting bay windows; small punched windows	Small arched entry recess; no balconies or skylights visible

Material	Wall	Color	Roof	Hardscape
	Smooth stucco exterior	Cream / beige with darker accents	Red clay tile	Paver driveways, concrete sidewalk, garage access

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Formal entry landscaping with hedges and sign	Paver driveway, concrete sidewalk	Shrubs, groundcover, small trees, flowering beds

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Arched entry, window shutters, projecting bays	Roof projections, bay windows, recessed entries	at grade entry	Neighborhood signage (OLIVA), minimal fencing

Evaluation:
Strengths: Provides window details consistent with selected architectural style, pop-outs create depth and break up building mass, pop-outs compatible with Spanish architecture, well-distributed elements like iron grilles, awnings, shutters, and attic vents, sufficient landscape and setback buffer at ground-level patios, decorative paving at driveway and walkways, craftsmanship elements and accent points at building corners, consistent application of architectural style, good stoop frontage with landscaping transition, muted earth tones with contrasting trim, variation in modules adds interest, proportional shutters complement window scale, gutters and downspouts used as intentional visual elements
Weaknesses: Window color, materials, and grid style are inconsistent with the overall palette, window grid style lacks definition and does not reflect true divided lights

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
70 Esperanza Ave
City: Sierra Madre

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2000's	Landscaping Improvements, Most likely painted	Good, building and landscaping well maintained	no

Height	Number of Stories	Estimated Height
	3	30'-35'

Setbacks	Front	Side	Side	Rear
	20'	5'-10'	5'-10'	5'-10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable/Hipped	Boxy	Breaks in massing across unit sections

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Contemporary Traditional	Stone detatils, white trim, gabled roofs, covered entries, lodge like

Building Type	Typology
	Multifamily/ Townhome

Defining Characteristics	Primary Street Facing Features
	Covered entryway, stone veneer, balconies, well landscaped.

Fenestration and Openings	Doors	Windows	Other Openings
	Glass paneled double door faces drive way loop for lobby, Street-facing, wood for townhomes	Flush, multi-pane windows.	Balconies

Material	Wall	Color	Roof	Hardscape
	Stucco, Stone Veneer, Wood Trim	Shades of olives and green	Shingle	Concrete sidewalks, Walkways, Driveways/ drive loop, drive pavers, Stone Veneer

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Hedges, Trees, bushes	Walkways, Stone along column bases, Stone Veneer wall at driveway	Lawn, flower beds, planter areas

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Covered entries, balconies, varied windows	Variations in massing, recessed balconies, contrast in materials, trim color, plane shifts, Town homes use projections nicely	Lobby	Subterranean parking access from west

Evaluation:
Strengthen: Building staggers or steps back to reduce overall scale from the public right-of-way, appropriate building details for style such as course belt trim, recessed windows, wide overhangs, and exposed structural beams, use of multiple materials such as stone, stucco, and wood appropriate for the style, large covered porch emphasizes building entry, stepbacks attempt to reduce perceived massing, project includes elements that reference style despite varied surrounding context
Weaknesses: overall building scale feels oversized relative to neighborhood, stepbacks only partially effective in reducing massing, porte-cochere creates an inactive and unengaging frontage, project exceeds low-rise character of surrounding area, front setback is too deep and weakens relationship to street, lacks a clear frontage type to primary building entry for pedestrians

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
405 Mariposa Ave
City: Sierra Madre

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	Not Clear	Not sure if improved or just maintained.	Good, building and landscaping well maintained	no

Height	Number of Stories	Estimated Height
	2	25'-30'

Setbacks	Front	Side	Side	Rear
	10'-15'	5'-10'	5'-10'	15'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable/Hipped	Boxy/ Euclidean	Yes

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial / Ranch Style	Arches, Clay tile roofs, stucco walls

Building Type	Typology
	Multifamily

Defining Characteristics	Primary Street Facing Features
	Arched porch, decorative tiled stairs, balconies, varied landscaping

Fenestration and Openings	Doors	Windows	Other Openings
	Arched wood door	Flush, Symmetrical	Balconies

Material	Wall	Color	Roof	Hardscape
	Stucco	Off-white or cream	Clay tile	ADA Ramps, Concrete sidewalks, Walkways, Steps, Driveways

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Hedges, Trees, courtyard	Brick/Tiled Paths, Decomposed Granite, Ramp	Trees, shrubs, planters, flowering plants

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Arcade walkways, corner feature, awnings, courtyard	Recessed arches, varied wall planes, symmetry with small shifts	Porch/Stoop	Driveway access with gate to the west.

Evaluation: Strengthen: Appropriately scaled for the neighborhood, building features consistent with Spanish style such as decorative railings, stone door trim, and exposed rafter tails, significant setback with ample landscaping between patios and sidewalk, decorative paving at driveway and walkways, multifamily building appears like single-family which integrates into the neighborhood, well-articulated massing, strong frontage appeal that engages the street, well-maintained landscaping enhances curb presence, integrated ramp and stair access, authentic Spanish elements like archways and tiled roofs Weaknesses: Lacks a clear frontage type to private units or common space such as a stoop or defined entry feature
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ODS FIELDWORK CHECKLIST

The intention of this document is to capture prevalent and community defining architectural features to align with upcoming design standards. Attach photos for important features.

Project
245 W Sierra Madre Blvd
City: Sierra Madre

Immediate Observations	Approximate Age of Building	Improvements / Renovations	Overall Condition	Historical Relevance
	2010's	Not sure if improved or just maintained.	Good, building and landscaping well maintained	no

Height	Number of Stories	Estimated Height
	2	25'-30'

Setbacks	Front	Side	Side	Rear
	10'	10'	10'	10'

Building Form	Roof Geometry	Overall Geometry	Building Breaks
	Gable/Hipped	Boxy/ Horizontal	yes, courtyard

Architectural Style	Clearly Discernible Style	Primary Features Associated With Style
	Spanish Colonial / Ranch Style	Arches, Clay tile roofs, stucco walls

Building Type	Typology
	Mixed Use / Senior Living

Defining Characteristics	Primary Street Facing Features
	Covered arcade, signage, awnings, corner tower, balconies, iron railings, decorative tile

Fenestration and Openings	Doors	Windows	Other Openings
	White framed, glazed, double	Multi-pane, flush with stucco, white trim	not clear

Material	Wall	Color	Roof	Hardscape
	Stucco	Off-white or cream	Clay tile	ADA Ramps, Concrete sidewalks, Walkways, Steps, Driveways

Landscape Features	Primary Features	Hardscape Features	Softscape Features
	Hedges, Trees, courtyard	Concrete paths, driveways, Steps, Walkways	Trees, shrubs, planters, flowering plants

Primary Elevation	Primary Features	Articulation	Frontage Type	Other
	Arcade walkways, corner feature, awnings, courtyard	Inset windows, color breaks, plane changes	Gallery, Porch	

Evaluation: Strenghten: Well-balanced breaks in the roofline and roof modulation, sufficient level of detail to window trim and grouping, usable and semi-private arcade that is visually appropriate and provides screening, appropriately screened utilities and equipment using planting or low walls, good level of detail with appropriate use of Spanish Colonial style, well-executed arcade helps conceal building depth and massing, open space along frontage breaks up façade length, effective use of landscaping and fencing to define open spaces while maintaining privacy, standpipes are well screened with landscaping and low walls Weaknesses: Railing lacks decoration consistent with Spanish style, window grilles lack depth and definition due to grids being located between the glass rather than on the exterior, window depth is lacking and could benefit from more shadow and articulation
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Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

Exhibit F			
Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	
801 East Main Housing Project	Site Planning and Access - locating vehicular access along the non-major high-traffic streets, locating open common spaces at the corners of the site to maximize human interaction and clear visuals to site amenities, provided covered entries to each unit, creating connectivity for pedestrians where openings or voids along the building facade occur and invite patrons to separate spaces on the project. Building Modulation & Articulation - buildings present balconies (covered and uncovered) that create relief and breaks in the building mass, presents various openings, decorative railing and notches, awnings, and corbels that articulates the facade, and is designed at a lower human scale along the public sidewalk with 1 - 1 1/2 stories or setback from the property line with well-design landscaping buffer.	801-817 East Main Street and 17-25 North Granada Avenue Alhambra, CA	49 dwelling units ranging in size from 2 to 4 bedrooms. As required by the State Housing Element Law, the City rezoned the project site to allow residential development as a use by-right for projects that dedicate at least 20% of their total units as affordable to lower income households
Mariposa Affordable Housing Development	Materials, Finishes, and Color - the building provides at least 3 different wall cladding materials or colors such as brick and siding panels of various colors. Focusing heavier materials at the base of the building creating a logical foundation and changing siding colors where modulation occurs on the upper floors. Finishes are authentic with a natural appearance and texture. Parking structure - location of at grade parking is oriented towards a parking lot and alley, and away from the main thoroughfare. Parking structure is integrated into the overall design and introduces a series of focus planting at columns.	Mariposa Affordable Housing Development Alhambra, CA	A mix of 1- and 2- bedroom units for a total of 40 units in a 5-story building with on-site support services
Monterey Bay Square	Entries – location of residential entries are more private in nature with potted landscaping, isolated canopy, signage, and transparent. Verses retail and restaurant entrances which are presented with larger storefronts, cohesive overhang/awning, thickened bulkhead and columns that create a durable foundation along a high pedestrian traffic area. Parking Structures – present a panelized system on the exterior façade that screens parking while adding an architectural element to the elevation. These perforated panels provide shade to the interior of the parking structure and create a visual appeal through lighting.	Monterey Bay Square Alhambra, CA	A mixed-use residential and commercial center that consists of ground-floor retail and restaurant, and five floors of condominium residential units (62 units total) above. There will also be a second building consisting of a 7-level parking structure with a ground floor restaurant unit. (built)
123 South Marguerita Ave	Building Modulation and Articulation – presents a combination of roof forms at different heights that is compatible with its architectural style. Roof supports / brackets are well-detailed and consistent throughout. Upper stories are setbacks to create a more human scale design with a differentiation in design among each story. Materials, Finishes, and Color – At least 3 different materials are used on the project including stone, lap siding, and stucco with complementary colors. Materials are logically organized where stone is focused along the base of the building, and siding and stucco are well-distributed throughout.	123 South Marguerita Avenue Alhambra, CA	A three-story, four-unit apartment complex. The complex is configured as a duplex, and features landscaping, and communal space in the form of common open space. The Craftsman style architecture can be seen in the Hardie-siding, roof brackets, shaped rafter tails and hung windows.
Solana (Duarte), 1750 Fasana Rd, Duarte, CA 91010	Architectural Elements - roof lines broken at regular intervals, balcony materials are consistent with the architectural style, freeway visible signage Articulation - four-sided architecture, difference in materials from first two floors to upper floors, recessed balconies at top of building Architectural Corner Element - red color at corner Materials - balconies look to be steel or metal, Roof materials complement the materials and colors of the façades, color are varied across facade, standing seam metal at the key corner helps the entry stand out. Open Space Amenities - open space includes BBQ grills, pizza oven, fire pit, dog park, pool jacuzi, gathering space, private phone call rooms, business room	https://www.solanaduarte.com/gallery/	

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Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	
Paragon at Old Town Apartments, 700 S Myrtle Ave, Monrovia, CA 91016	Base/Middle/Top - use of brick material and horizontal datum to distinguish retail ground floor from upper residential floors Building Breaks - pedestrian courtyards off the side streets are 50' deep building setbacks off the street (not full breaks) Architectural Corner Elements - pedestrian courtyard at corner, floating corner element at south corner on myrtle (3D architectural element) Materials - in some places ground floor materials/color differentiation between ground floor v upper floors, awnings along Myrtle street frontage, podium parking materials match some sides of the building, similar color/materials as development to northeast Design of Parking/Elements to conceal parking structure use - it looks like a apartment building (aka fake windows), however, it is clearly parking, landscaping around the parking podium, entrances located furthest from the Myrtle intersection	https://www.paragonatoldtown.com/apartments/ca/monrovia/photo-gallery	
Avalon Monrovia, 825 S Myrtle Ave, Monrovia, CA 91016	Building Form - 360 degree design, the inset balconies reduce bulk/massing Materials and Colors - very monolithic white to light cream; white brick material used along the corner and also along the ground floor, but not the entire ground floor, smooth texture on all other surfaces of building, balconies seem to be steel/metal, some of the balconies have awnings that aren't fabric, parking podium looks semi-similar to the building in color Entries - Corner entrance is most prominent, with high transparency and tower. Stepbacks - fronting on Myrtle the top floor is stepbacked off the street, matching Paragon to north		
Colorado Blvd/Primrose Ave NE Corner (Monrovia), 151 W Colorado Blvd, Monrovia, CA 91016	Frontage Types - frontyard/porch type, accomodated in a variety of ways in both the block-scale and house-scale portions of the development Large site designed as two separate developments Articulation - Western townhomes designed as individually distinguished row homes (e.g. San Francisco)		
New Development North of APU citrus college station (The Promenade), 839 Orchid Way, Azusa, CA 91702	Public Realm/Landscaping - An entire townhome development formed around a central traffic circle and boulevards with landscaped paths/medians Architectural Style - Seems like the townhomes follow a Spanish colonial architectural style. Materials include brick at the ground floor level of some of the buildings, smooth white, cream, yellow, light brown color, medium brown accents. Mission bell type lights. Small variations between buildings and larger variations between blocks to avoid extreme monotony.		
Areum Monrovia	An interesting shape for the development, a triangle Wrap development/hidden parking large green space setback from santa anita wash with dog spaces and a pool		
Citrus Walk, 137 E. Italia Street, Covina, CA 91723	Frontage Type (yard?) - Seems there are ground floor porches fenced in along Italia St, and there are also individual entrances linked to these porches. These porches are flat to the ground. Material and Color - Colors in the development are orange, blue, green, grey. Articulation highlights individual units. Building Type (live/work) - Rowhouses, but The corner townhome has a rear facing balcony, and this townhome also features a ground floor commercial use. Also the townhomes fronting on Citrus Ave have ground floor commercial uses, and inset balconies.		
Citrus Village (City Ventures), 1009 N Citrus Ave, Covina, CA 91722	Pedestrian Connectivity - Stone material to slow traffic at entry, pedestrian connection to central green space Frontage (patio) - There are walled in no-step patios at the ground floor level fronting on Citrus Ave. These patios lead to individual unit entries.		

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Exhibit F			
Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	
Monterey Station Apartments, 120 N Garey Ave, Pomona, CA 91767 80 North Raymond Condominiums, 80 N Raymond Ave, Pasadena, CA 91103 Marv's Place, 143 Mar Vista Ave, Pasadena, CA 91106	Material and Color - Colors are lime, white, light brown, dark brown, dark grey/navy. Along Garey Ave, brick material along 2nd and 3rd stories, smooth white texture on ground floor, metal siding texture at fourth floor.		
	Corner - No corner element architecturally, but there is public art.		
Mission Meridian Village, 727-809 Meridian Ave, South Pasadena, CA 91030 Park View, 645 E Union St, Pasadena, CA 91101	Parking mimics building detail		
	Residential yard frontage in multifamily		
Trio Apartments, 44 N Madison Ave, Pasadena, CA 91101	Large Site - breaks up large site into two separately designed projects, and residential site into smaller-scaled buildings		
	Building Orientation - buildings oriented to maximize spaces and views from street, house-scale view		
	Architectural Style - Craftsman style townhomes transitions to single family neighborhood		
	Frontage - porch frontage and vertical separation from street provide privacy		
	Material and Color - coherent application of Spanish architectural style, white stucco, blue trim, terra cotta roof, and cream balcony pilasters		
	Corner - corner open space/dining gesture with tower and public art at top		
	Stepback - horizontal datum and stepback from street frontage at top floor delineates top of building		
	Open Space - penetrable public open space		

Exhibit F				
Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	Image of Project	
801 East Main Housing Project	Site Planning and Access - locating vehicular access along the non-major high-traffic streets, locating open common spaces at the corners of the site to maximize human interaction and clear visuals to site amenities, provided covered entries to each unit, creating connectivity for pedestrians where openings or voids along the building facade occur and invite patrons to separate spaces on the project. Building Modulation & Articulation - buildings present balconies (covered and uncovered) that create relief and breaks in the building mass, presents various openings, decorative railing and notches, awnings, and corbels that articulates the facade, and is designed at a lower human scale along the public sidewalk with 1 - 1 1/2 stories or setback from the property line with well-design landscaping buffer.	801-817 East Main Street and 17-25 North Granada Avenue Alhambra, CA		49 dwelling units ranging in size from 2 to 4 bedrooms. As required by the State Housing Element Law, the City rezoned the project site to allow residential development as a use by-right for projects that dedicate at least 20% of their total units as affordable to lower income households
Mariposa Affordable Housing Development	Materials, Finishes, and Color - the building provides at least 3 different wall cladding materials or colors such as brick and siding panels of various colors. Focusing heavier materials at the base of the building creating a logical foundation and changing siding colors where modulation occurs on the upper floors. Finishes are authentic with a natural appearance and texture. Parking structure - location of at grade parking is oriented towards a parking lot and alley, and away from the main thoroughfare. Parking structure is integrated into the overall design and introduces a series of focus planting at columns.	Mariposa Affordable Housing Development Alhambra, CA		A mix of 1- and 2- bedroom units for a total of 40 units in a 5-story building with on-site support services
Monterey Bay Square	Entries – location of residential entries are more private in nature with potted landscaping, isolated canopy, signage, and transparent. Verses retail and restaurant entrances which are presented with larger storefronts, cohesive overhang/awning, thickened bulkhead and columns that create a durable foundation along a high pedestrian traffic area. Parking Structures – present a panelized system on the exterior facade that screens parking while adding an architectural element to the elevation. These perforated panels provide shade to the interior of the parking structure and create a visual appeal through lighting.	Monterey Bay Square Alhambra, CA		A mixed-use residential and commercial center that consists of ground-floor retail and restaurant, and five floors of condominium residential units (62 units total) above. There will also be a second building consisting of a 7-level parking structure with a ground floor restaurant unit. (built)
123 South Marguerita Ave	Building Modulation and Articulation – presents a combination of roof forms at different heights that is compatible with its architectural style. Roof supports / brackets are well-detailed and consistent throughout. Upper stories are setbacks to create a more human scale design with a differentiation in design among each story. Materials, Finishes, and Color – At least 3 different materials are used on the project including stone, lap siding, and stucco with complementary colors. Materials are logically organized where stone is focused along the base of the building, and siding and stucco are well-distributed throughout.	123 South Marguerita Avenue Alhambra, CA		A three-story, four-unit apartment complex. The complex is configured as a duplex, and features landscaping, and communal space in the form of common open space. The Craftsman style architecture can be seen in the Hardie-siding, roof brackets, shaped rafter tails and hung windows.
Solana (Duarte), 1750 Fasana Rd, Duarte, CA 91010	Architectural Elements - roof lines broken at regular intervals, balcony materials are consistent with the architectural style, freeway visible signage Articulation - four-sided architecture, difference in materials from first two floors to upper floors, recessed balconies at top of building Architectural Corner Element - red color at corner Materials - balconies look to be steel or metal, Roof materials complement the materials and colors of the façades, color are varied across facade, standing seam metal at the key corner helps the entry stand out. Open Space Amenities - open space includes BBQ grills, pizza oven, fire pit, dog park, pool jacuzzi, gathering space, private phone call rooms, business room	https://www.solanaduarte.com/gallery/		
Paragon at Old Town Apartments, 700 S Myrtle Ave, Monrovia, CA 91016	Base/Middle/Top - use of brick material and horizontal datum to distinguish retail ground floor from upper residential floors Building Breaks - pedestrian courtyards off the side streets are 50' deep building setbacks off the street (not full breaks) Architectural Corner Elements - pedestrian courtyard at corner, floating corner element at south corner on myrtle (3D architectural element) Materials - in some places ground floor materials/color differentiation between ground floor v upper floors, awnings along Myrtle street frontage, podium parking materials match some sides of the building, similar color/materials as development to northeast Design of Parking/Elements to conceal parking structure use - it looks like a apartment building (aka fake windows), however, it is clearly parking, landscaping around the parking podium, entrances located furthest from the Myrtle intersection Building Form - 360 degree design, the inset balconies reduce bulk/massing	https://www.paragonatoldtown.com/apartments/ca/monrovia/photo-gallery		
Avalon Monrovia, 825 S Myrtle Ave, Monrovia, CA 91016	Materials and Colors - very monolithic white to light cream; white brick material used along the corner and also along the ground floor, but not the entire ground floor, smooth texture on all other surfaces of building, balconies seem to be steel/metal, some of the balconies have awnings that aren't fabric, parking podium looks semi-similar to the building in color Entries - Corner entrance is most prominent, with high transparency and tower. Stepbacks - fronting on Myrtle the top floor is stepbacked off the street, matching Paragon to north			

Appendix E: SGVCOG Regional Objective Design Standards Research Memorandum

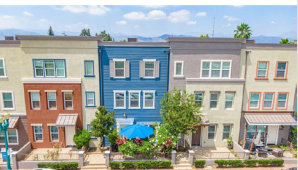
Exhibit F Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	Image of Project	
Colorado Blvd/Primrose Ave NE Corner (Monrovia), 151 W Colorado Blvd, Monrovia, CA 91016	Frontage Types - frontyard/porch type, accommodated in a variety of ways in both the block-scale and house-scale portions of the development Large site designed as two separate developments Articulation - Western townhomes designed as individually distinguished row homes (e.g. San Francisco)			
New Development North of APU citrus college station (The Promenade), 839 Orchid Way, Azusa, CA 91702	Public Realm/Landscaping - An entire townhome development formed around a central traffic circle and boulevards with landscaped paths/medians Architectural Style - Seems like the townhomes follow a Spanish colonial architectural style. Materials include brick at the ground floor level of some of the buildings, smooth white, cream, yellow, light brown color, medium brown accents. Mission bell type lights. Small variations between buildings and larger variations between blocks to avoid extreme monotony.			
Areum Monrovia	An interesting shape for the development, a triangle Wrap development/hidden parking large green space setback from santa anita wash with dog spaces and a pool			
Citrus Walk, 137 E. Italia Street, Covina, CA 91723	Frontage Type (yard?) - Seems there are ground floor porches fenced in along Italia St, and there are also individual entrances linked to these porches. These porches are flat to the ground. Material and Color - Colors in the development are orange, blue, green, grey. Articulation highlights individual units. Building Type (live/work) - Rowhouses, but The corner townhome has a rear facing balcony, and this townhome also features a ground floor commercial use. Also the townhomes fronting on Citrus Ave have ground floor commercial uses, and inset balconies.			
Citrus Village (City Ventures), 1009 N Citrus Ave, Covina, CA 91722	Pedestrian Connectivity - Stone material to slow traffic at entry, pedestrian connection to central green space Frontage (patio) - There are walled in no-step patios at the ground floor level fronting on Citrus Ave. These patios lead to individual unit entries.			
Monterey Station Apartments, 120 N Garey Ave, Pomona, CA 91767	Material and Color - Colors are lime, white, light brown, dark brown, dark grey/navy. Along Garey Ave, brick material along 2nd and 3rd stories, smooth white texture on ground floor, metal siding texture at fourth floor. Corner - No corner element architecturally, but there is public art.			
80 North Raymond Condominiums, 80 N Raymond Ave, Pasadena, CA 91103	Parking mimics building detail			
Marv's Place, 143 Mar Vista Ave, Pasadena, CA 91106	Residential yard frontage in multifamily			

Exhibit F Successful Projects that Exemplify Specific Objective Design Standards (Include name of project, full project address)	Objective Design Standards this Project Exemplifies (Include explanation of why the project is successful, for each identified design standard)	Link to picture examples of successful projects	Image of Project	
Mission Meridian Village, 727-809 Meridian Ave, South Pasadena, CA 91030	Large Site - breaks up large site into two separately designed projects, and residential site into smaller-scaled buildings Building Orientation - buildings oriented to maximize spaces and views from street, house-scale view Architectural Style - Craftsman style townhomes transitions to single family neighborhood Frontage - porch frontage and vertical separation from street provide privacy			
Park View, 645 E Union St, Pasadena, CA 91101	Material and Color - coherent application of Spanish architectural style, white stucco, blue trim, terra cotta roof, and cream balcony pilasters			
Trio Apartments, 44 N Madison Ave, Pasadena, CA 91101	Corner - corner open space/dining gesture with tower and public art at top Stepback - horizontal datum and stepback from street frontage at top floor delineates top of building Open Space - penetrable public open space			

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Bottom image: San Diego Tribune (<https://www.sandiegouniontribune.com/2012/05/25/ucsd-building-has-green-roof/>)

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City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Bob Lindsey, City Manager

Subject: DISCUSSION AND DIRECTION REGARDING NAMING RIGHTS FOR THE LA PUENTE ANIMAL SHELTER/COMMUNITY DOG PARK/K-9 TRAINING CENTER AT 16550 OLD VALLEY BOULEVARD

BACKGROUND/DISCUSSION

In anticipation of the future opening of the La Puente Animal Shelter/Community Dog Park/K-9 Training Center, City staff recommends that the City Council discuss naming rights for the facility.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council discuss naming rights for the La Puente Animal Shelter/Community Dog Park/K-9 Training Center and provide direction to Staff.

ATTACHMENTS

None



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Candice Yu, Principal Accountant

Subject: CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO.
26-6008

BACKGROUND/DISCUSSION

The Warrant Register has been reviewed and submitted for Council approval in accordance with Section 37202 of the Government Code.

FISCAL IMPACT

Funds are available for all expenditures listed in the Warrant Register.

RECOMMENDATION

It is recommended that the City Council and Successor Agency adopt Resolution No. 26-6008 approving Warrant Register No. 1618.

ATTACHMENTS

- A. Warrant Resolution
- B. Warrant Register #1618

RESOLUTION NO. 26-6008**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA PUENTE ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE AMOUNT \$849,995.17 (WARRANT
REGISTER 1618)**

THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY RESOLVE,
DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37202 of the Government Code, the Director of Administrative Services, or designated representative, hereby certifies, and the City Manager hereby approves the accuracy of the following demands and the availability of funds for payment thereof.

APPROVED

EXAMINED

Bob Lindsey, City Manager

Troy Grunklee, CPA
Director of Administrative Services

SECTION 2: That the following claims and demands numbered 17005 through 17082 ACH(s) numbered 1066 through 1070 and Draft numbered 03490 through 03509 except for voided warrants 17079, and 17080 have been audited as required by law and the same are hereby allowed in the amounts hereinafter set forth on the attached check registers.

CERTIFIED, PURSUANT TO GOVERNMENT CODE, SECTION 37208, AS CONFORMING TO ADOPTED BUDGET, EXCEPT WARRANT NOS: NONE

Martha Torres, MPA, City Clerk

PASSED, APPROVED AND ADOPTED this 14th day of July 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk



City of La Puente

Attachment B
Check Register Report
By Payment Number
Payment Dates 6/15/2026 - 6/30/2026

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
1066	6/18/2026	SEIUCO	COPE FUND		10
	INV0014464	COPE FUND CONTRIBUTION		100-20380	5
	INV0014513	COPE FUND CONTRIBUTION		100-20380	5
1067	6/18/2026	SEIU	SEIU - LOCAL 721		1965.6
	INV0014463	EMPLOYEE DUES		100-20380	799.23
	INV0014463	EMPLOYEE DUES		200-20380	40.41
	INV0014463	EMPLOYEE DUES		203-20380	2.77
	INV0014463	EMPLOYEE DUES		205-20380	30.52
	INV0014463	EMPLOYEE DUES		210-20380	38.76
	INV0014463	EMPLOYEE DUES		215-20380	3.93
	INV0014463	EMPLOYEE DUES		260-20380	34.6
	INV0014463	EMPLOYEE DUES		264-20380	4.08
	INV0014463	EMPLOYEE DUES		280-20380	23.12
	INV0014463	EMPLOYEE DUES		283-20380	19.83
	INV0014463	EMPLOYEE DUES		285-20380	5.67
	INV0014512	EMPLOYEE DUES		100-20380	760.37
	INV0014512	EMPLOYEE DUES		200-20380	41.97
	INV0014512	EMPLOYEE DUES		203-20380	2.77
	INV0014512	EMPLOYEE DUES		205-20380	31.54
	INV0014512	EMPLOYEE DUES		210-20380	27.52
	INV0014512	EMPLOYEE DUES		215-20380	3.93
	INV0014512	EMPLOYEE DUES		260-20380	42.58
	INV0014512	EMPLOYEE DUES		264-20380	3.49
	INV0014512	EMPLOYEE DUES		280-20380	13.93
	INV0014512	EMPLOYEE DUES		283-20380	33.52
	INV0014512	EMPLOYEE DUES		285-20380	1.06
1068	6/18/2026	TANKO	TANKO LIGHTING		1319.57
	70782	ST. LIGHT REPAIRS		285-3330-53111	1319.57
1069	6/26/2026	GLOURB	GLOBAL URBAN STRATEGIES, INC		18540
	1190	07/26 SOCIAL MEDIA TECHNOLOGY		100-10250	18540
1070	6/26/2026	YUNLLC	YUNEX LLC		682.69
	5610008528	05/26 TS RESPONSE CALL OUTS		200-3120-53819	682.69
17005	6/18/2026	STADIS	CALIFORNIA STATE DISBURSEMENT UNIT		195.62
	INV0014502	CHILD SUPPORT		100-20399	195.62
17006	6/18/2026	FTB	STATE OF CALIFORNIA FRANCHISE TAX BOARD		861.1
	INV0014503	PR WITHOLDING ORDER		100-20399	861.1
17007	6/18/2026	USBANK	U.S BANK PARS ACCT# 6746022400		7253.86
	INV0014510	PARS RETIREMENT		100-20340	2840.46
	INV0014510	PARS RETIREMENT		203-20340	105.08
	INV0014510	PARS RETIREMENT		205-20340	432.08
	INV0014510	PARS RETIREMENT		260-20340	103.24
	INV0014510	PARS RETIREMENT		280-20340	3385.6
	INV0014510	PARS RETIREMENT		285-20340	159.44
	INV0014517	PARS RETIREMENT		100-20340	227.96
17008	6/18/2026	AMABUS	AMAZON CAPITAL SERVICES INC		112.67
	1QDX-3RJ1-CVT4	DOG TREATS		100-2130-53011	38.68
	1X41-6JRT-6LVG	CANDY FOR EMPLOYEE APPERCIATION		100-2130-53011	73.99

Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
17009	6/18/2026 INV0014540	ANTSEN BOOT REIM-SENA	ANTHONY SENA	100-3330-53015	140.58 140.58
17010	6/18/2026 LAP-605	BRIFIN ENTERTAINMENT FOR CONCERTS IN THE PARK 2026	BRITAINS FINEST LLC	100-4140-53979	2000 2000
17011	6/18/2026 8408364261-1	CINTA FIRST AID RESTOCK-ALL FACILITIES	CINTAS CORPORATION #693	100-1150-53011	5988 5988
17012	6/18/2026 4271917651-1	CINTA 06/09 SR CENTER MAT RENTAL	CINTAS CORPORATION #693	100-4130-53012	111.88 111.88
17013	6/18/2026 91301777	CONCEN RETURN TO DUTY PHYSICAL	CONCENTRA	100-1135-53406	139 139
17014	6/18/2026 3301-1027620	CED WASHER	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC	100-3100-53012	11.03 11.03
17015	6/18/2026 30871718	CORLOG 5/26 DATA REPORT SVC	CORELOGIC SOLUTIONS, LLC	100-3320-53111	191.21 191.21
17016	6/18/2026 044453 044453 044453 051473 051473 051473	DEPTJ 4/26 FINGERPRINT SVC 4/26 FINGERPRINT SVC FINGERPRINT SVC 5/26 FINGERPRINT SVC 5/26BFINGERPRINT SVC 5/26 FINGERPRINT SVC	DEPT OF JUSTICE-BUREAU	100-1135-53406 100-4110-53980 280-3300-53406 100-1135-53406 100-4110-53980 280-3300-53406	1402 245 292 441 98 32 294
17017	6/18/2026 INV0014518 INV0014519 INV0014520 INV0014521 INV0014522 INV0014523 INV0014524 INV0014544	EDISON 04/02-05/03 ELEC - VARIOUS 04/02-05/03 ELEC - PARK SERV 05/04-06/02 ELEC - CH SOLAR PANELS 05/05-06/03 ELEC - 15250 TEMPLE AVE 05/05-06/13 ELEC - 14951 NELSON AVE 04/02-05/03 ELEC - SENIOR CTR 04/02-05/03 ELEC - TRAFFIC CONTROL 04/29-05/28 ELEC-YLAC	EDISON CO	200-3120-53713 285-3330-53712 100-1150-53712 200-3120-53713 200-3120-53713 100-4130-53712 200-3120-53713 100-4110-53712	10012.17 395.07 319.04 3900.8 44.31 99.3 1067.81 1350.74 2835.1
17018	6/18/2026 INV0014548	EPIRUI REFUND-PARK SHELTER	EPIFANIA RUIZ	100-47260	76 76
17019	6/18/2026 6000293014	EXPERI CREDIT REPORT/ MAY 26	EXPERIAN	100-3320-53111	50 50
17020	6/18/2026 035154985 035168977 035168978 035168979 035168986	GALLS CODE-UNIFORM CODE-UNIFORM CODE-UNIFORM CODE-UNIFORM CODE - UNIFORM	GALLS	100-2110-53015 100-2110-53015 100-2110-53015 100-2110-53015 100-2110-53015	120.8 19.59 11.4 19.35 35.95 34.51
17021	6/18/2026 INV0014541	AGUGEO MEN'S WORK BOOT	GEORGE AGUILAR	100-3330-53015	300 300
17022	6/18/2026 59064-011 SGVCONS-013	GOODW 4/26 WRAP AROUND SVC 03/26 WRAP AROUND SVCS	GOODWILL OF SOUTHERN CALIFORNIA	280-3300-51111 280-3300-53111	72165.01 52.54 72112.47
17023	6/18/2026 INV0014542	HACOUT UNIFORM PANTS-GONZALEZ	HACIENDA OUTLET	100-3330-53015	176.34 176.34
17024	6/18/2026 INV0014496	MALJO MUSIC FOR SC ANNIVERSARY DANCE	JOE MALVIDO	100-4130-53979	600 600

Expense Approval Report

Payment Dates: 6/15/2026 - 6/30/2026

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
17025	6/18/2026	JOSREY	JOSE REYES		383.57

	INV0014545	06/1-15 SHOPPING CART MILEAGE REIM-REYES	555-3150-53014	383.57
17026	6/18/2026 260511063368	LACRD LA CO DEPT PUBLIC WORKS 04/26 IW LA PUENTE	100-3110-53121	5511.01 5511.01
17027	6/18/2026	LPVCWD LA PUENTE VALLEY CO WATER		2854.26
	INV0014531	03/16-05/15 WTR-CITY HALL	100-1150-53714	997.22
	INV0014532	03/16-05/15 WTR- CITY HALL	100-1150-53714	997.22
	INV0014533	03/16-05/15 WTR- CH LANDSCAPE	100-1150-53714	108.98
	INV0014534	03/16-05/15 WTR- N.GLENDORA AVE	200-3120-53714	108.98
	INV0014535	03/16-05/15 WTR N.GLENDORA AVE #1	200-3120-53714	193.82
	INV0014536	03/16-05/15 WTR FIRST ST	200-3120-53714	121.1
	INV0014537	03/16-05/15 WTR S. FIRST ST	200-3120-53714	108.98
	INV0014538	03/16-05/15 WTR-SECOND ST	200-3120-53714	108.98
	INV0014539	03/16-05/15 WTR-SECOND ST	200-3120-53714	108.98
17028	6/18/2026	MARTOP MARCELINO TOPETE		250
	INV0014547	RENTAL DEPOSIT REIM-TOPETE	600-20230	250
17029	6/18/2026	MARGAL MARK GALOUSTIAN		160
	INV0014543	DOG TRAINING SVC	555-3150-53812	160
17030	6/18/2026	MARVIR MARTIN VIRGEN		300
	INV0014549	MEN'S WORK BOOTS	100-3330-53015	300
17031	6/18/2026	MCADI MCADIRECT		88.2
	2026206	11/26 ELECTION SUPPLIES	100-1120-53011	88.2
17032	6/18/2026	MERRIT MERRITTS HARDWARE		2286.77
	152150	TOOLS	200-3120-53012	67.22
	152157	MTCE SMALL TOOLS & EQUIP	100-3100-53012	594.2
	152163	MTCE TOOLS	100-3100-53012	329.65
	152171	TOOLS MTCE	100-3100-53012	26.44
	152191	STRAP TUBE	285-3330-53822	1.72
	152200	COMPLEX	285-3330-53822	85.93
	152220	STOCK	100-4100-53012	62.8
	152263	GRAFFITI TOOL	200-3120-53016	143.96
	152268	GRAFFITI TOOLS	200-3120-53016	148.76
	152298	TOOLS	100-3100-53012	29.3
	152306	FAST SET CONCRETE	200-3120-53012	11.9
	152361	MTCE SMALL TOOLS	100-3100-53012	8.81
	152367	IRRIGATION REPAIRS LP PARK	100-3330-53012	22.04
	152375	PLAYGROUND SUPPLIES	285-3330-53822	81.76
	152433	MTCE YARD	285-3330-53822	56.84
	152437	ELEC SPLICE	285-3330-53822	16.07
	152474	SUPPLIES	100-2130-53011	183.7
	152477	GRAFFITI TOOLS	200-3120-53016	136.79
	152481	GRAFFITI TOOLS	200-3120-53016	27.55
	152499	GRAFFITI TOOLS	200-3120-53012	11.9
	152500	DOG PARK	285-3330-53822	51.81
	152502	SMALL TOOLS & EQUIP REPAIR	100-3100-53012	5.25
	152507	OFFICE SUPPLIES	100-3100-53012	9.91
	152510	DOOR MAT	285-3330-53813	25.35
	152519	DOG PARK	285-3330-53822	18.46
	152530	MTCE SUPPLIES	285-3330-53822	24.89
	152533	MTCE-TOOLS	100-3100-53012	23.13
	152539	CITY HALL TOOLS	100-1150-53012	57.49
	152550	TAPE MEASURE	100-3100-53012	23.14

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17033	6/18/2026	NETFIL	NETFILE		3700
	11006	FY 26/27 ANNUAL SUBSCRIPTION FORM 7 FILINGS		100-10250	3700
17034	6/18/2026	OMLO	OLIVAREZ MADRUGA LAW ORGANIZATION, LLP		26542.17

	31211	05/26 LEGAL-CITY COUNCIL	100-1110-53114	4501.97
	31212	05/26 LEGAL-CITY MANAGER	100-1110-53114	1986
	31213	05/26 LEGAL-CITY CLERK	100-1110-53114	13457.5
	31214	06/26 LEGAL-COMMUNITY FOUNDATION	100-1110-53114	441
	31215	05/26 LEGAL-PLANNING	100-1110-53114	6155.7
17035	6/18/2026 SOS50113	PYROSP PYRO SPECTACULARS, INC. JULY 3RD FIREWORK SHOW	100-10250	19640 19640
17036	6/18/2026 6027426	REGION REGIONAL TAP SERVICE CENTER 5/26	210-3130-53915	1499.1 1499.1
17037	6/18/2026	SITEON SITEONE LANDSCAPE SUPPLY, LLC		8106.27
	165653741-001	IRRIGATION- DOG PK	285-3330-53822	780.47
	165717600-001	IRRIGATION- DOG PK	285-3330-53822	134.76
	165792467-001	VALVE BOX DOG PK	285-3330-53822	92.32
	165904221-001	LP PK-IRRIGATION SUPPLIES	285-3330-53822	568.04
	165910495-001	IRRIGATION- DOG PK	285-3330-53822	-8.13
	166066966-001	MAIN WATER VALVE-DOG PK	285-3330-53822	158.9
	166102057-001	IRRIGATION- DOG PK	285-3330-53822	394.09
	166163789-001	IRRIGATION- DOG PK	285-3330-53822	444.55
	166164081-001	IRRIGATION- DOG PK	285-3330-53822	-4.54
	166164281-001	IRRIGATION- DOG PK	285-3330-53822	116.55
	166164372-001	IRRIGATION- DOG PK	285-3330-53822	351.95
	166191583-001	IRRIGATION- DOG PK	285-3330-53822	384.16
	166223358-001	IRRIGATION- DOG PK	285-3330-53822	517.21
	166226255-001	IRRIGATION- DOG PK	285-3330-53822	224.35
	166265165-001	IRRIGATION- DOG PK	285-3330-53822	542.2
	166272974-001	IRRIGATION- DOG PK	285-3330-53822	215.24
	166274159-001	LANDSCAPE-DG PK	285-3330-53822	924.87
	166308054-001	IRRIGATION LP PK	285-3330-53822	405.1
	166420808-001	IRRIGATION-LP PK	285-3330-53822	9.92
	166446686-001	IRRIGATION- DOG PK	285-3330-53822	443.64
	166502020-001	IRRIGATION-DOG PK	285-3330-53822	185.31
	166743893-001	IRRIGATIN SUPPLIES- DOG PARK	285-3330-53822	127.27
	166762558-001	IRRIGATION- DOG PK	285-3330-53822	365.11
	166871530-001	IRRIGATION-LP PK	285-3330-53822	13.44
	166934392-001	IRRIGATION- DOG PK	285-3330-53822	719.49
17038	6/18/2026	SGTRA SOUTHLAND TRANSIT INC		69875.66
	LAPUENTE0526	05/26 DIAL A RIDE SVC	210-3130-53916	12972.59
	LAPUENTE0526	05/26 LP LINK SVC	210-3130-53917	58409.07
	LAPUENTE0526	05/26 DIAL A RIDE FARE	210-46100	-74.75
	LAPUENTE0526	05/26 LP LINK FARE	210-46105	-1431.25
17039	6/18/2026	SOSUBW SUBURBAN WATER SYSTEMS		569.55
	180042816540	05/01-06/02 WTR 6000101379	200-3120-53714	330.54
	180062355220	5/01-6/02 WTR 6000185782	100-1150-53714	239.01
17040	6/18/2026 2603733	SUPALA SUPERIOR ALARM SYSTEMS CITY HALL CAMERA REPAIR	100-1150-53813	200 200
17041	6/18/2026	GASCO THE GAS COMPANY		1365.89
	INV0014529	05/05-06/06 CITY HALL	100-1150-53711	999.27
	INV0014530	05/05-06/05 GAS-PARK SERVICES	285-3330-53711	263.85
	INV0014546	05/05-06/05 GAS-YLAC	100-4110-53711	102.77

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17042	6/18/2026 2735764	TCFNAT 6/26 TORO REEL MASTER	THE HUNTINGTON NATIONAL BANK	285-3330-53911	2123.25 2123.25
17043	6/18/2026 000001 000001	TOWENT CONCRETE PKING-DOG PK CONCRETE PKING-DOG PK	TOWO ENTERPRISE INC	100-20220 100-5617-59300	214785.73 -8568.25 171365

	000001	CONCRETE PKING-DOG PK	280-20220	-2736.26
	000001	CONCRETE PKING-DOG PK	280-5617-59300	54725.24
17044	6/18/2026	WILENG	WILLDAN ENGINEERING	1275
	00714974	114806.00 CPF HUD GRANT ASSISSTANCE	100-3300-53111	1275
17045	6/26/2026	AMABUS	AMAZON CAPITAL SERVICES INC	1783.69
	1119-GLQN-HR4P	TINY TOT SUPPLIES	100-4100-53011	405.53
	13KX-69D4-4CXM	SUPPLIES-MOVIES@THE PARK	100-4140-53979	31.96
	17XD-LYJT-L1WY	PARK STAGE LIGHTING	550-6100-53018	368.14
	1K64-YHRQ-HT4R	RECHARGEABLE KEY CHAIN LIGHTS	100-3325-53012	133.16
	1PN1-L3L9-LWTX	FORTINET INDOOR ACCESS POINT	550-6100-53018	765.36
	1W4D-1QG4-CQKW	CH-BREAKROOM SUPPLIES	100-1150-53011	79.54
17046	6/26/2026	MIDAMER	AUL HEALTH BENEFIT TRUST	95530.84
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	5079.44
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	1631.01
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	699.01
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	2330.02
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	6058.05
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	7246.36
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	30872.77
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	2388.27
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	4019.29
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	3902.78
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	5825.05
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	5359.05
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	757.26
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	100-10250	5825.06
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	200-10250	2586.32
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	202-10250	233
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	203-10250	2330.02
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	205-10250	1805.77
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	210-10250	1759.17
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	215-10250	535.9
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	260-10250	1922.27
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	280-10250	1141.71
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	283-10250	932.01
	0530-1	FY 26/27 DOC PROGRAM REPLENISHMENT	285-10250	291.25
17047	6/26/2026	AZUSAP	AZUSA PLUMBING SUPPLY	447.92
	0486197-IN	SR CENTER-PLUMBING REPAIRS	100-4130-53813	149.51
	0486286-IN	PLUMBING SUPPLIES	285-3330-53822	175.76
	0486287-IN	PLUMBING SUPPLIES	285-3330-53822	56.81
	0486319-IN	PLUMBING SUPPLIES	285-3330-53822	35.99
	0486359-IN	ADAPTER/MULTI CEMENT	285-3330-53822	29.85
17048	6/26/2026	TIMEWA	CHARTER COMMUNICATIONS	1343
	188632901060726	06/10-07/09 FIBER/GBPS	100-1150-53715	1343
17049	6/26/2026	DELCOM	DELHAVEN COMMUNITY CENTER	100
	134	05/26 VEH CAR WASH	555-3150-53812	100
17050	6/26/2026	EDISON	EDISON CO	479.33
	INV0014565	05/11-06/08 ELEC-VARIOUS	200-3120-53713	452.41
	INV0014566	05/20-06/18 ELEC-14746 TEMPLE	200-3120-53713	14.18

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Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
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	INV0014567	05/20-06/18 ELEC-16159 TEMPLE		200-3120-53713	12.74
17051	6/26/2026	EMEANI	EMERGENCY ANIMAL HOSPITAL OF SAN GABRIEL VALLEY		477.5
	174511	ANIMAL CARE SVC		100-2130-53111	85
	175261	ANIMAL CARE SVC		100-2130-53111	146.25
	176389	ANIMAL CARE SVC		100-2130-53111	100
	177423	ANIMAL CARE SVC		100-2130-53111	146.25
17052	6/26/2026	EWIIRR	EWING IRRIGATION PRODUCTS INC.		23903.39

	30367993	WIRELESS VALVE	285-3330-53822	985.07
	30368727	SPORTS COMPLEX SUPPLIES	285-3330-53822	13416.72
	30594247	CATCH BASIN AT DOG PARK	284-5617-59300	9501.6
17053	6/26/2026	REYFEL FELIX REYNOSO		126.33
	INV0014560	BOOT REIM-REYNOSO	100-3330-53015	126.33
17054	6/26/2026	FIRMAS FIREMASTER		1101.35
	0001431229	COMM CTR SEMI ANNUAL HOOD MTCE	100-4100-53813	621.85
	0001431230	SR CENTER SEMI ANNUAL HOOD MTCE	100-4130-53813	479.5
17055	6/26/2026	VERIC FRONTIER COMMUNICATIONS		1000
	INV0014557	06/05-07/04 PHONE-137 HUDSON	100-1150-53715	1000
17056	6/26/2026	GOGOV GO GOV APPS, INC		16752
	26-291	26/27 GO GOV LICENSE SUBSCRIPTION	550-10250	16752
17057	6/26/2026	GT1COL GT1 COLLISION REPAIR INC		1001.96
	LP61826	FORD F-150 TRUCK REPAIR	555-3150-53812	1001.96
17058	6/26/2026	HACLWN HACIENDA LAWNMOWER SHOP		370.64
	7143	MTCE-TOOLS	100-3100-53012	370.64
17059	6/26/2026	HACOUT HACIENDA OUTLET		105.81
	78117	MTCE-UNIFORMS D.CALDERON	100-3330-53015	105.81
17060	6/26/2026	HEAANI HEART4PETS		4000
	INV0014568	NON-PROFIT SUPPORT	100-2130-53111	4000
17061	6/26/2026	HDLASS HINDERLITER DE LLAMAS & ASSOCIATES		1926.58
	SIN064321	04/06/26 AUDIT SVC-SALES TAX	100-1130-53111	1547.31
	SIN064491	04-06/26 TRANSACTION TAX	100-1130-53111	379.27
17062	6/26/2026	BELKER KERN BELGUIN K9 LLC		1750
	2604	DOB TRAINING SVC	100-2130-53111	875
	2605	DOG TRAINING SVC	100-2130-53111	875
17063	6/26/2026	LACRD LA CO DEPT PUBLIC WORKS		4687.21
	26060807312	05/26 TS MAINT DDG	200-3120-53819	4687.21
17064	6/26/2026	LAWN LAWN MOWER CORNER		202.91
	243965	TRIMMER-AIR FILTER/SPARK PLUG	100-3100-53012	68.66
	243966	SET OF GASKETS/SPARK PLUG	100-3100-53012	134.25
17065	6/26/2026	MILPRO MILTON PROPERTY		2497.5
	13190	DRYWALL REPAIR	100-4100-53813	2497.5
17066	6/26/2026	SALIM MONTANA BAIL BONDS		12500
	INV0014558	07/26 RENT-137 HUDSON UNIT B	100-10250	12500
17067	6/26/2026	NICNAV NICOLE NAVARRO		250
	INV0014569	RENTAL DEPOSIT REIM-NAVARRO	600-20230	250
17068	6/26/2026	OREILLY O'REILLY AUTO PARTS		12.91
	3607-181881	VEH-FUEL CAP	555-3150-53812	12.91

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17069	6/26/2026	REATRA	READY2GO TRAILER SALES LLC		38686.12
	2104	MODULAR RESTROOM-DOG PARK		283-5618-59300	38686.12
17070	6/26/2026	RESOUR	RESOURCE BUILDING MATERIALS		6436.34
	4205994	SCOOP 3/4" GRAVEL		285-3330-53822	156.94
	4208099	SCOOP WASHED PLASTER SAND		285-3330-53822	597.12
	4210998	DOG PARK PLANTERS		285-3330-53822	368.01
	4211579	CONCRETE MIX		285-3330-53822	337.39
	4212137	CONCRETE MIX		285-3330-53822	337.39
	4212236	9 BOULDERS FOR DOG PARK		283-5618-59300	4038.83
	4215422	CONCRETE MIX		285-3330-53822	337.39

	4215937	SCOOP 3/4	285-3330-53822	79.26
	4216517	DOG PARK PLANTERS	285-3330-53822	184.01
17071	6/26/2026	SGVWC S.G.V. WATER CO		1815.07
	INV0014561	05/18-06/17 WTR-935 IRRIG PUENTE	200-3120-53714	266.99
	INV0014562	05/18-06/17 WTR-715 IRRIG PUENTE	200-3120-53714	552.38
	INV0014563	05/18-06/17 WTR-545 IRRIG PUENTE	200-3120-53714	666.9
	INV0014564	05/18-06/17 WTR-15900 MAIN	200-3120-53714	328.8
17072	6/26/2026	SAFBUS SAFEGUARD BUSINESS SYSTEMS		1958.99
	9011160156	AP/PAYROLL CHECKS	100-1130-53011	1441.06
	9011189149	DEPOSIT SLIPS	100-1130-53011	517.93
17073	6/26/2026	SCOSPO SCORE SPORTS		4319.23
	6223	UNIFORMS FOR T-BALL SPRING 2026	100-4110-53980	4319.23
17074	6/26/2026	SITEON SITEONE LANDSCAPE SUPPLY, LLC		2784.62
	166034553-1	IRRIGATION SUPPLIES	285-3330-53822	248.69
	166938198-1	PLASTICE STAKES	285-3330-53822	136.64
	166950961-1	ELECTRICAL TAPE/HOSE/SUPPLIES	285-3330-53822	215.15
	167049442-1	NDS PVC ELBOW HUB	285-3330-53822	12.75
	167110175-1	LP PARK IRRIGATION	285-3330-53822	508.05
	167111147-1	VALVE BRASS/DIAPHRAGM ASSEMBLY	285-3330-53822	975.08
	167126986-1	IRRIGATION SUPPLIES	285-3330-53822	268.47
	167140457-1	VALVE FLOW CONTROL	100-3330-53012	17.56
	167614921-1	STABILIZER/SPRAYER	100-3330-53012	402.23
17075	6/26/2026	SOUTIR SOUTHERN TIRE MART		50
	7070035447	CART TIRES	555-3150-53812	50
17076	6/26/2026	SUPALA SUPERIOR ALARM SYSTEMS		1570
	2603813	CC FIRE ALARM REPAIR	100-4100-53813	1570
17077	6/26/2026	MECTID TIDAL MECHANICAL LLC		19140
	1318	LP PARK A/C INSTALLATION	280-5614-59300	19140
17078	6/26/2026	CALCARD US Bank CalCard		11730.24
	INV0014485	LP PROMOTIONAL ITEMS	100-1120-53976	1795.82
	INV0014485	PRE-EMPLOYMENT LIVE SCAN	100-1135-53406	166.87
	INV0014485	SOUTHWEST- CONFERENCES & MEETINGS	100-4100-53972	272.99
	INV0014485	SOUTHWEST- CONFERENCES & MEETINGS	100-4100-53972	208.8
	INV0014485	SOUTHWEST- CONFERENCES & MEETINGS	100-4100-53972	-272.54
	INV0014485	SOUTHWEST-CONFERENCE	100-4100-53972	56
	INV0014485	SOUTHWEST- CONFERENCES & MEETINGS	100-4100-53972	393.6
	INV0014485	PRE-EMPLOYMENT LIVE SCAN	100-4110-53980	185
	INV0014485	ZOOM WORKPLACE FOR COUNCIL MTG	275-1125-53111	969.9
	INV0014485	PRE-EMPLOYMENT LIVE SCAN	280-3300-53406	296
	INV0014485	CANVAS SUBSCRIPTIONS	550-6100-53017	20
	INV0014485	WONDERSHARE	550-6100-53017	29.95
	INV0014485	CANVAS SUBSCRIPTIONS	550-6100-53017	30
	INV0014487	SUPPLIES	100-1110-53011	312.46

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	INV0014487	SUPPLIES		100-1110-53011	8.49
	INV0014487	SUPPLIES		100-1110-53011	247.77
	INV0014487	LUNCH MTG		100-1110-53972	52.12
	INV0014487	CONFERENCE		100-1110-53972	-174.96
	INV0014487	MEETING:SCE		100-1110-53972	72.99
	INV0014487	LUNCH MTG		100-1110-53972	41.4
	INV0014487	MEETING & DEBRIEF WITH PROS TEAM		100-1110-53972	227.52
	INV0014487	BUDGET MEETING		100-1110-53972	44.53
	INV0014487	TRUTHFINDER		100-1135-53406	7.99
	INV0014487	TRUTHFINDER		100-1135-53406	28.33
	INV0014487	MAINTENANCE YARD MATERIALS		100-3330-53822	168
	INV0014487	PHONE HOLDER		550-6100-53018	82.71
	INV0014487	FUEL		555-3150-53014	106.06

	INV0014487	FUEL	555-3150-53014	111.2
	INV0014487	FUEL	555-3150-53014	17.56
	INV0014487	FUEL	555-3150-53014	75
	INV0014487	FUEL	555-3150-53014	73.04
	INV0014487	FUEL	555-3150-53014	96.8
	INV0014487	ONSTAR	555-3150-53812	19.99
	INV0014487	PRIMWASH EXPRESS	555-3150-53812	47.99
	INV0014489	LUNCH MTG	100-2110-53972	51.89
	INV0014489	LODGING	100-2110-53972	120.23
	INV0014489	LUNCH MTG	100-2110-53972	90.02
	INV0014489	LUNCH MTG	100-2110-53972	61.2
	INV0014489	PET FOOD	100-2130-53011	120.65
	INV0014489	CODE-UNIFORM	100-2130-53015	36
	INV0014489	CACEO TRAINING	260-3320-53151	208
	INV0014489	CACEO TRAINING	260-3320-53151	208
	INV0014490	CLEANING SUPPLIES	100-4100-53011	50.64
	INV0014490	OFFICE SUPPLIES	100-4100-53011	13.54
	INV0014490	CONFERENCE-INDIAN WELLS	100-4100-53972	925.86
	INV0014490	LUNCH FOR STAFF	100-4110-53972	78
	INV0014490	LUNCH & SNACKS FOR STAFF	100-4110-53972	182.82
	INV0014490	LUNCH MTG	100-4110-53976	142.23
	INV0014490	VALENTINES EVENT	100-4130-53979	118.97
	INV0014490	MOTHERS DAY EVENT	100-4130-53979	110.14
	INV0014490	ST. PATRICKS EVENT	100-4130-53979	110.14
	INV0014490	WATER FOR CINCO DE MAYO	100-4140-53979	22.96
	INV0014490	TEEN VOICE MTG	600-20230	100.58
	INV0014490	TINY TOTS- TEEN VOICE	600-20250	14.49
	INV0014490	TINY TOTS-TEEN VOICE	600-20250	14.49
	INV0014490	TEEN VOICE CANDY LEI'S	600-20250	42.97
	INV0014550	PRESENTATION CLICKER	100-3300-53011	60.35
	INV0014550	PARKING-INDIAN WELLS	100-3300-53972	75
	INV0014550	NOTARY RENEWAL-RUBIO	100-3320-53972	252.13
	INV0014550	SUPPLIES	100-3330-53011	57.3
	INV0014550	NOTARY RENEWAL-RUBIO	260-3320-53972	588.3
	INV0014550	CONCRETE-DOG PARK	283-5618-59300	1768.69
	INV0014550	CONCRETE-DOG PARK	283-5618-59300	285.27
17081	6/26/2026	TURFWE WEST COAST TURF		17975.39
	INV234151	DOG PARK GRASS	283-5618-59300	17975.39
17082	6/26/2026	WILENG WILLDAN ENGINEERING		840
	00632691	05/26 LANDSCAPE PLAN CHECK-N HACIENDA	600-20291	840
DFT0003490	6/18/2026	AFLAC AFLAC		241.7
	INV0014500	EMPLOYEE LIFE ASSURANCE	100-20399	235.34
	INV0014500	EMPLOYEE LIFE ASSURANCE	260-20399	2.52
	INV0014500	EMPLOYEE LIFE ASSURANCE	264-20399	1.68

Expense Approval Report

Payment Dates: 6/15/2026 - 6/30/2026

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0014500	EMPLOYEE LIFE ASSURANCE		280-20399	2.16
DFT0003491	6/18/2026	AFLAC AFLAC			316.29
	INV0014501	EMPLOYEE INSURANCE		100-20399	155.73
	INV0014501	EMPLOYEE INSURANCE		200-20399	27.17
	INV0014501	EMPLOYEE INSURANCE		205-20399	21.82
	INV0014501	EMPLOYEE INSURANCE		260-20399	46.39
	INV0014501	EMPLOYEE INSURANCE		264-20399	26.67
	INV0014501	EMPLOYEE INSURANCE		280-20399	35.32
	INV0014501	EMPLOYEE INSURANCE		285-20399	3.19
DFT0003492	6/18/2026	ICMARC MISSION SQUARE RETIREMENT			579.7
	INV0014504	EMPLOYEE LOAN REPYMT		100-20399	350.78
	INV0014504	EMPLOYEE LOAN REPYMT		200-20399	29.25
	INV0014504	EMPLOYEE LOAN REPYMT		210-20399	70.78
	INV0014504	EMPLOYEE LOAN REPYMT		215-20399	4.58

	INV0014504	EMPLOYEE LOAN REPYMT	260-20399	42.03	
	INV0014504	EMPLOYEE LOAN REPYMT	264-20399	38.73	
	INV0014504	EMPLOYEE LOAN REPYMT	280-20399	43.55	
DFT0003493	6/18/2026	ICMARC MISSION SQUARE RETIREMENT			1500
	INV0014505	EMPLOYEE CONTRIBUTIONS	100-20399	979.32	
	INV0014505	EMPLOYEE CONTRIBUTIONS	200-20399	70.39	
	INV0014505	EMPLOYEE CONTRIBUTIONS	202-20399	19.97	
	INV0014505	EMPLOYEE CONTRIBUTIONS	203-20399	41.46	
	INV0014505	EMPLOYEE CONTRIBUTIONS	205-20399	49.38	
	INV0014505	EMPLOYEE CONTRIBUTIONS	210-20399	130.56	
	INV0014505	EMPLOYEE CONTRIBUTIONS	215-20399	62.17	
	INV0014505	EMPLOYEE CONTRIBUTIONS	260-20399	44.61	
	INV0014505	EMPLOYEE CONTRIBUTIONS	264-20399	35	
	INV0014505	EMPLOYEE CONTRIBUTIONS	280-20399	67.14	
DFT0003494	6/18/2026	NATRS NATIONWIDE RETIREMENT			440
	INV0014506	Employee Contribution	100-20340	405.4	
	INV0014506	Employee Contribution	200-20340	6.92	
	INV0014506	Employee Contribution	203-20340	6.92	
	INV0014506	Employee Contribution	205-20340	6.92	
	INV0014506	Employee Contribution	210-20340	6.92	
	INV0014506	Employee Contribution	215-20340	6.92	
DFT0003495	6/18/2026	PERSYS-RETIRE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			22791.57
	INV0014507	EMPLOYER CONTRIBUTION	100-20360	17428.9	
	INV0014507	EMPLOYER CONTRIBUTION	200-20360	932.26	
	INV0014507	EMPLOYER CONTRIBUTION	202-20360	116.22	
	INV0014507	EMPLOYER CONTRIBUTION	203-20360	658.7	
	INV0014507	EMPLOYER CONTRIBUTION	205-20360	863.39	
	INV0014507	EMPLOYER CONTRIBUTION	210-20360	658.09	
	INV0014507	EMPLOYER CONTRIBUTION	215-20360	410.26	
	INV0014507	EMPLOYER CONTRIBUTION	260-20360	440.57	
	INV0014507	EMPLOYER CONTRIBUTION	264-20360	150.07	
	INV0014507	EMPLOYER CONTRIBUTION	280-20360	683.82	
	INV0014507	EMPLOYER CONTRIBUTION	283-20360	198.65	
	INV0014507	EMPLOYER CONTRIBUTION	285-20360	250.64	
DFT0003496	6/18/2026	PERSYS-RETIRE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			16120.45
	INV0014508	PERS- NEW EMPLY CONTRB	100-20399	12539.72	
	INV0014508	PERS- NEW EMPLY CONTRB	200-20399	588.6	
	INV0014508	PERS- NEW EMPLY CONTRB	202-20399	59.34	
	INV0014508	PERS- NEW EMPLY CONTRB	203-20399	488.85	
	INV0014508	PERS- NEW EMPLY CONTRB	205-20399	553.93	
	INV0014508	PERS- NEW EMPLY CONTRB	210-20399	384.55	

Expense Approval Report

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0014508	PERS- NEW EMPLY CONTRB		215-20399	218.02
	INV0014508	PERS- NEW EMPLY CONTRB		260-20399	351.69
	INV0014508	PERS- NEW EMPLY CONTRB		264-20399	85.96
	INV0014508	PERS- NEW EMPLY CONTRB		280-20399	531.14
	INV0014508	PERS- NEW EMPLY CONTRB		283-20399	187.98
	INV0014508	PERS- NEW EMPLY CONTRB		285-20399	130.67
DFT0003497	6/18/2026	PERSYS-RETIRE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			961.6
	INV0014509	EMPLOYEE PORTION		100-20360	961.6
DFT0003498	6/18/2026	PERSYS-RETIRE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			66
	INV0014511	SURVIVORS LIFE INSURANCE		100-20350	53.92
	INV0014511	SURVIVORS LIFE INSURANCE		200-20350	1.72
	INV0014511	SURVIVORS LIFE INSURANCE		202-20350	0.1
	INV0014511	SURVIVORS LIFE INSURANCE		203-20350	1.59
	INV0014511	SURVIVORS LIFE INSURANCE		205-20350	1.59
	INV0014511	SURVIVORS LIFE INSURANCE		210-20350	1.13
	INV0014511	SURVIVORS LIFE INSURANCE		215-20350	0.4
	INV0014511	SURVIVORS LIFE INSURANCE		260-20350	1.65

	INV0014511	SURVIVORS LIFE INSURANCE	264-20350	0.42
	INV0014511	SURVIVORS LIFE INSURANCE	280-20350	2.36
	INV0014511	SURVIVORS LIFE INSURANCE	283-20350	0.66
	INV0014511	SURVIVORS LIFE INSURANCE	285-20350	0.46
DFT0003499	6/18/2026	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT	8946.18
	INV0014514	STATE INCOME TAX	100-20310	7337.33
	INV0014514	STATE INCOME TAX	200-20310	196.69
	INV0014514	STATE INCOME TAX	202-20310	32.74
	INV0014514	STATE INCOME TAX	203-20310	232.68
	INV0014514	STATE INCOME TAX	205-20310	231.47
	INV0014514	STATE INCOME TAX	210-20310	161.44
	INV0014514	STATE INCOME TAX	215-20310	120
	INV0014514	STATE INCOME TAX	260-20310	66.97
	INV0014514	STATE INCOME TAX	264-20310	7.38
	INV0014514	STATE INCOME TAX	280-20310	349.55
	INV0014514	STATE INCOME TAX	283-20310	67.45
	INV0014514	STATE INCOME TAX	285-20310	142.48
DFT0003500	6/18/2026	IRSPR	IRS PAYROLL TAX DEPOSIT	23734.82
	INV0014515	FEDERAL WITHHOLDING	100-20300	19014.18
	INV0014515	FEDERAL WITHHOLDING	200-20300	559.9
	INV0014515	FEDERAL WITHHOLDING	202-20300	63.93
	INV0014515	FEDERAL WITHHOLDING	203-20300	586.23
	INV0014515	FEDERAL WITHHOLDING	205-20300	582.15
	INV0014515	FEDERAL WITHHOLDING	210-20300	460.25
	INV0014515	FEDERAL WITHHOLDING	215-20300	257.06
	INV0014515	FEDERAL WITHHOLDING	260-20300	310.39
	INV0014515	FEDERAL WITHHOLDING	264-20300	37.6
	INV0014515	FEDERAL WITHHOLDING	280-20300	1317.35
	INV0014515	FEDERAL WITHHOLDING	283-20300	170.12
	INV0014515	FEDERAL WITHHOLDING	285-20300	375.66
DFT0003501	6/18/2026	IRSPR	IRS PAYROLL TAX DEPOSIT	9240.66
	INV0014516	MEDICARE TAX	100-20300	6317.74
	INV0014516	MEDICARE TAX	200-20300	210.72
	INV0014516	MEDICARE TAX	202-20300	21.52
	INV0014516	MEDICARE TAX	203-20300	226.02
	INV0014516	MEDICARE TAX	205-20300	365.2
	INV0014516	MEDICARE TAX	210-20300	138.24
	INV0014516	MEDICARE TAX	215-20300	78.84
	INV0014516	MEDICARE TAX	260-20300	167.4

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0014516	MEDICARE TAX		264-20300	32.66
	INV0014516	MEDICARE TAX		280-20300	1499.48
	INV0014516	MEDICARE TAX		283-20300	66.06
	INV0014516	MEDICARE TAX		285-20300	116.78
DFT0003504	6/18/2026	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		-117.73
	CM0000131	STATE INCOME TAX		100-20310	-117.73
DFT0003505	6/18/2026	IRSPR	IRS PAYROLL TAX DEPOSIT		-424.83
	CM0000132	FEDERAL WITHHOLDING		100-20300	-424.83
DFT0003506	6/18/2026	IRSPR	IRS PAYROLL TAX DEPOSIT		-87.52
	CM0000133	MEDICARE TAX		100-20300	-87.52
DFT0003507	6/22/2026	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		13.4
	INV0014553	STATE INCOME TAX		100-20310	13.4
DFT0003508	6/22/2026	IRSPR	IRS PAYROLL TAX DEPOSIT		40.67
	INV0014554	FEDERAL WITHHOLDING		100-20300	40.67
DFT0003509	6/22/2026	IRSPR	IRS PAYROLL TAX DEPOSIT		33.78
	INV0014555	MEDICARE TAX		100-20300	33.78

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	457820.15
200 - GAS TAX FUND	16475.5
202 - RMRA (SB 1)	546.82
203 - MEASURE M FUND	4683.09
205 - MEASURE R FUND	4975.76
210 - PROP A FUND	75212.17
215 - PROP C FUND	1702.01
260 - CDBG PROGRAM FUND	4581.21
264 - HOUSING-PLHA	423.74
275 - PEG ACCESS FUND	969.9
280 - MISCELLANEOUS GRANTS FUND	153421.22
283 - MEASURE A SAFE PARKS FUND	64430.58
284 - MEASURE W	9501.6
285 - LIGHTING & LANDSCAPE MAINTENANCE	33434.65
550 - EQUIPMENT REPLACEMENT FUND	18048.16
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	2256.08
600 - SPECIAL DEPOSIT FUND	1512.53
Grand Total:	849995.17

Account Summary

Account Number	Account Name	Payment Amount
100-10250	Prepaid Expenses	136373.42
100-1110-53011	Operating Supplies	568.72
100-1110-53114	Legal Services - General	26542.17
100-1110-53972	Conferences & Meetings	263.6
100-1120-53011	Operating Supplies	88.2
100-1120-53976	Special Departmental	1795.82
100-1130-53011	Operating Supplies	1958.99
100-1130-53111	Contract Services - Private	1926.58
100-1135-53406	Recruitment Expenses	685.19
100-1150-53011	Operating Supplies	6067.54
100-1150-53012	Small Tools & Equipment	57.49
100-1150-53711	Utility - Gas	999.27
100-1150-53712	Utility - Electricity	3900.8
100-1150-53714	Utility - Water	2342.43
100-1150-53715	Utility - Communications	2343
100-1150-53813	Facility Maintenance	200
100-20220	Retention Payable	-8568.25
100-20300	FIT Payable	24894.02
100-20310	SIT Payable	7233
100-20340	PARS	3473.82
100-20350	Group Insurance	53.92
100-20360	PERS	18390.5
100-20380	Union Dues	1569.6
100-20399	Other Payroll Deductions	15317.61
100-2110-53015	Uniform/Boot Reimbursing	120.8
100-2110-53972	Conferences & Meetings	323.34
100-2130-53011	Operating Supplies	417.02
100-2130-53015	Uniform/Boot Reimbursing	36
100-2130-53111	Contract Services - Private	6227.5
100-3100-53012	Small Tools & Equipment	1634.41
100-3110-53121	Industrial Waste Inspectio	5511.01
100-3300-53011	Operating Supplies	60.35
100-3300-53111	Contract Services - Private	1275
100-3300-53972	Conferences & Meetings	75
100-3320-53111	Contract Services - Private	241.21
100-3320-53972	Conferences & Meetings	252.13

Account Summary

Account Number	Account Name	Payment Amount
100-3325-53012	Small Tools & Equipment	133.16
100-3330-53011	Operating Supplies	57.3
100-3330-53012	Small Tools & Equipment	441.83
100-3330-53015	Uniform/Boot Reimbursing	1149.06
100-3330-53822	Park Maintenance & Repa	168
100-4100-53011	Operating Supplies	469.71
100-4100-53012	Small Tools & Equipment	62.8
100-4100-53813	Facility Maintenance	4689.35
100-4100-53972	Conferences & Meetings	1584.71
100-4110-53711	Utility - Gas	102.77
100-4110-53712	Utility - Electricity	2835.1
100-4110-53972	Conferences & Meetings	260.82
100-4110-53976	Special Departmental	142.23
100-4110-53980	Sports Activities	4828.23
100-4130-53012	Small Tools & Equipment	111.88
100-4130-53712	Utility - Electricity	1067.81
100-4130-53813	Facility Maintenance	629.01
100-4130-53979	Special Events	939.25
100-4140-53979	Special Events	2054.92
100-47260	Recreation Programs	76
100-5617-59300	Construction Costs	171365
200-10250	Prepaid Expenses	2586.32
200-20300	FIT Payable	770.62
200-20310	SIT Payable	196.69

200-20340	PARS	6.92
200-20350	Group Insurance	1.72
200-20360	PERS	932.26
200-20380	Union Dues	82.38
200-20399	Other Payroll Deductions	715.41
200-3120-53012	Small Tools & Equipment	91.02
200-3120-53016	Graffiti Removal Supplies	457.06
200-3120-53713	Utility - Hwy Lights	2368.75
200-3120-53714	Utility - Water	2896.45
200-3120-53819	Signal Maintenance	5369.9
202-10250	Prepaid Expenses	233
202-20300	FIT Payable	85.45
202-20310	SIT Payable	32.74
202-20350	Group Insurance	0.1
202-20360	PERS	116.22
202-20399	Other Payroll Deductions	79.31
203-10250	Prepaid Expense	2330.02
203-20300	FIT Payable	812.25
203-20310	SIT Payable	232.68
203-20340	PARS	112
203-20350	Group Insurance	1.59
203-20360	PERS	658.7
203-20380	Union Dues	5.54
203-20399	Other Payroll Deductions	530.31
205-10250	Prepaid Expense	1805.77
205-20300	FIT Payable	947.35
205-20310	SIT Payable	231.47
205-20340	PARS	439
205-20350	Group Insurance	1.59
205-20360	PERS	863.39
205-20380	Union Dues	62.06
205-20399	Other Payroll Deductions	625.13
210-10250	Prepaid Expenses	1759.17
210-20300	FIT Payable	598.49

Account Summary

Account Number	Account Name	Payment Amount
210-20310	SIT Payable	161.44
210-20340	PARS	6.92
210-20350	Group Insurance	1.13
210-20360	PERS	658.09
210-20380	Union Dues	66.28
210-20399	Other Payroll Deductions	585.89
210-3130-53915	Public Transit Subsidy	1499.1
210-3130-53916	Dial-A-Ride Services	12972.59
210-3130-53917	Fixed Route Shuttle	58409.07
210-46100	Dial-A-Ride Fares	-74.75
210-46105	Shuttle Fares	-1431.25
215-10250	Prepaid Expenses	535.9
215-20300	FIT Payable	335.9
215-20310	SIT Payable	120
215-20340	PARS	6.92
215-20350	Group Insurance	0.4
215-20360	PERS	410.26
215-20380	Union Dues	7.86
215-20399	Other Payroll Deductions	284.77
260-10250	Prepaid Expenses	1922.27
260-20300	FIT Payable	477.79
260-20310	SIT Payable	66.97
260-20340	PARS	103.24
260-20350	Group Insurance	1.65
260-20360	PERS	440.57
260-20380	Union Dues	77.18

260-20399	Other Payroll Deductions	487.24
260-3320-53151	Education & Training	416
260-3320-53972	Conferences & Meetings	588.3
264-20300	FIT Payable	70.26
264-20310	SIT Payable	7.38
264-20350	Group Insurance	0.42
264-20360	PERS	150.07
264-20380	Union Dues	7.57
264-20399	Other Payroll Deductions	188.04
275-1125-53111	Contract Services - Private	969.9
280-10250	Prepaid Expenses	1141.71
280-20220	Retention Payable	-2736.26
280-20300	FIT Payable	2816.83
280-20310	SIT Payable	349.55
280-20340	PARS	3385.6
280-20350	Group Insurance	2.36
280-20360	PERS	683.82
280-20380	Union Dues	37.05
280-20399	Other Payroll Deductions	679.31
280-3300-51111	Salaries - Full Time	52.54
280-3300-53111	Contract Services - Private	72112.47
280-3300-53406	Recruitment Expense	1031
280-5614-59300	Construction Costs	19140
280-5617-59300	Construction Costs	54725.24
283-10250	Prepaid Expenses	932.01
283-20300	FIT Payable	236.18
283-20310	SIT Payable	67.45
283-20350	Group Insurance	0.66
283-20360	PERS	198.65
283-20380	Union Dues	53.35
283-20399	Other Payroll Deductions	187.98
283-5618-59300	Construction Costs	62754.3

Expense Approval Report

Payment Dates: 6/15/2026 - 6/30/2026

Account Summary		
Account Number	Account Name	Payment Amount
284-5617-59300	Construction Costs	9501.6
285-10250	Prepaid Expenses	291.25
285-20300	FIT Payable	492.44
285-20310	SIT Payable	142.48
285-20340	PARS	159.44
285-20350	Group Insurance	0.46
285-20360	PERS	250.64
285-20380	Union Dues	6.73
285-20399	Other Payroll Deductions	133.86
285-3330-53111	Contract Services - Private	1319.57
285-3330-53711	Utility - Gas	263.85
285-3330-53712	Utility - Electricity	319.04
285-3330-53813	Facility Maintenance	25.35
285-3330-53822	Park Maintenance & Repa	27906.29
285-3330-53911	Equipment Lease/Rental	2123.25
550-10250	Prepaid Expenses	16752
550-6100-53017	Software & Licensing	79.95
550-6100-53018	Computer Hardware & Sup	1216.21
555-3150-53014	Fuel	863.23
555-3150-53812	Vehicle Maintenance	1392.85
600-20230	Refundable Special Deposi	600.58
600-20250	Deposit - Teen Voice Progr	71.95
600-20291	Deposit - MWEL0 1411 H	840
Grand Total:		849995.17

Project Account Summary

Project Account Key	Payment Amount
None	773349.16

30126E	588.3
30226E	241.21
31126E	416
61126E	2000
62126E	31.96
68426E	172.53
98826E	72165.01
99026E	1031
Grand Total:	849995.17



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Alexander Bauman, Director of Community Services

Subject: CONSIDERATION AND AWARD OF EDUCATION SCHOLARSHIPS FOR FY 2026-2027

BACKGROUND/DISCUSSION

The City of La Puente offers an Education Scholarship Program for high school seniors, adult education students and veterans returning to school.

The deadline for submitting scholarship applications for Fiscal Year (FY) 2026-2027 was Monday, May 1, 2026. The City received a total of thirty-eight (38) scholarship applications. Of these applications, six (6) lived outside of City limits and attended a school outside of La Puente and are ineligible to receive a scholarship. The remaining thirty-two eligible applicants were then reviewed by a panel of city staff and graded based on their completed application and written portions.

City staff utilized these criteria to screen applications and are recommending that the City Council award scholarships to thirty-two (32) eligible applicants. City staff is recommending that the thirty-two (32) applicants who met the requirements and have provided the necessary documentation each receive a scholarship in the amount of \$500.

FISCAL IMPACT

The city has budgeted \$9,000 for scholarships in the Fiscal Year 2026-2027 budget. The total fiscal impact for the thirty-two (32) scholarships is \$16,000. The La Puente Community Foundation successfully completed fundraising for this program and will contribute the remaining \$7,000.

RECOMMENDATION

It is recommended that the City Council approve the award of thirty-two (32) scholarships for the 2026-2027 academic year in the amount of \$500 each.

ATTACHMENTS

A. Scholarship Guidelines 2026-27

CITY OF LA PUENTE

SCHOLARSHIP PROGRAM GUIDELINES FOR ACADEMIC YEAR 2026-2027

WHO SHOULD APPLY:

High School Seniors, Adult Education Students and Veterans Returning to School

Students with the:

1. Ability to show merit by school behavior, school participation and at least a **2.3** grade point average or better.
2. Ability to prove residency in the city limits, Or the ability to prove attendance of a High School within City limits (Bassett HS or La Puente HS).

PROCEDURE FOR APPLYING

High School Seniors

Complete an application and submit it along with:

- Proof of residency in the City of La Puente
- Unofficial high school transcripts
- Two letters of reference from faculty or professionals who have personal knowledge of your character.
- A biography, not to exceed 250 words, describing your future goals and how a scholarship will help you reach those goals.

Adult Education Students

Complete an application and submit it along with:

- Proof of residency in the City of La Puente
- Two letters of reference from faculty or professionals who have personal knowledge of your character.
- A biography, not to exceed 250 words, describing your future goals and how a scholarship will help you reach those goals.

Veterans & Active Military Returning to School

Complete an application and submit it along with

- Proof of residency in the City of La Puente
- Copy of your discharge papers from the armed forces (DD Form 214) **OR** proof of active duty.
- Two letters of reference from commanding officers or professionals who have personal knowledge of your character.
- A biography, not to exceed 250 words, describing your future goals and how a scholarship will help you reach those goals.

SCHOLARSHIP AMOUNTS

The city will award a minimum of up to \$500 (*subject to availability*) scholarship, that can be used for tuition or books. The scholarships will be paid directly to the school where the applicant has been accepted or reimbursed to the student upon receipt of proof of expenditure. Once awarded a scholarship, the recipient has until June 30, 2027, to exhaust all scholarship funds. The scholarship recipient will not be eligible for future scholarships from the City.

ABOUT THE SCHOLARSHIP PROGRAM

The Scholarship program was created to expand educational opportunities for students who have demonstrated financial need, good character, and a strong desire to obtain a college education but without financial assistance would not be able to attend. Scholarships will be awarded to individuals who meet the criteria upon which the scholarship program is based on for the following fall semester of the academic year.

SCHOLARSHIP AWARDS

Applications will be available beginning on March 25th, 2026, and may be obtained at the La Puente Community Center and City Hall. A committee will review all applications along with supporting documents and make its recommendations to the City Council in May 2026.

DEADLINE FOR APPLYING

The deadline for applying for a scholarship is **Friday, May 1st, 2026. All applications and supporting documentation must be received (not postmarked) by 5:00 p.m. at La Puente Community Center, Attention Community Services Supervisor.** Completed applications must include all required documentation to be considered. You will be notified if you are selected to receive a scholarship.



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Gisel Rubio-Lopez, Housing & Grants Analyst

Subject: CONSIDERATION OF APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SIMPLE SOLUTIONS PSYCHOTHERAPY FOR WRAPAROUND SERVICES UNDER THE YOUTH WORKFORCE DEVELOPMENT PROGRAM

BACKGROUND/DISCUSSION

On June 23, 2026, the City Council approved a Professional Services Agreement with Simple Solutions Psychotherapy to provide wraparound services for participants enrolled in the City's Youth Workforce Development Program. The agreement authorizes Simple Solutions Psychotherapy to provide individualized case management, barrier removal services, life skills training, career readiness, job readiness training, mentorship, and employment support services for participants enrolled in the program.

Following City Council approval and prior to execution of the agreement, Simple Solutions Psychotherapy requested a revision to Section 6(b), Ownership of Documents, to clarify that proprietary materials developed prior to or independently of the agreement would remain the sole property of the organization.

The proposed Amendment No. 1 modifies Section 6(b) of the Professional Services Agreement by adding language that preserves Simple Solutions Psychotherapy's ownership of pre-existing proprietary materials, including curricula, training materials, methodologies, templates, and other intellectual property developed independently of the City's agreement. The amendment clarifies that these existing materials remain the property of the consultant and are not transferred to the City through the agreement.

The requested language was reviewed by the City Attorney and determined to be an appropriate clarification regarding ownership of pre-existing intellectual property. The amendment does not affect the City's ownership of reports, participant records, deliverables, or other documents created specifically under the agreement.

Amendment No. 1 does not modify the scope of services, contract amount, term, insurance requirements, reporting obligations, or any other material provision of the Professional Services Agreement. All remaining terms and conditions of the agreement shall remain unchanged and in full force and effect.

Staff recommends approval of Amendment No. 1 to allow execution of the agreement and timely implementation of wraparound services for participants enrolled in the Youth Workforce Development Program.

FISCAL IMPACT

This program will be funded exclusively by a state grant, and there is no impact to the General Fund. The available funding awarded to the City is \$2,000,000. The sum of the subrecipient agreements awarded herein is an amount not-to-exceed \$100,000.

RECOMMENDATION

It is recommended that the City Council: (1) approve Amendment No. 1 to the Professional Services Agreement with Simple Solutions Psychotherapy; and (2) authorize the City Manager to execute all documents necessary to effectuate these agreements.

ATTACHMENTS

- A. Simple Solutions Amendment No. 1 to the Professional Services Agreement with Exhibit A

**AMENDMENT NO. 1
TO THE PROFESSIONAL SERVICES AGREEMENT FOR
WRAPAROUND SERVICES BETWEEN THE CITY AND
SIMPLE SOLUTIONS PSYCHOTHERAPY**

This Amendment No. 1 to the Professional Services Agreement for wraparound services Contract No. 26-1690, dated June 23, 2026 (hereinafter, the “Master Agreement”), by and between the City of La Puente, a municipal corporation (hereinafter, “City”) and Simple Solutions Psychotherapy (hereinafter, “CONSULTANT”), is hereby made and entered into this 14th day of July, 2026, (hereinafter, the “Effective Date”). For purposes of this First Amendment, the capitalized term “Parties” shall be a collective reference to both City and Consultant. The capitalized term “Party” may refer to either City or Consultant, interchangeably as appropriate.

RECITALS

This First Amendment is made and entered into with respect to the following facts:

WHEREAS, on June 23, 2026, the Parties executed and entered into the Master Agreement for Consultant to provide certain professional wraparound services for the City’s Youth Workforce Development Program; and

WHEREAS, the Master Agreement is attached and incorporated hereto as Exhibit “A”; and

WHEREAS, the Parties desire to amend Section 6 (b) of the Master Agreement to include additional language as hereinafter provided; and

WHEREAS, the execution of this Agreement was approved by the La Puente City Council at its Regular Meeting of June 23rd, 2026, under Agenda Item No. D.7.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. Section 6 (b) of the Agreement is hereby amended to add the following language:

“Notwithstanding the foregoing, all documents, designs, drawings, maps, models, computer files, surveys, notes, curricula, training materials, methodologies, templates, and other proprietary documents that were developed by the Consultant prior to the execution of this Agreement, or independently of this Agreement, shall remain the sole and exclusive property of the Consultant. The Consultant anticipates relying primarily on preexisting proprietary materials in the performance of the services under this Agreement. Nothing in this Agreement shall be construed as transferring ownership of such preexisting materials to the Client.”

SECTION 2. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling, and in full force and effect. This First Amendment, together with the Master Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

SECTION 3. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall control, but only in so far as such provisions conflict with the Master Agreement and no further.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 to the Agreement No. 26-1690 as of the Effective Date.

“CITY”

City of La Puente

“CONSULTANT”

**Simple Solutions Psychotherapy, a
California nonprofit public benefit
corporation**

By: _____
Robert Lindsey, City Manager

By: Saniyyah Mayo
Dr. Saniyyah Mayo, DMFT,
Founder & Chief Executive Officer

Attest:

By: _____
Martha Torres, MPA, City Clerk

Approved as to form:

By: _____
Susie Altamirano, Esq., City Attorney

Exhibit A

CITY OF LA PUENTE

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”), is made and effective as of June 23, 2026 (“Effective Date”), between the City of La Puente, a municipal corporation (“City”) and Simple Solutions Psychotherapy, a California nonprofit public benefit corporation (“Consultant”). The City and Consultant are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, City desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

1. TERM

This Agreement shall commence on June 23, 2026 (the “Commencement Date”), and shall terminate on, December 30, 2026 (the “Expiration Date.”)

2. SERVICES

(a) Consultant shall perform the tasks (“Services”) described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (“Scope of Services”). Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the City. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

(b) City shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the City and in a manner in conformance with the standards of quality normally observed by an entity providing workforce development, job training, and youth employment services for a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws, regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and (ii) City has not consented in writing to Consultant’s performance of such work. No officer or employee of City shall have

any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

(f) Consultant shall implement a Youth Workforce Development Program serving eligible youth participants, including but not limited to paid work experience, job readiness training, career pathway development, and supportive services. Consultant shall ensure that program participants are provided with individualized case management, employment planning, and access to supportive services designed to address barriers to employment.

3. MANAGEMENT

The City Manager, or his/her designee, shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

4. PAYMENT

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B (“Rate Schedule”), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed **ONE HUNDRED THOUSAND DOLLARS (\$100,000)** for the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City’s written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as

practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

5. SUSPENSION OR TERMINATION OF AGREEMENT

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the City pursuant to Section 4 of this Agreement.

6. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to review such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office, and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement excluding Consultants standard details, standard specifications and calculations. All reports, documents, or

other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the City.

(c) Reporting, Recordkeeping, and Audit:

Consultant shall comply with all programmatic and financial reporting, recordkeeping, monitoring, and audit requirements associated with this Agreement.

(1) Reporting Requirements. Consultant shall submit programmatic and financial reports to the City in a form and frequency prescribed by the City. At a minimum, Consultant shall provide:

(i) Monthly reports detailing participant enrollment, activities, hours worked, services provided, and expenditures incurred;

(ii) Quarterly performance reports summarizing program outcomes, including participant progress, completions, employment placements, and other performance metrics required by the City or funding agency; and

(iii) A final report upon completion of the Agreement term summarizing total program performance, outcomes, and expenditures.

(2) Financial Documentation. Consultant shall maintain complete and accurate financial records, including but not limited to general ledgers, invoices, payroll records, timesheets, receipts, and supporting documentation sufficient to substantiate all costs incurred under this Agreement. All expenditures must be necessary, reasonable, and directly related to the performance of the Services.

(3) Record Retention. Consultant shall retain all financial and programmatic records related to this Agreement for a minimum of five (5) years following final payment, or longer if required by applicable federal, state, or local regulations.

(4) Monitoring and Desk Reviews. The City, or its authorized representatives, shall have the right to conduct monitoring activities, including desk reviews and on-site visits, to evaluate Consultant's performance, compliance with program requirements, and financial management. Consultant shall cooperate fully and provide access to all requested records, documents, and personnel.

(5) Audit and Inspection. Consultant shall make all records, documents, and accounts related to this Agreement available for inspection, audit, and copying by the City, the State of California, California Volunteers, or any other authorized governmental agency, at any reasonable time. Consultant agrees to comply with all applicable audit requirements, including the Single Audit Act, if applicable.

(6) Corrective Action and Disallowed Costs. If any monitoring review or audit identifies deficiencies, noncompliance, or questioned costs, Consultant shall promptly take corrective action as directed by the City. The City reserves the right to withhold payments, disallow costs, or require repayment of funds for any ineligible, unsupported, or noncompliant expenditures.

(7) Compliance with Grant Requirements. Consultant shall comply with all applicable requirements of the funding source, including reporting, documentation, and performance standards established by California Volunteers and any other applicable state or federal agency.

7. INDEMNIFICATION

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) Duty to Defend

In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by City, Consultant shall reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters in an amount that is proportionate to the finding of liability against Consultant.

Payment by City is not a condition precedent to enforcement of this indemnity.

8. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

9. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

11. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

12. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

13. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City, unless otherwise required by law or court order. (b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

If to City:

Robert Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744
Tel: (626) 855-1501

With a copy to:

Susie Altamirano, Esq.
Olivarez Madruga Law Organization, LLP
500 S. Grand Avenue, 12th Floor
Los Angeles, CA 90071
Tel: (213) 744-0099

If to Consultant:

Simple Solutions Psychotherapy
c/o Dr. Saniyyah Mayo, DMFT, Founder & C.E.O.
8350 Archibald Ave., Suite 110
Rancho Cucamonga, CA, 91730
Tel: (909) 527-3463

15. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

Notwithstanding Consultant's use of any subconsultant, Consultant shall be responsible to the City for the performance of its subconsultant as it would be if Consultant had performed the Services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the negligent services performed by a subconsultant under this Agreement.

16. GOVERNING LAW/ATTORNEYS' FEES

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Los Angeles County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into

this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

20. CAPTIONS

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

21. WAIVER

The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

22. REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

(Signatures on following page)

23. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

“CITY”

City of La Puente

“CONSULTANT”

**Simple Solutions Psychotherapy, a
California nonprofit public benefit
corporation**

By: _____
Robert Lindsey, City Manager

By: Saniyyah Mayo
Dr. Saniyyah Mayo, DMFT,
Founder & Chief Executive Officer

Attest:

By: _____
Martha Torres, MPA, City Clerk

Approved as to form:

By: _____
Susie Altamirano, Esq., City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Rate Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

SCOPE OF SERVICES

2.1 Program Overview

SSP will deliver a structured 20-hour wraparound services package to each enrolled participant, combining individualized case management with cohort-based group programming. The model reflects the City's stated priorities: every participant receives one-on-one support to identify and remove barriers to employment, alongside group instruction in life skills, career readiness, and job readiness, reinforced through structured mentorship.

Each participant's 20-hour service package is composed of three components:

- **Intake, Assessment & Individualized Service Plan (2 hours).** A comprehensive intake including barrier assessment, employment readiness screening, and development of a written Individualized Service Plan (ISP) that guides all subsequent services. The ISP is a documented deliverable retained in the participant file and available to the City upon request.
- **Individual Case Management & Barrier Removal (5 hours).** One-on-one sessions addressing the specific barriers identified at intake — transportation, documentation, housing instability, justice-system obligations, behavioral health linkages, childcare, and related needs — delivered on a schedule responsive to each participant's circumstances.
- **Group Programming (13 hours).** Facilitated cohort sessions (10–12 participants) covering life skills development, career readiness, job readiness training, financial literacy fundamentals, workplace communication, and peer mentorship circles. Sessions are delivered in two-hour blocks using SSP's trauma-informed group curricula.

Participants requiring support beyond 20 hours will be identified through SSP's monthly reporting, and additional hours will be delivered only with the City's prior written approval, consistent with the City's stated case-by-case process.

2.2 Two Delivery Tracks

Because the City is enrolling participants on a rolling basis and has asked that participants nearing the end of their available program hours be prioritized, SSP will operate two parallel delivery tracks at no difference in price:

- **Standard Track (8–10 weeks).** The full 20-hour package delivered at a sustainable weekly pace: weekly or biweekly group sessions with individual case management interspersed according to the ISP.
- **Accelerated Track (2–3 weeks).** For participants approaching program exit, the same 20-hour package delivered intensively: stacked group sessions, front-loaded case management, and expedited barrier-removal action steps, ensuring no participant exits

the program without receiving their full complement of services before the December 30, 2026 contract end date.

Upon receipt of the City's participant roster, SSP will triage all participants by remaining program runway and assign tracks accordingly, with track assignments reflected in the first monthly report.

2.3 Scheduling & Site Logistics

To maximize service hours and contain delivery costs — which directly supports the competitive pricing in Section 3 — SSP proposes the following operational terms:

- **City-provided group space.** Group sessions will be held at the La Puente Community Center or another City-designated facility, keeping services accessible to participants in their own community.
- **Batched session days.** Group sessions for multiple cohorts will be scheduled back-to-back on designated service days, concentrating staff deployment efficiently.
- **Confirmation threshold.** Group sessions will be scheduled with a minimum of six (6) confirmed participants drawn from the City-provided roster. Where confirmations fall below the threshold, affected participants will be consolidated into the next scheduled session so that no participant loses access to hours.
- **Exit definition.** A participant will be considered exited from SSP services following three (3) consecutive missed scheduled contacts despite documented outreach attempts. Final billing for an exited participant reflects only services actually delivered (see Section 3.4).

2.4 Staffing & Supervision

Services will be delivered by SSP case managers and group facilitators experienced in serving justice-involved, foster-connected, and behavioral-health-engaged young adults, operating under the clinical and administrative oversight of SSP leadership. All staff receive trauma-informed care training, and SSP maintains supervision structures consistent with its CalAIM Enhanced Care Management operations.

2.5 Pre-Existing Intellectual Property

SSP's life skills, career readiness, and group programming curricula are pre-existing, proprietary materials developed prior to and independent of this engagement. They are licensed to the program for use in service delivery and do not constitute materials or products created under the contract. Reports, rosters, and participant-specific deliverables produced under the contract will be the City's in accordance with the contract's ownership provisions.

EXHIBIT B
RATE SCHEDULE

3. Pricing Structure & Rationale

SSP's pricing is unit-based: the City is invoiced only for services actually delivered, documented participant by participant, within firm not-to-exceed limits at both the participant and contract level. This structure was designed specifically for a reimbursement-based subaward — every invoice line corresponds to a documented service unit, which simplifies the City's fiscal review and audit trail.

3.1 Rate Card

Service Unit	Rate	Unit Basis
Intake, Assessment & Individualized Service Plan	\$250	One-time, per participant
Individual Case Management & Barrier Removal	\$95	Per hour
Group Programming — per-participant rate	\$35	Per participant, per group hour
Group Programming — base session rate (minimum)	\$420	Per two-hour session delivered

Group sessions are billed at the greater of (a) the per-participant rate for participants in attendance (\$35 per participant per group hour), or (b) the base session rate of \$420 per two-hour session delivered. The base session rate is explained in Section 3.3.

3.2 Full Package Value Per Participant

Component	Hours	Rate	Amount
Intake, assessment & service plan	2	Flat	\$250
Individual case management	5	\$95/hr	\$475
Group programming	13	\$35/participant-hr	\$455
Per-Participant Not-to-Exceed (20-hour package)	20	—	\$1,180

The blended effective rate across the full 20-hour package is \$59 per service hour — a rate made possible by the efficiency of cohort-based group delivery, and substantially below prevailing market rates for individually delivered case management services of comparable clinical quality in Los Angeles County.

The base session rate of \$420 per delivered two-hour group session is the structural safeguard that allows SSP to offer a \$35 per-participant-hour group rate — roughly one-third the cost of equivalent individually delivered services — while remaining fiscally responsible.

The cost of delivering a group session is fixed, not variable. Whether three participants attend or twelve, SSP incurs the same costs for every session: a credentialed facilitator's preparation and delivery time, staff travel from Rancho Cucamonga to La Puente, curriculum materials, attendance documentation, and post-session reporting. Under a purely attendance-based rate, a session attended by three participants would bill \$210 against a fixed delivery cost that exceeds that amount — meaning SSP would lose money providing the service. No responsible provider can sustain that structure, and providers who price as though attendance is guaranteed typically recover the risk by inflating the per-participant rate for everyone.

The base session rate solves this transparently. It functions as a floor equivalent to six attending participants. When attendance is seven or higher, the City pays only the per-participant rate — and receives the full benefit of group efficiency. When attendance falls below six, the City pays the documented fixed cost of the session that was delivered: a real service, staffed, prepared, and held, regardless of turnout. The City never pays for participants who are absent; it pays for sessions that occur. Worked examples:

Attendance (2-hour session)	Billing Basis	Session Invoice
12 participants	Per-participant rate	\$840
8 participants	Per-participant rate	\$560
6 participants	Base session rate (floor)	\$420
3 participants	Base session rate (floor)	\$420

SSP pairs this safeguard with the operational commitments in Section 2.3 — the six-participant confirmation threshold, cohort consolidation, and batched scheduling — which are designed to make invocation of the base rate the exception rather than the norm. The structure aligns incentives on both sides: SSP is motivated to fill every session, and the City is protected from paying full-cohort prices for under-attended ones. Participants attending a base-rate session are still credited their service hours toward the 20-hour package; the per-participant and base-rate amounts are never billed additively for the same session.

3.4 Early Exit & Partial Completion Billing

Attrition is a realistic feature of serving young people facing significant barriers, and the pricing structure accounts for it directly. Because billing is unit-based, a participant who exits early is billed only for the services actually received — the City never pays the full package price for a partial engagement. The flat intake unit ensures SSP's most labor-intensive work, performed at

the front of every engagement, is recovered regardless of when a participant exits; the Individualized Service Plan is a completed, documented deliverable whether or not the participant continues. Illustrative scenarios:

Exit Point	Services Billed	Total Billed
Exit after intake only	Intake unit	\$250
Exit at 10 hours (intake + 3 individual + 5 group)	\$250 + \$285 + \$175	\$710
Exit at 15 hours	Units delivered	\$945 (typical)
Full 20-hour completion	Full package	\$1,180

Replacement reallocation. Amounts unbilled due to early exits remain available within the contract not-to-exceed amount to serve replacement enrollees referred by the City, so attrition results in more youth served rather than unspent funds.

3.5 Hours Beyond 20 — Approved Overages

Where a participant requires support beyond the 20-hour package, SSP will flag the participant in its monthly report and request the City's written approval before additional hours are delivered, consistent with the City's case-by-case process. Approved overage hours are billed at:

Approved Overage Service	Rate
Individual case management	\$95/hr
Group programming	\$40/participant-hr

3.6 Invoicing & Payment Terms

- Invoices are submitted monthly, itemized by participant and service unit, with supporting service logs and attendance documentation, in the format prescribed by the City.
- Billing reflects actual enrollment and services delivered — the City is never invoiced for unenrolled capacity.
- All billing is subject to the per-participant not-to-exceed of \$1,180 (exclusive of approved overages) and the contract not-to-exceed of \$97,350.
- Payment on a reimbursement basis, monthly, consistent with the City's subaward terms.

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of the Services, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000.00 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000.00).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant, or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Candice Yu, Principal Accountant

Subject: CONSIDERATION AND APPROVAL OF A RESOLUTION RESCINDING RESOLUTION NO. 26-5993 AND ADOPTING THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS FOR FISCAL YEAR 2026/2027

BACKGROUND/DISCUSSION

At the City Council meeting on May 26, 2026, the City Council approved a resolution adopting the City's Gann Appropriation Limit and establishing controls on changes in appropriation for the various funds for Fiscal Year 2026-2027.

Subsequent to the adoption of the resolution, City staff noted an error in the calculation of the Fiscal Year 2026-2027 proceeds of taxes. The error affects only the reported proceeds of taxes and does not impact the calculation of the City's Gann Appropriations Limit. With the corrected proceeds of taxes, the City is still well below the appropriations limit for Fiscal Year 2026-2027. Staff recommends that the City Council adopt the attached resolution revising the Fiscal Year 2026-2027 proceeds of taxes to reflect the correct amount. No other changes to the previously adopted Gann Appropriations Limit are required.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 26-6009 rescinding Resolution No. 26-5993 and adopting the City's Gann Appropriation Limit for FY 2026-2027 and establishing controls on changes in appropriations for the various funds.

ATTACHMENTS

- A. Gann Appropriation Limit FY26-27 Resolution
- B. Gann Appropriations Limit FY 26-27 revised

RESOLUTION NO. 26-6009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA RESCINDING RESOLUTION NO. 26-5993, AND ADOPTING THE CITY'S FISCAL YEAR 2025-2026 GANN APPROPRIATION LIMIT, AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS

WHEREAS, the City Council wishes to rescind Resolution 26-5993; and

WHEREAS, the proceeds of taxes for the fiscal year 2026-2027 was \$19,497,700; and

WHEREAS, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2026-2027.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the City of La Puente's Proceeds of Taxes in fiscal year 2026-2027 shall be \$19,521,800. The City's appropriations limit for Fiscal Year 2026-2027 remains \$140,522,779. The corrected proceeds of taxes remain below the appropriations limit. There is no excess of taxes over the appropriation limit.

PASSED, APPROVED and ADOPTED this 14th day of July, 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk

Gann Appropriations Limit Fiscal Year 2026-2027

FY 2025-2026	Appropriations Limit, as adjusted		\$	134,755,254
	Change in state Per Capita Income (cost of living factor)	%		4.9500
	Change in County of Los Angeles population	%		(0.640)
	Calculation of factor	(1.0495 x 0.9936)	=	1.0428

FY				
2026-2027	Appropriations Limit	=	\$	140,522,779
FY 2026-2027	Proceed of Taxes		\$	19,521,800
FY 2026-2027	Amount Under Appropriations Limit		\$	121,000,979

The establishment of the appropriations limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. The City can select the larger of the percentage growth of the City or County for growth. Also, the City can select the larger of the percentage increase in the State's per capita income or the increase in the City's new construction nonresidential assessed valuation can be utilized for inflation. The following are the rates provided by the California Department of Finance, LA County Assessor's Office and HdL Coren & Cone.

Change in Population Growth (Dept. of Finance)

City of La Puente	-0.400%
County of Los Angeles	-0.640%
Change in State's Per Capita Income	4.950%
Change in City's new construction nonresidential assessed valuation	0.000%

Proceeds of Taxes Fiscal Year 2026-2027

Proceeds of Taxes	Budget
Sales & Use Tax	\$ 7,939,100
Franchise Tax	1,518,900
Transient Occupancy Tax	316,000
Property Transfer Tax	75,000
Business License Tax	99,000
Property Tax	9,261,200
Landscape Maintenance	12,000
Interest Earnings on Tax Proceeds	300,600
Total Proceeds of Taxes	\$ 19,521,800

Calculation of Interest Earnings:	
Total Proceed of Taxes w/o interest earnings	19,221,200
Total Revenues	46,297,400
Less: Total Interest	724,000
	45,573,400
Tax Proceeds as % of Budget	41.52%
Total Interest Earnings	724,000
Interest Earned from Taxes	\$ 300,600



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Abraham Tellez, Director of Development Services

Subject: CONSIDERATION OF AN AGREEMENT FOR CONSTRUCTION SERVICES WITH BEST CONTRACTING SERVICES, INC. FOR ROOFING IMPROVEMENTS AT THE LA PUENTE COMMUNITY CENTER IN THE AMOUNT OF \$791,069.00.

BACKGROUND/DISCUSSION

The La Puente Community Center roof had its last major overhaul in fiscal year 2009-2010 when the Youth Learning Activity Center was constructed. The useful life of the roof was 10 years and there have been several minor repairs that have taken place to extend the useful life. However, during inclement weather the roof will leak in certain areas. In order to address these issues, City staff have determined that a re-roof is necessary. The improvements will consist of a new single ply membrane roof, wood decking replacement as necessary, tile resets of the main building and two towers, and tile replacement as necessary.

The roofing improvements at the La Puente Community Center are being awarded through a competitively bid contract through the California Department of General Services CMAS (California Multiple Award Schedules) program. The CMAS program offers a wide variety of services at prices which have been assessed to be fair, reasonable, and competitive. CMAS creates a pool of suppliers that an agency, such as La Puente, can solicit offers from. In doing so, CMAS streamlines the procurement process for services including maintenance-related projects.

The City of La Puente is a member of a number of solicitations services, including national solicitation providers that offer competitively bid contracts. However, CMAS is specifically intended for agencies in the State of California. CMAS offers a multitude of products, equipment, and services to California government agencies. Section 2.21.090 of the La Puente Municipal Code authorizes the City to participate in cooperative purchasing plans or programs such as CMAS.

Through the CMAS program, Best Contracting has been identified and selected for this Project.

FISCAL IMPACT

The City has received two separate grants, one Federal and one State for the construction of the new Activity Center. Since the City received favorable pricing related to the construction of the new Activity Center, excess grant funds are available. Additionally, both grants have allowed the City to utilize these funds on rehabilitation and construction at La Puente Park, including community facility upgrades, therefore funding is available utilizing these grants for this project.

The total cost for this Project is \$791,069.00. Funding is available in the Fiscal Year 2026-27 Capital

Improvement budget funded by the Miscellaneous Grant Fund (Fund 280).

RECOMMENDATION

It is recommended that the City Council: (1) approve the agreement for construction services with BEST Contracting Services, Inc. for roofing improvements at the La Puente Community Center in the amount of \$791,069.00; and (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount.

ATTACHMENTS

- A. Best Contracting CMAS Agreement
- B. Best Contracting Community Center Roof Bid Proposal CMAS

AGREEMENT FOR CONSTRUCTION SERVICES

This AGREEMENT FOR CONSTRUCTION SERVICES (“Agreement”), is made and effective as of July 14, 2026, (“Effective Date”), between the City of La Puente, a municipal corporation (“City”) and BEST Contracting Services, Inc., a corporation, doing business as BEST Contracting, (“Contractor”). The City and Contractor are hereinafter collectively referred to as the “Parties”.

In consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

ARTICLE 1 SCOPE OF WORK

The Contractor shall perform within the time set forth in Article 2 of this Agreement and shall furnish all labor, materials, equipment, tools, utility services, and transportation and perform and complete all work required in connection with the roofing improvements at the Community Center (“Roofing Improvements”) at La Puente Park (hereinafter “Project”). The scope of work to be provided by Contractor is set forth as Exhibit “A” attached hereto as though fully set forth herein.

By entering into this Agreement, Contractor acknowledges that there may be other contractors on the site whose work will be coordinated with that of its own. Contractor expressly warrants and agrees that it will cooperate with other contractors and will do nothing to delay, hinder, or interfere with the work of other separate contractors, the City, the Construction Manager, the Architect, or utilities. Contractor also expressly agrees that, in the event its work is hindered, delayed, interfered with, or otherwise affected by a separate contractor, its sole remedy will be a direct action against the separate contractor. To the extent allowed by law, the Contractor will have no remedy, and hereby expressly waives any remedy against the City or the architect on account of delay, hindrance, interference or other events caused by a separate contractor.

ARTICLE 2 TIME FOR PROJECT COMPLETION

All of Contractor’s work on the Project shall be completed within durations established for the individual activities as set forth in the Project Construction Schedule. All work shall commence within twenty-one (21) calendar days after receiving a written Notice to Proceed from the City. Contractor shall refer to the Project Plans and Specifications, all of which, as set forth below, are incorporated herein by reference, for contractual obligations regarding individual activity durations. The aggregate sum total work of all individual prime contractors to the City comprises the entire “Project” and shall be commenced and completed in conformance with the Project Construction Schedule. The Project Construction Schedule shall be submitted to the City by Contractor before proceeding with the Project. The Project Construction shall be completed within 50 Working Days (“Contract Time”).

ARTICLE 3 THE CONTRACT SUM

The City shall pay to the Contractor for the performance of this Agreement, subject to any additions and deductions provided in the Project documents, the sum of Seven Hundred Ninety-One Thousand and Sixty-Nine Dollars (\$791,069.00) ("Contract Sum").

ARTICLE 4 PROGRESS PAYMENTS

Based upon applications for payment submitted by the Contractor, the City shall make progress payments on account of the Contract Sum to the Contractor as provided in the General Conditions.

ARTICLE 5 RETENTION OF SECURITIES

Public Contract Code Section 22300 permits the substitution of securities for any monies withheld by a public agency to ensure performance under a contract, at the request and expense of the Contractor.

ARTICLE 6 INDEMNITY, DEFENSE AND HOLD HARMLESS AGREEMENT

Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable legal counsel's fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor's negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Contractor obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of City under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless the City for liability attributable to the active negligence of the City, provided such active negligence is determined by agreement between the Parties or by the findings of a court of competent jurisdiction. In instances where the City is shown to have

been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of the City.

ARTICLE 7 PREVAILING WAGES

A. Wage rates for this Project shall be in accordance with the "General Wage Determination Made By the Director of Industrial Relations Pursuant To California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1 ", for Los Angeles County. Wage rates shall conform with those posted at the Project job site.

B. The following Labor Code sections are hereby referenced and made a part of this Agreement:

- (i) Section 1775, Penalty for Failure to Comply with Prevailing Wage Rates.
- (ii) Section 1777.4, Apprenticeship Requirements.
- (iii) Section 1777.5, Apprenticeship Requirements.
- (iv) Section 1813, Penalty for Failure to Pay Overtime.
- (v) Section 1810 and 1811, Working Hour Restrictions.
- (vi) Section 1775, Payroll Records.
- (vii) Section 1773.8, Travel and Subsistence Pay.

ARTICLE 8 RECORD AUDIT

In accordance with Government Code, Section 8546.7, records of both the City and the Contractor shall be subject to examination and audit by the Auditor General for a period of three (3) years after final payment.

ARTICLE 9 CERTIFICATIONS/LICENSES

A. Contractor represents that it holds the following license as issued by the California Contractors State License Board: License B, #456263, expiring on May 31, 2028.

ARTICLE 10 FINAL PAYMENT

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the City to the Contractor no sooner than thirty-five (35) days after a Notice of Completion has been recorded, unless otherwise stipulated in the Notice of Completion, provided the work has then been completed, and the Agreement fully performed.

ARTICLE 11

CONTRACTOR'S FAILURE TO PROCURE COMPLETION OF PROJECT

In the event Contractor fails to furnish tools, equipment, or labor in the necessary quantity or quality, or fails to prosecute the work or any part thereof contemplated by this Agreement in a diligent and workmanlike manner, and if the Contractor for a period of three (3) calendar days after receipt of written demand from City or its designated representative to do so, fails to furnish tools, equipment, or labor in the necessary quantity or quality, and to prosecute its work and all parts thereof in a diligent and workmanlike manner, or after commencing to do so within said three (3) calendar days, fails to continue to do so; then the City may exclude the Contractor from the premises, or any portion thereof, and take possession of said premises or any portion thereof, together with all material and equipment thereon, and may complete the work contemplated by this Agreement or any portion of said work, either by furnishing the tools, equipment, labor or material necessary, or by letting the unfinished portion of said work, or the portion taken over by the City to another contractor or by a combination of such methods. In any event, the procuring of the completion of said work, or the portion thereof taken over by the City, shall be a charge against the Contractor, and may be deducted from any money due or becoming due to Contractor from the City, or the Contractor shall pay the City the amount of said charge, or the portion thereof unsatisfied. The sureties, provided for under this Agreement shall become liable for payment should Contractor fail to pay in full any said cost incurred by the City.

ARTICLE 12

INSURANCE

Prior to the beginning of and throughout the duration of the Project, Contractor and its subcontractors shall maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, Contractor agrees to amend, supplement or endorse the existing coverage to do so.

Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Contractor or its subcontractors in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to the City.

A. Contractor shall provide the following types and amounts of insurance:

Without limiting Contractor's indemnification of City, and prior to commencement of the Project, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City.

General liability insurance. Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The

policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

Automobile liability insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Umbrella or excess liability insurance. Contractor shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability and employer’s liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrence of effective dates with primary policies; and
- Policies shall “follow form” to the underlying primary policies.
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Workers’ compensation insurance. Contractor shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000) for Contractor’s employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Contractor shall require each subcontractor to similarly maintain Workers’ Compensation Insurance and Employer’s Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor’s employees.

Contractor shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees and volunteers.

Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a Contractor’s Pollution Liability form or other form acceptable to the City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

Products/completed operations coverage shall extend a minimum of three years after project completion. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors. If the insured is using subcontractors, the Policy must include work performed "by or on behalf" of the insured. Policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer. The City, its officials, officers, agents, and employees, shall be included as insureds under the policy.

Builder's risk insurance. Upon commencement of construction and with approval of City, Contractor shall obtain and maintain builder's risk insurance for the entire duration of the Project until only the City has an insurable interest. The Builder's Risk coverage shall include the coverages as specified below.

The named insureds shall be Contractor and City, including its officers, officials, employees, and agents. All Subcontractors (excluding those solely responsible for design work) of any tier and suppliers shall be included as additional insureds as their interests may appear. Contractor shall not be required to maintain property insurance for any portion of the Project following transfer of control thereof to the City. The policy shall contain a provision that all proceeds from the builder's risk policy shall be made payable to the City. The City will act as a fiduciary for all other interests in the Project.

Policy shall be provided for replacement value on an "all risk" basis for the completed value of the project. There shall be no coinsurance penalty or provisional limit provision in any such policy. Policy must include: (1) coverage for any ensuing loss from faulty workmanship, nonconforming work, omission or deficiency in design or specifications; (2) coverage against machinery accidents and operational testing; (3) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures and all other properties constituting a part of the Project; (4) Ordinance or law coverage for contingent rebuilding, demolition, and increased costs of construction; (5) transit coverage (unless insured by the supplier or receiving contractor), with sub-limits sufficient to insure the full replacement value of any key equipment item; (6) Ocean marine cargo coverage insuring any Project materials or supplies, if applicable; (7) coverage with sub-limits sufficient to insure the full replacement value of any property or equipment stored either on or off the Project site or any staging area. Such insurance shall be on a form acceptable to the City to ensure adequacy of terms and sublimits and shall be submitted to the City prior to commencement of construction.

Other provisions or requirements

Proof of insurance. Contractor shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City's risk manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this contract. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Contractor, his agents, representatives, employees or subcontractors. Contractor must maintain general liability and umbrella or excess liability insurance for as long as there is a statutory exposure to completed operations claims. The City and its officers, officials, employees, and agents shall continue as additional insureds under such policies.

Primary/noncontributing. Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the city will be promptly reimbursed by Contractor or the City will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's risk manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other

coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Contractor agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Contractor agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise requirements. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor a ninety (90)-day advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City and Contractor may renegotiate Contractor's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Contractor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

ARTICLE 13 CONTRACTOR'S LICENSE

Contractor must possess at the time of bid submittal, and throughout the Project duration, a Contractor's License, of the classification required to prosecute the work, issued by the State of California, which is current and in good standing. Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

ARTICLE 14 CORPORATION IN GOOD STANDING

If Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Amy Tsui whose title is President, is authorized to act for and bind the corporation.

ARTICLE 15 PROVISIONS REQUIRED BY LAW

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

ARTICLE 16 SUBSURFACE HAZARDOUS MATERIALS

A. In the event trenches or other excavations extend deeper than four (4) feet below the surface, the Contractor shall promptly, and before the following conditions are disturbed, notify the City in writing of any:

- (i) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code that is required to be removed to a Class I, Class II or Class III disposal site in accordance with the provisions of existing law.
- (ii) Subsurface or latent physical conditions at the site differing from those indicated.
- (iii) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the Work or the character provided for in the Agreement.

B. Upon receipt of said notification the City will investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the Contractor's cost of or the time required for performance of any part of the work, the City will issue a change order under the procedures described in the General Conditions.

C. In the event that a dispute arises between the City and the Contractor whether the conditions materially differ, or involve hazardous waste or cause a decrease or increase in the Contractor's cost of or time required for performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by the Agreement, but shall proceed with all work to be performed under the Agreement. The Contractor shall retain any and all rights provided either by Agreement or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE 17 LIQUIDATED DAMAGES

Pursuant to Government Code Section 53069.85, if work is not completed within the contract time or in strict accordance with the Project Schedule, it is understood, acknowledged and agreed that the City will suffer damage. It is therefore agreed that the Contractor shall pay to the City the sum of *Five Hundred Dollars (\$500.00)* for each and every calendar day of delay beyond the Contract Time, or beyond any completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule, or beyond the time indicated in the Project Schedule for any individual Contract activity.

Contractor expressly understands, acknowledges and agrees that such liquidated damages can and shall be imposed if the Contractor does not meet each and every aspect of any activity schedule, completion schedule, construction schedule or Project milestones established in or pursuant to the Project Schedule. If the City accepts work or makes any payment under this Agreement after a default by reason of delays, the acceptance of such work and/or payment(s) shall in no respect constitute a waiver or modification of any provisions regarding Contract Time, a completion schedule, the Project Construction Schedule or the accrual of liquidated damages. In the event the same is not paid, the Contractor further agrees that the City may deduct the amount thereof from any money due or that may become due the Contractor under the Agreement. This Article does not exclude recovery of damages under provisions of the Contract Documents, and is expressly in addition to the City's ability to seek other damages.

Contractor is to refer to the Project Construction Schedule for duration of individual activities. Liquidated damages may be assessed if any individual activity duration exceeds the time indicated for that activity on the Project Construction Schedule.

SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it

is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

ARTICLE 18 COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

ARTICLE 19 CAPTIONS

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

ARTICLE 20 WAIVER

The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing.

ARTICLE 21 REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

[SIGNATURES NEXT PAGE]

ARTICLE 22
AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Contractor represents and warrants that he/she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

“CITY”

City of La Puente

By: _____
Bob Lindsey, City Manager

“CONTRACTOR”

BEST Contracting Services, Inc.

By: _____
Name: _____
Title: _____

Attest:

By: _____
Martha Torres, City Clerk

Approved as to form:

By: _____
Susie Altamirano, City Attorney

WORKERS' COMPENSATION INSURANCE CERTIFICATION

The Contractor certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signed: _____
(Typed or Printed Name)

Business Address (Street Address, City, State & Zip Code):

Business Phone: (____) _____

GENERAL SPECIFICATIONS

FOR ROOFING IMPROVEMENTS AT THE LA PUENTE COMMUNITY CENTER AT LA PUENTE PARK

SCOPE OF WORK

The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required by the Plans, Specifications, and contract documents. The general work items include roofing improvements that include the construction and installation of a new single-ply roof, wood decking replacement as necessary, tile resets of the main building and two towers, and tile replacement as necessary for the Community Center building at La Puente Park (see Exhibit A).

LOCATION OF WORK

The project is located at the:

Community Center at La Puente Park, 501 Glendora Avenue, La Puente, CA.

TIME FOR COMPLETION

The Contractor shall complete all work in every detail within 50 working days after the date in the Notice to Proceed.

NOTIFICATION

The Contractor shall notify the Development Services Director, in writing, not less than 48 hours prior to starting construction.

EMERGENCY INFORMATION

The names, addresses, and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the City and the County Sheriff's Department prior to beginning work.

STANDARD SPECIFICATIONS

The Standard Specifications of the City of La Puente (hereinafter, the "AGENCY") are contained in the 2021 Edition of the Standard Specifications for Public Works Construction, including all supplements, and current supplements as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California and all amendments thereto. Copies of these Standard Specifications are available from the publisher, Building News, Incorporated, 990 Park Center Drive, Suite E, Vista, California 92081, telephone (760) 734-1113.

The Standard Specifications set forth above will control the General Provisions, Construction Materials, and Construction Methods for this Contract, except as amended by the Plans, Special Provisions, or other contract documents. The following Special Provisions are supplementary and in addition to the provisions of the Standard Specifications unless otherwise noted and the section

numbers of the Special Provisions coincide with those of the said Standard Specifications. Only those sections requiring elaborations, amendments, specifying of options, or additions are called out.

SPECIAL PROVISIONS - PART 1

GENERAL PROVISIONS

SECTION 1 - TERMS, DEFINITIONS, ABBREVIATIONS, UNITS OF MEASURE, AND SYMBOLS

1-2 TERMS AND DEFINITIONS

AGENCY: City of La Puente and its authorized representatives

Board: City Council of the City of La Puente

Caltrans: State of California Department of Transportation

City: City of La Puente and its authorized representatives

County: County of Los Angeles

Federal: United States of America

1-3 ABBREVIATIONS

1-3.2 Common Usage. The list of abbreviations in the Greenbook 2006 Edition is added to the Standard Specifications.

SECTION 2 - SCOPE AND CONTROL OF THE WORK

2-1 AWARD AND EXECUTION OF THE CONTRACT

Within 10-working days after the date of the AGENCY's Notice of Award, the Contractor shall execute and return the following contract documents to the AGENCY:

City Business License

Contract Agreement

Public Liability and Property Damage Insurance Certificate

Workers' Compensation Insurance Certificate

W-9

Failure to comply with the above will result in annulment of the award and forfeiture of the proposal guarantee.

The Contract Agreement shall not be considered binding upon the AGENCY until executed by the authorized AGENCY officials.

A corporation to which an award is made may be required, before the Contract Agreement is executed by the AGENCY, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California and that the officers signing the contract and bonds for the corporation have the authority to do so.

2-5 PLANS AND SPECIFICATIONS

2-5.2 Precedence of Contract Documents. The Special Provisions shall include the Bid Proposal.

2-5.3 Shop Drawings and Submittals.

2-5.3.3 Submittals. Add:

Submittals are required for all materials as noted within these specifications and as noted on the plans.

Section 2 is amended by adding thereto the following new Subsection 2-5.4 Examination of Contract Documents.

2-5.4 Examination of Contract Documents. The bidder shall examine carefully the entire site of the work, including but not restricted to the conditions and encumbrances related thereto, the Plans and Specifications, and the proposal and contract forms therefore. The submission of a bid shall be conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, as to the character, quality, and scope of the work to be performed, the quantities of material to be furnished and as to the requirements of the proposal, Plans, Specifications, and the contract.

SECTION 3 - CHANGES IN WORK

3-2.2. Contract Unit Prices.

3-2.2.1 General.

The first two paragraphs of Subsection 3-2.2.1 are hereby deleted and replaced with the following:

The AGENCY reserves the right to increase or decrease the amount of any quantity shown and to delete any item from the Contract.

3-3 EXTRA WORK

3-3.2 Payment.

Subsection 3-3.2.1 is hereby deleted and replaced with the following.

3-3.2.1 General. When the price for the extra work cannot be agreed upon, payment for extra work by cost plus a differential for labor, materials and equipment shall be considered payment under force account basis. The labor,

materials, and equipment provided shall be subject to the approval of the AGENCY and compensation will be determined as provided herein.

3-5 DISPUTED WORK

3-5.1 Claims and Disputes During Performance.

The following procedures and requirements shall apply and be fully complied with for any claim or dispute to be considered for payment as extra work:

Procedure:

- A. The Contractor and the AGENCY shall make good-faith attempts to resolve any and all claims and disputes that may from time to time arise during the performance of the Work of this Contract. If the Contractor considers any Work required of them to be outside the requirements of the Contract, or if they consider any instruction, meaning, requirement, ruling or decision of the AGENCY or its representative to be unauthorized, they shall, within seven (7) calendar days after such demand is made, or instruction is given, file a written protest (dispute) with the AGENCY stating clearly and in detail their objection and reason therefore. The Contractor shall promptly comply with the Work required of them even though a written protest has been filed. If a written protest is not issued within seven (7) calendar days, the Contractor shall waive their right to further claim on the specific issue.
- B. The AGENCY will review the Contractor's written protest and provide a decision, if the Contractor still considers the Work required of them to be outside of the requirements of the Contract, they shall so notify the AGENCY, in writing, within seven (7) calendar days after receiving the decision that a formal claim will be issued. Within thirty (30) calendar days of receiving the decision, the Contractor shall submit their claim and all arguments, justification, cost or estimate, schedule analysis, and detailed documentation supporting their position. Failure to furnish notification within seven (7) calendar days and all justifying documentation within thirty (30) calendar days will result in the Contractor waiving their right to the subject claim.
- C. Upon receipt of the Contractor's formal claim including all arguments, justification, cost or estimates, schedule analysis, and documentation supporting their position as previously stipulated, the AGENCY or its representative will review the issue and within thirty (30) calendar days from receipt of the Contractor's claim render a final determination.

Certification:

- A. The Contractor shall submit with the claim their certification and Subcontractors' certifications under penalty of perjury that:
 - 1. The claim is made in good faith.

2. Supporting data are accurate and complete to the best of the Contractor's knowledge and belief.
 3. The amount requested accurately reflects the Contract adjustment for which the Contractor believes the AGENCY is liable.
 4. If the Contractor is an individual, the certification shall be executed by that individual.
 5. If the Contractor is not an individual, the certification shall be executed by an officer or general partner of the Contractor having overall responsibility for the conduct of the Contractor's affairs.
 6. If a false claim is submitted, it will be considered fraud and the Contractor may be subject to criminal prosecution.
- B. In regard to any claim or portion of a claim for subcontractor work, the Contractor shall fully review said claim and certify said claim, under penalty of perjury, to have been made in good faith.
- C. Failure to furnish certification as required herein will result in the Contractor waiving its right to the subject claim.

Claim Format

- A. The Contractor shall submit the claim justification in the following format:
1. Summary of claim merit and quantum plus clause under which the claim is made.
 2. List of documents relating to claim:
 - a. Specifications.
 - b. Drawings.
 - c. Clarifications/Requests for information.
 - d. Schedules.
 - e. Other.
 3. Chronology of events and correspondence.
 4. Analysis of claim merit.
 5. Analysis of claim cost.

SECTION 4 - CONTROL OF MATERIALS

4-1 MATERIALS AND WORKMANSHIP

4-1.1 General. The Contractor and all subcontractors, suppliers, and vendors, shall guarantee that the entire work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The Contractor, at no cost to the AGENCY, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within 1 year after the date of recordation of the Notice of Completion. Within this 1-year period, the Contractor shall also restore to full compliance with requirements of this contract any portion of the work which is found to not meet those requirements. The Contractor shall hold the AGENCY harmless from claims of any kind arising from damages due to said defects or noncompliance. The Contractor shall commence the necessary repairs, replacements, and restorations within seven (7) days after the date of the AGENCY's written notice.

4-1.4 Test of Materials. Except as elsewhere specified, the AGENCY will bear the cost of testing material and/or workmanship which exceed the requirements indicated in the Standard Specifications and the Special Provisions. The cost of all other tests, including the retesting of material or workmanship that fails to pass the first test shall be borne by the Contractor.

4-1.5 Certification. A Certificate of Compliance shall be furnished prior to the use of any materials for which these Specifications or the Special Provisions require that such a certificate be furnished. In addition, when so authorized in these Specifications or in the Special Provisions, the AGENCY may permit the use of certain materials or assemblies prior to sampling and testing if accompanied by a Certificate of Compliance. The certificate shall be signed by the manufacturer of the material or the manufacturer of assembled materials and shall state that the materials involved comply in all respects with the requirements of the specifications. A Certificate of Compliance shall be furnished with each lot of material delivered to the work and the lot so certified shall be clearly identified in the certificate.

All materials used on the basis of a Certificate of Compliance may be sampled and tested at any time. The fact that material is used on the basis of a Certificate of Compliance shall not relieve the Contractor of responsibility for incorporating material in the work which conforms to the requirements of the Plans and Specifications, and any such material not conforming to such requirements will be subject to rejection whether in place or not.

The AGENCY reserves the right to refuse to permit the use of material on the basis of a Certificate of Compliance.

The form of the Certificate of Compliance and its disposition shall be as directed by the AGENCY.

4-1.6 Trade Names or Equals. Approval of equipment and materials offered as equivalents to those specified must be obtained prior to the opening of bids as set forth in the Instructions to Bidders.

4-1.9 Submittals. The Contractor shall examine the Plans and Specifications to verify requirements for submittals of manufacturers data, catalog cuts, shop drawings, test data, samples, etc.

Within 35 days after the Award of Contract, the Contractor shall submit to the AGENCY two (2) copies of a complete list of all products that are proposed for installation. The list shall be tabulated by specification section and shall reference critical dates for material deliveries to the site; which dates shall also be shown on the construction schedule.

All submittals shall be made in ample time to allow for review and approval prior to the date needed. Fifteen working days shall be considered an absolute minimum; requests for substitution, incomplete or improper submittals will require a greater length of time. No time extensions will be granted for the Contractor's failure to allow sufficient time for review.

SECTION 5 – NOT MODIFIED

SECTION 6 - PROSECUTION, PROGRESS, AND ACCEPTANCE OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK

The Contractor's proposed construction schedule shall be submitted to the AGENCY within 10-working days after the date of the AGENCY's execution of the Contract Agreement. The schedule shall be supported by written statements from each supplier of materials or equipment indicating that all orders have been placed and acknowledged and setting forth the dates each item will be delivered. The Construction Schedule shall be in the Critical Path Method schedule format.

Prior to issuing the Notice to Proceed, the AGENCY will schedule a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods, and clarify inspection procedures.

The Contractor shall submit periodic progress reports to the AGENCY by the 10th day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained. Progress payments will be withheld pending receipt of any outstanding reports.

6-5 TERMINATION OF CONTRACT. *Replace with the following:*

1. In addition to all other available remedies that the City may have under the agreement, and at law or equity, the City may terminate the Contractor's control of the work:
 - A. If the Contractor or any of its subcontractors engaged in the performance of the work fails to timely perform the work or any of the Contractor's material obligations under the contract documents (including but not limited to, submission of an acceptable schedule) except due to reasons beyond the control of the Contractor pursuant to the contract documents.

- B. If the Contractor is adjudged bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its creditors.
 - C. If the Contractor or any of the subcontractors engaged in the performance of the work persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials for the timely completion of the work.
 - D. If the Contractor fails to make prompt payment to subcontractors engaged in the performance of the work or for material or labor used in the performance of the work in accordance with the contract documents and applicable law.
 - E. If the Contractor or any subcontractors engaged in the performance of the work persistently disregard laws or ordinances applicable to the performance of the work, or the instructions of the City, the construction manager, the architect, or other authorized representatives of the City.
 - F. For any reason or for no reason, at the City's sole discretion.
2. If the City intends to terminate the Contractor's control of the work for any of the reasons specified in this section, the City will immediately serve written notice to the Contractor and its sureties. Notice of the City's intent to terminate the Contractor's control of the work will be given by certified mail and will specify the grounds for termination, the required cure, if any, and the time by which the cure must be performed. Upon receipt of notice of the City's intent to terminate the Contractor's control of the work, the Contractor will have ten (10) days from receipt of the notice, or a longer time specified in the notice, to cure its default. If the Contractor does not perform the required cure by the time specified in the notice, the City will issue a written notice of termination to the Contractor and its sureties by certified mail. The notice of termination will specify:
- A. That upon receipt of the notice the Contractor's right to perform or complete the work, including on behalf of the Contractor's sureties, is terminated;
 - B. That the Contractor's sureties will have the right to take over and complete the work and perform all of the Contractor's remaining obligations that have accrued under the agreement;
 - C. That if the Contractor's sureties do not both give the City written notice of their intention to take over and perform the agreement and commence completion of the work and performance of all of the Contractor's remaining obligations that have accrued under the agreement within ten (10) days after receipt of notice of termination, the City may declare the Contractor's sureties in default and take over the completion of the work, or have the work completed for the account and at the expense of the Contractor and its sureties, and the Contractor and its sureties will be liable to the City for any resulting excess cost.

3. The City may, in addition to all other available remedies that the City may have under the contract documents and at law or equity, deduct any such excess cost of completing the work from amounts that are due or that may become due the Contractor.
4. Upon termination of the Contractor's control of the work, the Contractor will, if so directed by the City, immediately remove from the work site any and all materials and personal property belonging to the Contractor that have not been incorporated in the work and the Contractor and its sureties will be liable upon their bond for all damages caused the City by reason of the Contractor's failure to complete the work.
5. The City reserves the right to refuse use of any Contractor assigned by any surety to complete the work.
6. If the City completes or has completed any portion of, or the whole of the work, following termination of the Contractor's control of the work, the City will neither be liable for nor account to the Contractor or the Contractor's sureties in any way for the time within which, or the manner in which such work is performed, or for any changes made in such work or for the money expended in satisfying claims, suits, or other obligations in connection with completing the work.
7. If, following termination of the Contractor's control, the unpaid balance of the contract price exceeds all costs of completing the work, the difference will be paid to the Contractor.
8. If the agreement or Contractor's control of the work is terminated for any reason, no allowances or compensation will be granted for the loss of any anticipated profit by the Contractor.

6-6 DELAYS AND EXTENSIONS OF TIME

6-6.1 General. Utility delays subject to the provisions of Subsection 5-5 of the Standard Specifications shall only be granted time extensions or payment for delay based on strict conformance with Subsections 6-6.2, 6-6.3, and 6-6.4 in the Standard Specifications and as those subsections are modified in the General Conditions.

6-6.3 Payment for Delays to Contractor. Compensation for idle time due to delays shall be in conformance with Subsection 8-1.09 of the State Standard Specifications wherein reference to Section 4-1.03D shall mean Subsection 3-3.1, of the Standard Specifications.

6-6.4 Written Notice and Report. The first sentence of subsection 6-6.4 is hereby deleted and replaced with the following:

If the Contractor desires payment for a delay as specified in Subsection 6-6.3 of the Standard Specifications, it shall notify the AGENCY in writing within 3 days of beginning of the delay. If the Contractor desires an extension of time as specified in Subsection 6-6.2 of the Standards Specifications, it shall notify the AGENCY, in writing, within 3 days of beginning of the delay. Such notice shall specify the nature of the delay, cause, and the conditions which set the beginning time for the delay.

6-7 TIME OF COMPLETION

6-7.1 General. The time for completion shall be as noted in the General Specifications.

6-7.2 Working Day. The Contractor's activities shall be confined to the hours noted in Special Provisions.

6-8 COMPLETION, ACCEPTANCE, AND WARRANTY.

The following paragraphs replace paragraph three (3) of Section 6-8 of the Standard Specifications:

GUARANTEE. The Contractor guarantees all of the work for one year from the date the City accepts the work. Upon receiving written notice of a need for repairs that are directly attributable to defective materials or workmanship, the Contractor must make good any defects arising or discovered in any part of the work by diligently commencing the necessary repairs within seven (7) days from the date of notice from the City.

If the Contractor fails to make good any defects in the work in accordance with this provision, in addition to any other available remedy under the contract or at law or equity, the City may make good or have made good such defects in the work and deduct the cost from amounts that may be due or become due the Contractor.

Notwithstanding the preceding, the Contractor shall remain responsible for repairing any work found to be defective at its sole cost regardless of when such defect is discovered by the City.

In addition to the Contractor's one-year guarantee, and the Contractor's ongoing obligation to repair any defective work, upon completion of the project and as a condition of acceptance of the project, the Contractor must deliver to the Engineer all written manufacturer warranties from manufacturers and/or subcontractors that guarantee and warrant specific products and installations against defects in materials and workmanship for periods following acceptance of the project. Such manufacturer warranties, if required, shall be so indicated in the Special Provisions.

6-9 LIQUIDATED DAMAGES. *Replace with the following:*

Time is of the essence in the Agreement. By execution of the Agreement, the City and the Contractor (and Subcontractors) agree that it will be difficult or impossible to determine the actual damage that the City will sustain in the event of the Contractor's failure to fully perform the work or to fully perform all of the Contractor's obligations that have accrued pursuant to the agreement by the time for completion. Accordingly, the City and the Contractor agree in accordance with California Government Code Section 53069.85 that the Contractor will forfeit and pay to the City liquidated damages in the sum of \$1,000.00 per day for each and every calendar day completion of the work or performance of all of the Contractor's obligations that have accrued pursuant to the agreement is delayed beyond the time for completion. The City and the Contractor further agree in accordance with California Government Code Section 53069.85

Each location, incident, non-compliance situation, and/or violation shall be considered separate occurrences and the resulting payments for damages are cumulative (even if occurred on same day).

SECTION 7 - RESPONSIBILITIES OF THE CONTRACTOR

7-2 LABOR

7-2.1 General. In accordance with the Labor Code, as provided in Section 1773, et. seq., the AGENCY has on file in the City Clerk's office the latest prevailing rates as established by the Director of Industrial Relations of the State of California. The Contractor shall not pay less than these rates.

7-2.2.4 Payroll Records. The Contractor shall comply with Labor Code Section 1776. The Contractor shall also be responsible or compliance by all Subcontractors.

The penalties specified in Subdivision (g) of the Labor Code Section 1776 for noncompliance with the provisions of said Section 1776 may be deducted from any monies due or which may become due to the Contractor.

A copy of all payroll shall be submitted with each progress payment application to the City. Payrolls shall contain the full name, address, and social security number of each employee, their correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made, and actual wages paid. They shall also indicate apprentices and ratio of apprentices to journeymen. The employee's address and social security number need only appear on the first payroll on which their name appears. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or its agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the contract. The "Statement of Compliance" shall be on forms furnished by the City or on any form with identical wording. The Contractor shall be responsible for submission of copies of payrolls of all subcontractors.

EFFECT ON PROGRESS PAYMENTS: If by the 15th of the month, the Contractor has not submitted satisfactory payrolls for all work performed during the monthly period ending on or before the 1st of that month, the City will retain an amount equal to ten percent (10%) of the estimated value of the work performed (exclusive of mobilization) during the month from the next monthly estimate, except that such retention shall not exceed \$10,000 nor be less than \$1,000. Retentions for failure to submit satisfactory payrolls shall be additional to all other retentions provided for in the contract. The retention for a failure to submit payrolls for any monthly period will be released for payment on the monthly estimate for partial payments following the date that all the satisfactory payrolls for which the retentions were made are submitted.

The Contractor and each subcontractor shall preserve their payroll records for a period of 3 years from the date of the acceptance of the project.

7-3 LIABILITY INSURANCE

The first four paragraphs of Section 7-3 are hereby replaced with the following:

General liability insurance. Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$1,000,000 completed operations aggregate. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

Automobile liability insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Umbrella or excess liability insurance. Contractor shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability and employer’s liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrence of effective dates with primary policies; and
- Policies shall “follow form” to the underlying primary policies.
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Workers’ compensation insurance. Contractor shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000) for Contractor’s employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Contractor shall require each subcontractor to similarly maintain Workers’ Compensation Insurance and Employer’s Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor’s employees.

Contractor shall submit to the City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees and volunteers.

Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a Contractor’s Pollution Liability form or other form acceptable to the City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this agreement shall be specifically scheduled on the

policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

Products/completed operations coverage shall extend a minimum of three years after project completion. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors. If the insured is using subcontractors, the Policy must include work performed “by or on behalf” of the insured. Policy shall contain no language that would invalidate or remove the insurer’s duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer. The City, its officials, officers, agents, and employees, shall be included as insureds under the policy.

Builder’s risk insurance. Upon commencement of construction and with approval of City, Contractor shall obtain and maintain builder’s risk insurance for the entire duration of the Project until only the City has an insurable interest. The Builder’s Risk coverage shall include the coverages as specified below.

The named insureds shall be Contractor and City, including its officers, officials, employees, and agents. All Subcontractors (excluding those solely responsible for design work) of any tier and suppliers shall be included as additional insureds as their interests may appear. Contractor shall not be required to maintain property insurance for any portion of the Project following transfer of control thereof to the City. The policy shall contain a provision that all proceeds from the builder’s risk policy shall be made payable to the City. The City will act as a fiduciary for all other interests in the Project.

Policy shall be provided for replacement value on an "all risk" basis for the completed value of the project. There shall be no coinsurance penalty or provisional limit provision in any such policy. Policy must include: (1) coverage for any ensuing loss from faulty workmanship, nonconforming work, omission or deficiency in design or specifications; (2) coverage against machinery accidents and operational testing; (3) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures and all other properties constituting a part of the Project; (4) Ordinance or law coverage for contingent rebuilding, demolition, and increased costs of construction; (5) transit coverage (unless insured by the supplier or receiving contractor), with sub-limits sufficient to insure the full replacement value of any key equipment item; (6) Ocean marine cargo coverage insuring any Project materials or supplies, if applicable; (7) coverage with sub-limits sufficient to insure the full replacement value of any property or equipment stored either on or off the Project site or any staging area. Such insurance shall be on a form acceptable to the City to ensure adequacy of terms and sublimits and shall be submitted to the City prior to commencement of construction.

Other provisions or requirements

Proof of insurance. Contractor shall provide certificates of insurance to the City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers’ compensation. Insurance certificates and endorsements must be approved by the City’s risk manager prior to commencement of performance. Current certification of insurance shall be kept on file with the City at all times during the term of this contract. The

City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Contractor, his agents, representatives, employees or subcontractors. Contractor must maintain general liability and umbrella or excess liability insurance for as long as there is a statutory exposure to completed operations claims. The City and its officers, officials, employees, and agents shall continue as additional insureds under such policies.

Primary/noncontributing. Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, the City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the city will be promptly reimbursed by Contractor or the City will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, the City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's risk manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given

coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Contractor agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Contractor agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise requirements. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor a ninety (90)-day advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City and Contractor may renegotiate Contractor's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Contractor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this

Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

7-5 PERMITS AND REGISTRATIONS

The text of Subsection 7-5 of the Standard Specifications is hereby deleted and replaced with the following:

Prior to the start of any work, the Contractor shall take out the applicable AGENCY permits and make arrangements for AGENCY inspections. The AGENCY will issue the permits at no charge to the Contractor. The Contractor and all subcontractors shall each obtain an AGENCY business license and shall be licensed in accordance with the State Business and Professions Code. The Contractor shall also obtain any and all other permits, licenses, inspections, certificates, or authorizations required by any governing body or entity.

The Contractor shall pay all cost incurred by the permit requirements.

Pursuant to State Bill 854, the following new requirements apply to all public works projects:

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. The website for contractor registration with the Department of Industrial Relations (DIR) is <https://efiling.dir.ca.gov/PWCR>.

Contractors who are awarded a public works project must submit electronic payroll records to the DIR's Compliance Monitoring Unit (CMU) in addition to providing wet-ink original copies to the City or its designated labor compliance enforcement officer.

7-6 THE CONTRACTOR'S REPRESENTATIVE. *Add the following:*

INDEPENDENT CONTRACTOR: At all times during the term of this agreement, Contractor shall be an independent contractor and shall not be an employee of City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this agreement.

CONTRACTOR NO AGENT: Except as City may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, expressed or implied, pursuant to this agreement to bind City to any obligation whatsoever.

ASSIGNMENT PROHIBITED: No party to this agreement may assign any right or obligation pursuant to this agreement. Any attempted or purported assignment of any right or obligation pursuant to this agreement shall be void and of no effect.

REPRESENTATIVE AT WORK SITE: The Contractor's Representative shall be present and immediately available to the City at the work site whenever work (INCLUDING THAT OF SUBCONTRACTORS) is in progress or whenever actions of the elements necessitate Contractor's presence to take measures necessary to protect the work, persons, or property, or provide for the public's convenience. The Contractor's representative shall have full authority to act on Contractor's behalf and shall be a competent full-time superintendent, satisfactory to the Engineer, to supervise and be responsible for all Contractor and/or subcontractor crews and shall not be directly involved in the performance of the work or tasks at hand.

At the City's option, work may be suspended until the Contractor has complied with this paragraph. Contractor shall not be due additional compensation or working days due to non-compliance with this paragraph.

7-9 PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS

The last paragraph of Subsection 7-9 of the Standard Specifications is hereby deleted and replaced with the following:

All costs to the Contractor for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be included in the bid.

SECTION 9 - MEASUREMENT AND PAYMENT

9-3 PAYMENT

9-3.2 Partial and Final Payment. The text of Subsection 9-3.2 of the Standard Specifications is hereby deleted and replaced with the following:

The closure date for the purpose of making partial progress payments will be the last day of each month. The Contractor shall prepare the approximate measurement of the work performed through the closure date and submit it to the AGENCY for approval by the 10th day of the following month.

The City of La Puente Municipal Code requires that a contractor and/or subcontractor conducting business in the City must obtain a City of La Puente business license. In the event that a contractor and/or subcontractor fails to obtain a valid business license, the City of La Puente will deduct the amount of the required business license fee(s) from the first payment for services.

Payments are commonly authorized and made within 30 days following the 10th day of the month submitted. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the Contractor returns the control set of Plans and Specifications showing the as-built conditions.

The full 5-percent retention will be deducted from all progress payments. The final retention will be authorized for final payment 35 days after the date of recordation of the Notice of Completion.



Project Manual for: Community Center Roofing Project
✓ Roofing

City of La Puente

- **Community Center**
501 Glendora Ave, La Puente, CA, 91744

PROJECT DOCUMENTS

May 27, 2026

Owner: City of La Puente

15900 Main Street, La Puente, CA, 91744

Omnia Partners

Proposal & Service Request Number:

- Service Number TRBM-310259
- Community Center CPN CA-4-25-02-1015-310259



2026 Roofing Improvements
City of La Puente-Community Center

SECTION 00 21 13 – INSTRUCTIONS FOR QUOTATIONS

PART 1 - GENERAL

1.1 NOTICE OF CMAS CUSTOMER PROPOSAL AND SPECIFICATIONS

- A. The City of La Puente, will receive sealed CMAS CUSTOMER PROPOSALS via email not later than 5:00 pm on Tuesday July 7th, 2026 for the following roofing improvements:
 - 1. City of La Puente Community Center Re-roof
 - 2. 501 Glendora Ave
 - 3. La Puente, CA, 91744
- B. Quotations shall be sealed in a separate envelope addressed as follows:
 - 1. Saul Sanchez, Maintenance Superintendent
 - 2. City of La Puente
 - 3. La Puente, CA, 91744
- C. All correspondence shall bear the following identifications:
 - 1. Quotation for 2026 Roofing Improvements
 - 2. City of La Puente Community Center
 - 3. CMAS CUSTOMER PROPOSAL NUMBER: **CA-4-25-02-1015-310259**
 - 4. Opportunity Number **TRBM-310259**
- D. Contact Information:
 - 1. Client:
City of La Puente
15900 Main St,
La Puente, CA, 91744
 - 2. Administration (Point of Contact for Procedural Questions):
Saul Sanchez
Maintenance Superintendent
City of La Puente
15900 Main St
La Puente, CA, 91744
E-mail: ssanchez@lapuente.org
 - 3. Technical (Point of Contact for Installation Questions):
Mark Bandini
Field Advisor
Tremco Roofing & Building Maintenance
7630 Cherry Ave A
Fontana, CA, 92336
Cell: 909-800-0503
E-mail: mbandini@tremcoinc.com
- E. Pre Quotation Meeting:
 - 1. A **MANDATORY PRE-QUOTATION MEETING** will be held at the Community Center, 501 Glendora Ave, La Puente, CA, 91744 on Friday May 22nd, 2026 for the purpose of

2026 Roofing Improvements
City of La Puente-Community Center

reviewing the project specifications, project documents, contractor qualifying requirements and a tour of all proposed roof areas.

2. Specifications and proposal documents will be available following the meeting.
3. Each contractor must examine the roof area(s) hereafter described as the Project and be familiar with existing conditions.



SECTION 00 41 13 – BID PROPOSAL FORM

July 6th, 2026

Saul Sanchez
Maintenance Superintendent
City of La Puente
15900 Main Street
La Puente, CA, 91744

Re: Proposal for 2025 Roofing Improvements – La Puente Community Center Roof.
CMAS State Agency: California Department of General Services Customer
Customer Proposal Number CA-Contract Number- CA-4-25-02-1015-310259

Dear, Mr. Sanchez

Having carefully examined the instructions for quotations, project specifications, drawings, supporting documents and addenda issued prior to this date, we propose to furnish all labor, materials, equipment, transportation, and other services required to successfully accomplish the work in accordance with the project documents.

This proposal and any work performed related to this proposal will be provided in accordance with the project documents and the terms, conditions and criteria established by AEPA IFB #025-D - Roofing Products and Services. The Proposer will be solely responsible for delivering the project in accordance with AEPA IFB #025-D and the project documents.

A. Base Quotation – Roofing Improvement at Community Center new single ply roofing:

\$553,479.00 Single Ply

\$ 220,174.00 Tile Re-set (Main Building & Two (2) Towers)

Total (CMAS Fee Included) \$ 791,069.00

Breakout Cost:

- Labor: \$201,452.00
- Material: \$572,201.00

B. Unit Pricing: Provide unit pricing for the following:

1. Wood decking replacement \$ 11.00 SQF. (If needed)

C. The Proposer acknowledges scheduling for the construction of the specified project, which includes pre-construction activities, construction per major discipline, completion, project close out and commissioning.

1. Number of work days necessary **50 Days**.

D. Contractor shall be responsible for Liquidated Damages in the amount of \$500.00 per day for every day past the project deadline. Project deadline to be mutually determined by contractor and customer prior to start of work. Rain delays and delays associated with other contractors shall not be considered the responsibility of the roofing contractor and therefore will not be considered cause for assessment of Liquidated Damages.

The owner and their representatives reserve the right to waive any irregularities, to reject any or all Proposals, or to accept any Proposal.

Executed on July 6, 2026.

Best Contracting Services, Inc.
Contractor

Taxpayer I.D. No.: 95-3781209

By: Sean Tabazadeh,
President

(If Contractor is a Corporation, complete the following)

(Sole Owner, or Partner, or
President of Corporation)

ATTEST: Sean Tabazadeh,
CEO/Secretary

Whose address is:

(Corporate Seal)

19027 S. Hamilton Ave.

Gardena, CA 90248

Telephone No.: 310-328-6969

Fax No.: 310-328-9176

SEE ATTACHED NOTARY

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public in and for the State of _____

Signature of Notary

Expiration Date of Notary Public Commission: _____

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me on

this 6TH day of JULY, 2026 by
Date Month Year

(1) Sean Tabazadeh



(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Quotation Form

Document Date: JUN 6 2026 Number of Pages: _____

Signer(s) Other Than Named Above: _____

2.2 PROVISIONS FOR CMAS NUMBER 4-25-02-1015

Additional Terms and Conditions

- 1. Alcohol/Tobacco/Non-Prescription Drugs.** Contractor's employees and any approved subcontractor(s) employees shall strictly adhere to Member's policies relating to alcohol, tobacco, and non-prescription drugs. Smoking will only be permitted in posted designated areas of premises. In no event shall any of Contractor's employees or any approved subcontractor(s) employees use, possess, consume, or sell any alcohol, tobacco or non-prescription drugs while on site. Any violation may result in the immediate termination of Contractor or any approved subcontractor(s).
- 2. Assignment.** No right or interest in this contract shall be assigned or transferred by Contractor.
- 3. Audit Rights.** Contractor shall, at its sole expense, maintain appropriate records of all projects performed through the Contract in accordance with Generally Accepted Accounting Principles ("GAAP") and good construction accounting practices. Contractor shall maintain such records for a period of no less than three (3) years after the date of final payment (five (5) years for projects in New Jersey) (the "Retention Period") and shall make such records available to Tremco, the Cooperative or Lead Agency at any reasonable time, upon request, during the Retention Period. Records of projects performed in New Jersey shall also be made available during the Retention Period to the New Jersey Office of the State Comptroller upon request.
- 4. Bonding.** The Contractor is required to be knowledgeable and current on all statutory requirements for bonding. Upon execution of a contract with a Member or upon issuance of a Purchase Order by a Member to Contractor, Contractor shall provide payment and performance bonds as required by and consistent with the applicable laws of the state in which the work is being performed. However, it is at the Member's sole discretion at the time of contract execution to require bonding at one hundred percent of the price specified in the contract.
- 5. Buy American Requirement.** (For New Jersey, Kentucky, and all other applicable States) Contractor may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. The contractor is required to check state specific requirements to ensure compliance with this requirement. [NOTE: Buy American requires that 51% of the components in a finished product must be made/manufactured in the USA. It will be incumbent on the Contractor to ensure they are compliant with this provision.]
- 6. Certificates of Insurance.** Within fourteen days, but prior to commencement of work, Contractor shall provide a certificate of insurance ("COI") showing the Cooperative or the Lead Agency named, the Member and the manufacturer of the roofing system being installed shall be named as additional insured parties. The insurance company shall be licensed in the applicable state in which work is being conducted. The Contractor shall give the Member a

minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The awarded Contractor shall require all subcontractor(s) performing any work to maintain coverage as specified. At a minimum:

(a) worker's compensation, as required by the laws of the State of member.

(b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence.

(c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence.

In the event the Member or individual state AEPA requires higher insurance requirements, those requirements will prevail.

7. **Change Orders.** Except for any unforeseen circumstances, or force majeure events, any Contractor-initiated change orders should be avoided. All change orders must be supported by RS Means. See Pricing. All change orders must be approved by the Member prior to commencing the additional work.
8. **Cleanup.** Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed by the Member. Upon completion of the work, the premises shall be left in good repair and in an orderly, neat, clean, and unobstructed condition.
9. **Compliance with Trade Restrictions.** (A) Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of Treasury, the Contractor warrants that it shall not acquire, for use in the performance of any NCCN project, any supplies or services if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States. (B) Except as authorized by OFAC, most transactions involving Cuba, Iran and Sudan are prohibited as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>. More information about these restrictions, as well as updates, is available in the OFAC's regulation at 31 CFR Chapter V and/or on OFAC's website at <https://home.treasury.gov/policy-issues/financial-sanctions/additional-ofac-resources/ofac-legal-library/code-of-federal-regulations-cfr>.
10. **Current Products.** Proposals shall be for materials in current production, within shelf life of the manufacturer, free from defects, fully tested, provided as per manufacturer's requirements, sold, or manufactured via legal and reputable channels, not misbranded and marketed to the general public and public agencies at the time the proposal is submitted.
11. **Delivery.** Contractor shall deliver materials purchased through the Contract to the Member pursuant to the terms of the Purchase Order. Conforming products shall be shipped within seven (7) days of receipt of Purchase Order. If delivery is not or cannot be made within this

time period, the Contractor must receive written authorization from the Member for the delayed delivery. The Member may cancel the order if estimated shipping time is not acceptable.

- 12. Disclosures.** Contractor affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with a contract between the Contractor and a Member. Contractor should include in its NCCN application a complete description of any relationships that might be considered a conflict of interest in doing business with Members. The Contractor affirms that, to the best of its knowledge, any proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other contractors in the award of a contract.
- 13. Duty to Keep Current.** Contractor and primary subcontractor(s) shall maintain in current status all federal, state, and local licenses, bonds and permits required for the operation of the business conducted by Contractor and/or its primary subcontractor(s). Contractor and primary subcontractor(s) shall remain fully informed of and in compliance with all laws, ordinances, rules, code, and regulations pertaining to the lawful provision of any services it provides through the Contract.
- 14. Employment Eligibility.** Where applicable, Contractor warrants that it shall be and remain in compliance with the Federal Immigration and Nationality Act (FINA) and the Immigration Reform and Control Act (IRCA), and any other federal and state immigration laws and regulations. The Contractor further warrants that it is and shall remain in compliance with the various employment state statues of the states it will operate in. The Member may request verification of compliance from any Contractor or subcontractor(s) performing work under the Contract. The Member reserves the right to confirm compliance in accordance with applicable laws. Compliance should be in accordance with the E-Verify Employee Eligibility Verification Program.
- 15. Environmental Compliance.** Contractor and any approved subcontractor(s), will be trained on the handling and application of hazardous materials and chemicals, including the disturbance, or dismantling of structures containing hazardous materials in compliance with 29 CFR 1910 and 1926. Contractor agrees to comply with requirements for disposal, removal or demolition of asbestos or asbestos-containing materials within the requirement of 40 CFR, Part 61, and Subpart A. Contractor agrees to comply with the OSHA standard regarding communication of first-aid treatment and location of first-aid treatment with all employees and any subcontractor(s). All waste material will be handled in compliance with OSHA 29 CFR 1926.252.
- 16. Equal Opportunity and Non-Discrimination.** The Contractor and its subcontractor(s) will comply with all applicable federal and state laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and non-discrimination, including but not limited to the Americans with Disabilities Act.

17. **FEMA.** If performing work for Member who is requesting reimbursement from FEMA, Contractor shall follow all FEMA requirements of Appendix II to 2 CRFR Part 200 as may be amended or changed from time to time.
18. **Fingerprint & Background Checks.** If required to provide services on school district property, Contractor shall submit a full set of fingerprints to the school district if requested of each person or employee and subcontractor(s), if any, who may provide such service. Alternately, the school district may fingerprint those persons or employees. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors and subcontractors and their employees for which fingerprints are submitted to the district. Contractor and subcontractor(s) shall not provide services on school district properties until authorized by the district. The Contractor shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted. Contractor shall comply with governing board policy in the school district in which work is being performed.

Contractor shall perform the appropriate background checks of any personnel that will be performing the services within the proximity of minors. Contractor shall notify the Member of any proposed employee who has been convicted, pled guilty or pled "no contest" to a criminal offense, and the Member reserves the right to reject the proposed employee with a criminal background. No person employed by the Contractor who has been found guilty of any criminal offenses shall be allowed into the work site without prior written approval of the Member.

19. **Indemnity.** Contractor shall defend, indemnify, and hold harmless Tremco, the Cooperative, Lead Agencies and Cooperative Members, administrators, employees and agents, and the manufacturer of the roofing system being installed, against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of, resulting from or related to the actions or omissions of the Contractor, Contractor employees or Contractor subcontractor(s) in connection with execution of or performance under a contract with a Member, including any supplemental agreements with a Member. Any litigation involving either a Cooperative or its Lead Agencies, its administrators and employees and agents will be in the county requested of the Cooperative or its Lead Agencies. Any litigation involving a Member will be in the jurisdiction of the Member.
20. **Inspection & Acceptance.** Title and risk of loss shall not pass to a given Member until receipt and acceptance of the products at the point of delivery and/or installation. If defective or incorrect material is delivered, the Member may make the determination to return the material to the Contractor at no cost to the Member. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
21. **Interpretation, Enforcement and Forum of Laws.** For disputes between the Member and the Contractor, any agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the state in which the Member resides, and the venue of any action shall lie in such state.

- 22. Invoices.** The awarded Contractor shall submit invoices to the Member clearly indicating the following: **“Per CMAS Number 4-25-02-1015–Contractor Network; Certified Proposal Number CA-4-25-02-1015-310259.**
- 23. Legal Obligation to Comply with all Applicable Laws.** It is the Contractor’s responsibility to be aware of and comply with all local, state, and federal laws, statutes, rules, regulations and orders in effect. This includes laws and regulations pertaining to labor, wages, hours and other conditions of employment in effect. The laws of the state of the respective Member shall govern any resulting contract. All applicable laws and regulations must be followed even if not specifically identified herein.
- 24. Liquidated Damages.** The Member may suffer financial loss if the project is not substantially complete, or products or services are not delivered on the established date. The Contractor (or, if applicable, surety) shall be liable for and shall pay to the Member, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Member to be complete and/or delivered. Liquidated damages will be agreed upon on a project-by-project basis between the Contractor and the Member.
- 25. Manufacturer Certification or Approval.** Contractor warrants and certifies that it has the necessary approval or certification from the manufacturer to install and/or maintain the manufacturer’s roofing system(s) to deliver to Members a manufacturer’s warranty, including but not limited to entering into any authorized or similar contractor agreements required by the manufacturer. Contractor will not submit a proposal to be awarded a project through the NCCN to install a roofing system for which it cannot deliver a manufacturer’s warranty to the Cooperative Member. Contractor shall do no work that would or could void any manufacturer’s warranty.
- 26. Order of Precedence.** Contractor understands and acknowledges that the terms and conditions, if any, of the Cooperative Member will take precedent over any other terms and conditions. In addition, it is incumbent on Contractor to make any subcontractor(s) aware of, and to provide subcontractor(s) with, the terms and conditions of Member as well as the terms and conditions outlined herein.
- 27. OSHA Compliance.** All field processes and procedures must comply with applicable OSHA general and construction industry standards and regulations. For employees of Contractor or any subcontractor(s), a minimum of 10-hours of OSHA training is required. For any supervisory personnel of Contractor or any supervisors of any subcontractor(s), a minimum of 30-hours of OSHA training is required.
- 28. Payments.** The Member will make payments directly to the Contractor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 29. Permits.** It is the responsibility of the Contractor to obtain all necessary permits required by law.

- 30. Preparation.** Contractor shall not begin a project where Member has not prepared the site, unless Contractor does the preparation work at no cost, or until Member includes the cost of site preparation in a Purchase Order.
- 31. Prevailing Wage.** It is the responsibility of the Contractor to comply, when and where applicable, with the prevailing wage legislation in effect in the jurisdiction of the project location. It shall further be the responsibility of the Contractor to monitor the prevailing wage rates as established by the appropriate Department of Labor for any increase in rates during the term of a contract and adjust wage rates accordingly.
- 32. Pricing.** Any product or service offered must have pricing that can be audited by Member, Cooperative and any Lead Agency, if applicable, or Tremco. Pricing must follow the format outlined below:

The awarded Contractor must provide a RS Means line item estimate to validate their proposal amount and represents a maximum allowable price. A copy of the RS Means line item estimate must be provided to your Tremco representative along with a copy of the purchase order and/or contract entered into with the Member.

Pricing under the Contractor Network is based on RS Means used to validate your proposal, upon award via an independent estimator. If the Contractor cannot perform the RS Means Estimate, contact your Tremco representative for contact information for an independent estimator. The RS Means method of pricing cannot exceed the JOC coefficients submitted by Tremco in their response. Contact your Tremco representative for a copy of the coefficients.

Multiplier/factor to be applied to the R.S. Means costs for the National Cooperative Contractor Network: **.93**

Price gouging is prohibited. Contractor shall not sell goods or services during a declared state of emergency at a price that is in excess of ten percent (10%) above the price that existed immediately prior to the declaration.

- 33. Prime Contractor.** Contractor acknowledges that they are the Prime Contractor when performing work under any Tremco Cooperative Contracts. The scope of work to be performed under WTI's Cooperative Contracts is limited to roofing, building envelope, air barrier, and all related work.
- 34. Product Performance.** All roof systems must meet the regulatory requirements of the International Building Code, all applicable state, and local codes for public buildings, including, but not limited to, UL 790, Class A and FM Class I, 1-90 Fastening Standards, and site specific, as well as building specific, wind uplift requirements as well as stipulated manufacturer's requirements for warranty. The Contractor will comply with the latest, most stringent industry-standard construction details published by the National Roofing Contractors Association's (NRCA) Roofing and Waterproofing Manual, most recent edition, as may be updated or amended.

35. **Project Compliance.** Project will be completed in full accordance with all project specifications and drawings and shall be merchantable of good quality and workmanship and free from defect. All services to be performed in a professional and workmanlike manner in conformity with industry standards by persons reasonably suited by skill, training, and experience for the type of services they are assigned to perform. Contractor and any subcontractor(s) shall have at least three (3) years of experience in the skill being provided.
36. **Project Documents.** Contractor will deliver services to Members on projects in which it is the successful proposer under the Cooperative Contract in a good and workmanlike manner and in strict compliance with the specifications and other construction documents applicable to the project and the Contractor's scope of work.
37. **Proposals.** Contractor will contact their Tremco representative to receive a Customer Proposal Number (CPN) that must be included on any proposal(s) and invoice(s) submitted to the Cooperative Member. Each CPN will be Contract and customer specific and cannot be reused on any other proposal.
38. **Proposal Bond: MICHIGAN ONLY.** A certified cashier's check or proposal bond payable to the order of Public Agency, City, State for not less than five (5%) percent of the greatest amount for which a contract can be awarded must accompany the proposal.
39. **Purchase Orders.** Purchase Orders will be issued by the Member to the awarded Contractor indicating on the Purchase Order "**Per CMAS Number 4-25-02-1015–Contractor Network; Certified Proposal Number CA-4-25-02-1015-310259.**" Contractor must submit a copy of each purchase order to their Tremco representative at the time of order entry which allows Tremco to administer the program.
40. **Registered Sex Offender Restrictions, Felony Conviction Notice and Child and Sex Offender Notice.** Contractor and their approved subcontractor(s), if any, selected to perform projects through the NCCN will be required to complete and submit a Felony Conviction Notice and Child and Sex Offender Notice for personnel. These forms will be submitted to the Member as required. For work to be performed at schools, Contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the Purchase Order at the Member's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
41. **Safety Measures.** Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, the general public and existing structures from injury or damage.

- 42. Stored Materials.** Upon prior written agreement between the Contractor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and/or the addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by the Member, it shall be the Contractor's responsibility to protect all materials and equipment. The Contractor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.
- 43. Subcontractors.** It is the responsibility of the Contractor to ensure all subcontractors are aware of and adhere to the terms and conditions outlined in this document.
- 44. Suspended or Disbarred.** The Contractor warrants that it, nor any subcontractor(s), has not been debarred, suspended or otherwise ineligible for the award of federal, state, or local government contracts.
- 45. Tax Exempt Status.** It is the Contractor's responsibility to know and comply with the tax laws in the State specific locality where the Contractor is performing work for a Member. If not tax exempt, the Contractor will assume all liability for all applicable taxes to be collected and paid to the appropriate taxing authority. All applicable taxes must be listed as a separate item on all cost proposals and invoices.
- 46. Warranty Conditions.** All materials, equipment and services shall include manufacturer's minimum standard warranty and a two-year (2) labor warranty unless otherwise agreed to in writing. All designs for roof replacements shall be for systems with a life of 20 or more years.
- 47. Weapons, Explosive Devices and Fireworks.** Contractor agrees that it, its employees and subcontractor(s) shall not use, possess, display or store any weapon, explosive device or fireworks on the Member's site.

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PART 1 - SECTION 00 21 15 – SELECTION CRITERIA & EVALUATION

- A. Proposals are to include the information requested in the sequence and format prescribed. Organizations submitting may provide additional information further describing their capabilities and experience.
- B. Award of the Contract resulting from this solicitation shall be under the selection process described herein. A committee appointed by the Owner will evaluate Proposals submitted in response to this solicitation.
- C. Each of the criteria has been assigned an appropriate weight by the Owner as set forth below. Following an analysis and evaluation of the proposals, the ranking of the Offeror's will be made based upon the selection criteria. Subjective judgment on the part of the Owner is implicit in the criteria selection process. The selection process permits placing technical considerations above total price. Therefore, the Owner reserves the right to award to other than the lowest proposed price.
- D. Within 45 days after the opening of the proposals, the Owner shall evaluate and rank each proposal submitted in relation to the selection criteria. The Owner reserves the right to interview any proposer. Once the Offeror's have been ranked, the Owner may negotiate with the first ranked Offeror. If the Owner is unable to come to terms with the first ranked Offeror, discussions will be terminated, and the Owner will proceed to the next ranked Offeror and repeat the process until a contract agreement is reached or all proposals are rejected.
- E. Any Proposal may be considered unacceptable if the committee determines it fails to comply with the specified criteria. Or if the proposal does not provide adequate information on technical and/or price proposals, as specified.
- F. The Owner will evaluate the proposals submitted based upon the selection criteria described below:
 - 1. The purchase price. (10 points)
 - 2. The reputation of the vendor and of the vendor's goods and services. (10 points)
 - 3. The quality of the vendors' goods or services. (20 points)
 - 4. The extent to which the goods or services meet the district's needs. (20 points)
 - 5. The vendor's past relationship with the district. (10 points)
 - 6. The vendor's safety record. (10 points)
 - 7. The long-term cost to the district to acquire the vendor's goods or services. (10 points)
 - 8. Any other relevant factor that a private business entity would consider in selecting a vendor. (10 points)
- G. A proposal may not be modified, withdrawn, or canceled by an Offeror for a period of sixty (60) days after the last date specified for receipt of proposals. Prior to the last date specified for receipt of proposals, a proposal may be modified or withdrawn by notice to the Owner at the place designated for receipt of proposals. Such notice shall be in writing and executed by the Offeror. Any modification shall be worded so as not to

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reveal the amount of the original proposal. Any proposal withdrawn may be resubmitted within the time designated for the receipt of proposals.

- H. The Owner may request from Offeror a written interpretation of any term or statement in the proposal that is or appears unclear or subject to more than one interpretation and may act upon such written interpretation. Conditional proposals will not be accepted. The Owner shall have the right to reject all proposals, to reject a proposal not accompanied by the required security, to reject a proposal that is in any way incomplete, irregular, or nonconforming, or to reject a proposal that may otherwise be legally rejected for any reason. To the extent allowed by law, the Owner may waive any informality in any proposal. Unless the Owner rejects all proposals, the Owner intends to award the Contract to the Offeror that offers the best value to the Owner based on the listed selection criteria. If the Owner is unable to reach a contract agreement with the selected Offeror, the Owner shall terminate further discussions and proceed to the next Offeror in the order of the selection ranking until a contract agreement is reached or all proposals are rejected. Time is of the essence, and the award of the contract to the successful Offeror is expressly conditioned upon (i) the Offeror's execution and delivery of the contract, and delivery of all required payment and performance bonds and evidence of insurance, within ten (10) calendar days after the successful Offeror is notified of the acceptance of its proposal, and (ii) the Offeror's timely fulfillment of any and all other preconditions expressly set forth in the Contract Documents. Should the Offeror fail to timely execute and deliver the contract, required bonds, evidence of insurance, or fail to timely fulfill any other such preconditions, the Owner may, at its option and discretion, without releasing, impairing, or affecting its right to receive the security as damages for such failure, rescind the award and thereafter negotiate with and award the contract to the next ranked Offeror, or may reject all proposals. There will be no contractual obligation on the part of the Owner to any Offeror, nor will any Offeror have any property interest or other right in the contract or work being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Offeror have either been so fulfilled by the Offeror or waived in writing by the Offeror or waived in writing by the Owner. Each Offeror by submission of a proposal waives any claims it has or may have against the Architect, its consulting engineers and their employees, or any other consultants, and the Owner, its trustees, officers, and employees, connected with or rising out of the proposal administration, proposal evaluation, proposal recommendation, the award of the contract, or the rejection of any proposals.

SECTION 075416 - KETONE ETHYLENE ESTER (KEE) ROOFING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Mechanically-fastened thermoplastic KEE roofing system on wood deck, including:
2. Cover board.
3. Walkway material.

1.2 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D1079 "Standard Terminology Relating to Roofing and Waterproofing" and glossary in applicable edition of NRCA's "The NRCA Roofing Manual: Membrane Roof Systems" for definition of terms related to roofing work in this Section.

1.3 PREINSTALLATION MEETINGS

A. Preinstallation Roofing Conference: Conduct conference at Project site.

1. Meet with Owner, Owner's insurer if applicable, testing and inspecting agency representative, roofing Installer, roofing system manufacturer's representative, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
2. Review drawings and specifications.
3. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
4. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
5. Examine substrate conditions and finishes for compliance with requirements, including flatness and fastening.
6. Review structural loading limitations of roof deck during and after roofing.
7. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
8. Review governing regulations and requirements for insurance and certificates if applicable.
9. Review temporary protection requirements for roofing system during and after installation.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Wind Uplift Resistance Submittal: For roofing system, indicating compliance with wind uplift performance requirements.

1.5 INFORMATIONAL SUBMITTALS

- A. Contractor's Product Certificate: Submit certificate, indicating products intended for Work of this Section, including product names and numbers and manufacturers' names, with statement indicating that products to be provided meet the requirements of the Contract Documents.
- B. Qualification Data: For Installer, Manufacturer and Roofing Inspector.
 - 1. Include letter from Manufacturer written for this Project indicating approval of Installer.
- C. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
 - 1. Submit evidence of compliance with performance requirements.
 - a. Include: UL listing certificate.
 - 2. Product Compatibility: Indicate manufacturer has verified compatibility of roofing system components, including but not limited to: Roofing membrane, flashing sheets, adhesives, and sealants.
- D. Warranties: Unexecuted sample copies of special warranties.
- E. Inspection Reports: Reports of Roofing Inspector. Include weather conditions, description of work performed, tests performed, defective work observed, and corrective actions taken to correct defective work.
 - 1. Submit reports within 24 hours after inspection.

1.6 CLOSEOUT SUBMITTALS

- A. Executed copies of warranties.
- B. Maintenance Data: To include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers trained and certified by manufacturer, including a full-time on-site supervisor with a minimum of five years' experience installing products comparable to those specified, able to communicate verbally with Contractor, and employees, and qualified by the manufacturer to install manufacturer's product and furnish warranty of type specified.

- B. **Manufacturer Qualifications:** Approved manufacturer listed in this Section, UL listed for roofing systems comparable to that specified for this Project, with minimum five years' experience in manufacture of thermoplastic roof membrane products in successful use in similar applications.
- C. **Roofing Inspector Qualifications:** A technical representative of manufacturer not engaged in the sale of products and experienced in the installation and maintenance of the specified roofing system, qualified to perform roofing observation and inspection specified in Field Quality Control Article, to determine Installer's compliance with the requirements of this Project, and approved by the manufacturer to issue warranty certification. The Roofing Inspector shall be one of the following:
 - 1. An authorized full-time technical employee of the manufacturer.
 - 2. An independent party certified as a Registered Roof Observer by the International Institute of Building Enclosure Consultants (formerly the Roof Consultants Institute) retained by the Contractor or the Manufacturer and approved by the Manufacturer.
- D. **Manufacturer's Installation Instructions:** Obtain and maintain on-site access to manufacturer's written recommendations and instructions for installation of products.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
 - 1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

1.9 PROJECT / FIELD CONDITIONS

- A. **Weather Limitations:** Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.
- B. **Daily Protection:** Coordinate installation of roofing so insulation and other components of roofing system not permanently exposed are not subjected to precipitation or left uncovered at the end of the workday or when rain is forecast.

1. Provide tie-offs at end of each day's work to cover exposed roofing and insulation with a course of roofing sheet securely in place with joints and edges sealed.
2. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing.
3. Remove temporary plugs from roof drains at end of each day.
4. Remove and discard temporary seals before beginning work on adjoining roofing.

1.10 WARRANTY

- A. Manufacturer's Warranty: Roof System Manufacturer's standard form in which Manufacturer agrees to repair or replace components of roofing system that fail in materials or workmanship within warranty period, as follows.
 1. Form of Warranty: Manufacturer's standard warranty form.
 2. Scope of Warranty: Work of this Section and including sheet metal details and termination details installed by the roof system Installer and approved by the Roof System Manufacturer.
 3. Warranty Period: 20 years from date of completion.
- B. Manufacturer Inspection Services: By manufacturer's technical representative, to report maintenance responsibilities to Owner necessary for preservation of Owner's warranty rights. The cost of manufacturer's inspections is included in the Contract Sum.
 1. Inspections to occur in following years: 2, 5, 10 and 15 following completion.
- C. Installer Warranty: Installer's warranty signed by Installer, as follows.
 1. Form of Warranty: Form acceptable to Roofing Manufacturer and Owner.
 2. Scope of Warranty: Work of this Section.
 3. Warranty Period: 2 years from date of completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis of Design: The roof system specified in this Section is based upon products of Tremco CPG Inc, Beachwood, OH, (800) 562-2728, www.tremcoroofing.com that are named in other Part 2 articles. Provide specified products.
- B. Source Limitations: Obtain components for roofing system from same manufacturer as membrane roofing or manufacturer approved by membrane roofing manufacturer.

2.2 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed membrane roofing and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Membrane roofing and base flashings shall remain watertight.
 - 1. Accelerated Weathering: Roofing system shall withstand 10,000 hours of exposure when tested according to ASTM G152, ASTM G154, or ASTM G155.
 - 2. Impact Resistance: Roof membrane shall resist impact damage when tested according to ASTM D3746/D3746M, ASTM D4272/D4272M, or the "Resistance to Foot Traffic Test" in FM Approvals 4470.
- B. Flashings and Fastening: Provide base flashings, perimeter flashings, detail flashings and component materials and installation techniques that comply with requirements and recommendations of the following:
 - 1. NRCA Roofing Manual (Sixth Edition) for construction details and recommendations.
 - 2. SMACNA Architectural Sheet Metal Manual (Seventh Edition) for construction details.
- C. Exterior Fire-Test Exposure: ASTM E108, Class A; for application and roof slopes indicated, as determined by testing identical membrane roofing materials by a qualified testing agency. Materials shall be identified with appropriate markings of applicable testing agency.
- D. Solar Reflectance Index: Not less than 78 when calculated according to ASTM E1980, based on testing identical products by a qualified testing agency.
- E. Energy Performance: Roofing system shall have an initial solar reflectance index of not less than 0.70 and an emissivity of not less than 0.75 when tested according to CRRC-1.

2.3 MATERIALS, GENERAL

- A. Material Compatibility: Roofing materials shall be compatible with one another and adjacent materials under conditions of service and application required, as demonstrated by roof membrane manufacturer based on testing and field experience.

2.4 THERMOPLASTIC MEMBRANE MATERIALS

- A. KEE Roof Membrane:
 - 1. Thermoplastic Ketone Ethylene Ester (KEE) coated polyester fabric-reinforced sheet, ASTM D6754.
 - a. Basis of design product: Tremco, TremPly KEE Single Ply Roof Membrane.
 - b. Breaking Strength, minimum, ASTM D751: Machine direction, 500 lbf/in (87 kN/m); Cross machine direction, 400 lbf/in (70 kN/m).

- c. Tear Strength, minimum, ASTM D751: Machine direction, 120 lbf (162 N/m); Cross machine direction, 140 lbf (190 N/m).
 - d. Elongation at Break, ASTM D751: 20 percent.
 - e. Dynamic Impact/Puncture Resistance, ASTM D5635: 30 J, minimum.
 - f. Minimum Membrane Thickness, nominal, less backing, ASTM D751: 45 mils (1.1 mm).
 - g. Thickness over fiber, optical method: 0.014 inches (0.355 mm).
 - h. Accelerated Weathering, ASTM G155 and ASTM G154: Not greater than 15,000 hr., no cracking or crazing.
 - i. Abrasion Resistance, ASTM D3389: Not greater than 2,000 cycles, H-18 wheel, 1,000 g load.
 - j. Color: White.
 - k. Solar Reflectance Index (SRI), ASTM E1980: 110 (White, initial), 86 (White, 3-yr aged).
- B. Sheet Flashing: Manufacturer's standard, smooth-backed, sheet flashing of same material, type, reinforcement, thickness and color as KEE roof membrane.

2.5 AUXILIARY ROOFING MATERIALS

- A. General: Auxiliary membrane roofing materials recommended by roofing system manufacturer for intended use, and compatible with membrane roofing.
- 1. Liquid-type auxiliary materials shall comply with VOC limits of authorities having jurisdiction.
 - 2. Adhesives and sealants that are not on the exterior side of weather barrier shall comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
 - a. Plastic Foam Adhesives: 50 g/L.
 - b. Single-Ply Roof Membrane Sealants: 450 g/L.
 - c. Nonmembrane Roof Sealants: 300 g/L.
 - d. Sealant Primers for Nonporous Substrates: 250 g/L.
 - e. Sealant Primers for Porous Substrates: 775 g/L.
 - 3. Adhesives and sealants that are not on the exterior side of weather barrier shall comply with the testing and product requirements of the California Department of Public Health's

(formerly, the California Department of Health Services') "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."

- B. Flashing Membrane Adhesive:
 - 1. Bonding adhesive, solvent based fast drying, VOC-compliant, for bonding KEE smooth-backed single ply membranes and flashings to substrates.
 - a. Basis of design product: Tremco, TremPly KEE LV Bonding Adhesive.
 - b. VOC, maximum, ASTM D 3960: 200 g/L.
- C. Metal Termination Bars: Manufacturer's standard, predrilled stainless-steel or aluminum bars, approximately 1 by 1/8 inch (25 mm by 3 mm) thick; with anchors.
- D. Metal Battens: Manufacturer's standard, aluminum-zinc-alloy-coated or zinc-coated steel sheet, approximately 1 inch wide by 0.05 inch (25 mm wide by 1.3 mm) thick, prepunched.
- E. Metal Stress Plates: Manufacturer's standard AZ50 Galvalume-coated steel formed plates, 0.047 inch thick, with radial corners and membrane-engaging barbs engineered to enhance wind resistance for mechanically-attached KEE membrane roofing systems. FMG approved.
 - 1. Product: TremPly KEE Plus Stress Plates.
- F. Fasteners: Factory-coated steel fasteners and metal plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening components to substrate, and acceptable to membrane roofing system manufacturer.
- G. Joint Sealant: Elastomeric joint sealant compatible with roofing materials, with movement capability appropriate for application.
 - 1. Joint Sealant, Polyurethane: ASTM C920, Type S, Grade NS, Class 50 single-component moisture curing sealant, formulated for compatibility and use in dynamic and static joints; paintable.
 - a. Basis of design product: Tremco, TremSEAL Pro.
 - b. Volatile Organic Compounds (VOC), maximum, ASTM D3960: 40 g/L.
 - c. Hardness, Shore A, ASTM C661: 40.
 - d. Adhesion to Concrete, ASTM C794: 35 pli.
 - e. Tensile Strength, ASTM D412: 350 psi (2410 kPa).
 - f. Color: White.
- H. Prefabricated Pipe Flashings: As recommended by roof membrane manufacturer.

- I. Provide new clad edge metal systems.
 - 1. 22 gauge cleat with a maximum 1" flange onto the deck
 - 2. Fascia to extend 1" longer than the existing edge metal.
- J. Counterflashing: 22-gauge surface-mounted counterflashing skirt metal.
- K. Gutter Metal: Aluminum-Zinc Alloy-Coated Steel Sheet: ASTM A 792/A 792M, Class AZ50 coating designation, Grade 50 (Class AZM150 coating designation, Grade 340) prepainted by the coil-coating process to comply with ASTM A 755/A 755M; structural quality.
 - a. Thickness: 0.0236-inch/24 ga.(0.60-mm) minimum thickness.
 - b. Color to be selected by Owner.
 - c. 10 gauge powder coated brackets and 16 gauge galvanized straps.
- 2. Downspouts: 16-gauge powder coated steel. Color and shape to be selected by Owner.
- L. Coping Metal: Aluminum-Zinc Alloy-Coated Steel Sheet: ASTM A 792/A 792M, Class AZ50 coating designation, Grade 50 (Class AZM150 coating designation, Grade 340) pre-painted by the coil-coating process to comply with the ASTM A 755/A 755; structural quality.
 - 1. Thickness: 0.0236-inch/24ga.(0.60-mm) minimum thickness.
 - 2. Color to be selected by Customer.
 - 3. 22-gauge galvanized cleat.
- M. T-Tops: 22 gauge clad metal with sides and screens.
- N. Acrylic elastomeric sealer, single-component, high solids, low-VOC, formulated for compatibility and use with specified roofing and wall substrates.
- O. Metal Coating: ASTM D 6083, solar-reflective acrylic elastomer emulsion coating.
- P. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, lap sealants, termination reglets, and other accessories.

2.6 ROOF INSULATION MATERIALS

- A. General: Preformed roof insulation boards manufactured or approved by roofing manufacturer, selected from insulation manufacturer's standard sizes, suitable for application, and of thicknesses indicated.
 - 1. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where needed for sloping to drain. Fabricate to slopes indicated, not less than two times the roof slope.

- B. Cricket Insulation: Provide roof insulation product in thicknesses indicated in Part 3 as follows:
1. Board Insulation, Polyisocyanurate: CFC- and HCFC- free, with recycled content glass-fiber mat facer on both major surfaces, ASTM C1289 Type II Class 1.
 - a. Basis of design product: Tremco, Trisotech Insulation.
 - b. Compressive Strength, ASTM D1621: Grade 2: 20 psi (138 kPa).
 - c. Conditioned Thermal Resistance at 75 deg. F (24 deg. C): 14.4 at 2.5 inches (50.8 mm) thick.

2.7 ROOF INSULATION ACCESSORIES

- A. Cover Board:
1. Gypsum panel, glass-mat-faced, ASTM C1177/C1177M.
 - a. Basis of design product: Tremco/GP Gypsum DensDeck.
 - b. Thickness: 1/4 inch (6 mm).
- B. Insulation Cant Strips: ASTM C 208, Type II, Grade 1, cellulosic-fiber insulation board.
- C. Tapered Edge Strips: ASTM C 208, Type II, Grade 1, cellulosic-fiber insulation board.
- D. Insulation Fasteners: Factory-coated steel fasteners and metal plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening roof insulation and cover boards to substrate, and acceptable to roofing system manufacturer.

2.8 WALKWAY MATERIALS

- A. Walkway / Protection Mat Material:
1. Protection walkway roll, reinforced KEE membrane roll with diamond-tread, slip-resistant surface, fabricated for heat welding to compatible KEE membrane surface.
 - a. Basis of design product: Tremco, TremPly KEE Protection Walkway Roll.
 - b. Roll Size: 30 inches by 100 ft (760 mm by 25.4 m).
 - c. Thickness: 0.060 inch (1.5 mm).
 - d. Breaking strength: 450 lbs (77 kN/m).
 - e. Color: Yellow.
- B. Rubber blocks: 100% rubber blocks with steel channels and reflective strips designed for supporting conduit.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
 - 1. Verify that roof openings and penetrations are in place and curbs are set and braced and that roof drain bodies are securely clamped in place.
 - 2. Wood Roof Deck: Verify that deck is sound and dry and securely fastened with no projecting fasteners and with no adjacent units in excess of 1/16 inch (1.6 mm) out of plane relative to adjoining deck.
 - 3. Verify that existing substrate is sound and dry.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.
- D. Raise any pipe penetration lower than six inches to ten inches to insure proper flashing.

3.3 INSTALLATION, GENERAL

- A. Install roofing system in accordance with manufacturer's written instructions and approved details.
- B. NRCA Installation Details: Install roofing system in accordance with applicable NRCA Manual Plates and NRCA recommendations; modify as required to comply with manufacturer's approved details and perimeter fastening requirements of FM Global references if applicable.

3.4 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components so insulation is not exposed to precipitation or left exposed at the end of the workday.
- B. Comply with membrane roofing system and insulation manufacturer's written instructions for installing roof insulation.

- C. Crickets: Install tapered insulation under area of roofing to conform to slopes indicated.
 - 1. Where crickets are required to provide positive slope to drain, make slope of crickets minimum of two times the roof slope, not less than 1/4 inch in 12 inches (1:48).
 - 2. Install crickets on the high side of all curbs.
- D. Trim surface of insulation where necessary at roof drains so completed surface is flush and does not restrict flow of water.
- E. Install insulation with long joints of insulation in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch (6 mm) with insulation.
 - 1. Cut and fit insulation within 1/4 inch (6 mm) of nailers, projections, and penetrations.
- F. Mechanically Cricket Insulation: Install each layer of insulation and secure to deck using mechanical fasteners specifically designed and sized for fastening specified board-type roof insulation to deck type.
- G. Cover Boards: Install cover boards over insulation with long joints in continuous straight lines with end joints staggered between rows. Offset joints of insulation below a minimum of 6 inches (150 mm) in each direction. Loosely butt cover boards together.
 - 1. Secure cover boards to resist uplift pressure at corners, perimeter, and field of roof.
 - 2. Mechanically fasten cover boards.

3.5 MECHANICALLY FASTENED MEMBRANE ROOFING INSTALLATION

- A. Mechanically fasten membrane roofing over area to receive roofing and install according to roofing system manufacturer's written instructions.
 - 1. For in-splice attachment, install membranes roofing with long dimension perpendicular to steel roof deck flutes.
- B. Start installation of membrane roofing in presence of roofing system manufacturer's technical personnel.
- C. Accurately align membrane roofing and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- D. Mechanically fasten or adhere membrane roofing securely at terminations, penetrations, and perimeter of roofing.
- E. Apply membrane roofing with side laps shingled with slope of roof deck where possible.
- F. In-Seam Attachment: Secure one edge of membrane sheet using fastening plates or metal battens centered within membrane seam and mechanically fasten membrane sheet to roof deck.

G. Metal Stress Plate Installation:

1. Locate plates in grid pattern in accordance with membrane manufacturer's instructions.
2. Install plates in straight rows in the specified number and spacing to achieve the required wind uplift resistance in the main field, edges and corners of the roof.
3. Install plates and separation pads using fasteners that comply with the specified applicable building code wind uplift rating and the fastener and membrane manufacturer's requirements. Ensure that all fasteners are properly driven normal to the surface of the sub-structure. Do not over-drive fasteners; plates that are recessed into and/or not flush with the surface of the insulation are not acceptable.

H. Welded Seams: Clean seam areas, overlap membrane roofing, and hot-air weld side and end laps of membrane roofing and sheet flashings according to manufacturer's written instructions to ensure a watertight seam installation.

1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of sheet membrane.
2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
3. Repair tears, voids, and lapped seams in roofing that does not comply with requirements.

I. Spread sealant bed over deck drain flange at roof drains and securely seal membrane roofing in place with clamping ring.

3.6 FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
- D. Clean seam areas, overlap, and firmly roll sheet flashings into the adhesive. Hot-air weld side and end laps to ensure a watertight seam installation.
- E. Seal top termination of base flashing with a metal termination bar and a continuous bead of joint sealant.
- F. Seal any pipe and conduit penetrations through adjacent walls with non-sag polyurethane sealant for gaps less than ½", and with backer rod, and metal flashing for gaps greater than ½".
- G. Replace existing T-tops or Goode neck vents with new T-tops with sides and screens. Secure flange with pan head screws.

- H. Install clad edge metal secured at 4" oc at draining edges. Use fasteners designed for substrate.
- I. Install clad metal scupper to replace all existing scuppers.
- J. Coping:
 - 1. Remove and dispose of existing coping.
 - 2. Install wood nailer to entire parapet walls in scope.
 - 3. Install new 22 gauge, galvanized steel continuous cleat secured to substrate at 6" oc.
 - 4. Install new 24 gauge, pre-finished coping.
 - 5. Hook coping to continuous cleat and fasten interior portion of coping with galvanized steel hex head screws with neoprene washers. Secure at 18" oc.
- K. Seal all remaining duct, duct drops, roof hatch and pan seams with acrylic sealer and polyester reinforcement. Coat ducts and pans with metal coating at a rate of 3 gallons per square. Remove prior repairs, prepare, and prime surfaces prior to coating application.

3.7 WALKWAY INSTALLATION

- A. Flexible Walkways: Install walkway products in locations indicated. Heat weld to substrate or adhere walkway products to substrate with compatible adhesive according to roofing system manufacturer's written instructions.
 - 1. Install walk pads around serviceable units and around roof hatch.
- B. Install new rubber blocks to support all conduit. Include a block every 8' and additional blocks at changes in direction and where needed for proper support. Use block manufacturer's risers for high conduit.
 - 1. Use existing supports if functional.
 - 2. Set rubber blocks/ existing supports on oversized walkpad sections.
 - 3. Install new redwood sleepers for conduit that cannot be raised. Set sleepers over oversized walkpad sections.

3.8 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion.
- B. Repair or remove and replace components of membrane roofing system where inspections indicate that they do not comply with specified requirements.

- C. Additional inspections, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

3.9 PROTECTING AND CLEANING

- A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to and Owner.
- B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements; repair substrates; and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 075416



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Abraham Tellez, Director of Development Services

Subject: CONSIDERATION OF ACCEPTANCE OF A NOTICE OF COMPLETION FOR THE CONCRETE PARKING AREA AT THE LA PUENTE COMMUNITY DOG PARK/KENNEL AND APPROVAL OF FINAL PROJECT CHANGE ORDER IN THE AMOUNT OF \$44,288.80

BACKGROUND/DISCUSSION

On April 14, 2026, the City Council awarded a construction contract to Towo Enterprise Inc. in the amount of \$171,001.44 to construct the concrete parking area for the La Puente Dog Park and Kennel located at 16550 Old Valley Boulevard. The concrete parking area was added as a final component to complete the multi-prime construction approach for the dog park. Although the parking area was originally intended to be finished with gravel, a finished concrete parking lot provides for a more attractive site while eliminating gravel tracking and maintenance issues.

On May 28, 2026, Towo Enterprise, Inc. commenced work on the parking lot and completed the work on June 10, 2026. The improvements consisted of approximately 19,723 square feet of 6-inch-thick slab work with rebar.

The contractor's bid price for this project was \$171,001.44. There was a change order in the amount of \$10,800 that was approved by the City Manager as part of his 10% contingency for additional concrete quantities related to access and paths leading to restroom facilities. To close out this component of the project, there was a second change order in the amount of \$44,288.80 that included additional quantities, necessary grading in certain areas, and design-build changes related to finish grade for improved parking surface flow. Therefore, a final close-out change order for this project component is necessary. The two change orders totaled \$55,088.80 resulting in a total construction cost of \$226,090.24 for the project component.

FISCAL IMPACT

The total construction cost for this project component was \$226,090.24, which was paid from the City's Capital Improvement Program Budget Fund 500 (Sewer) and Fund 280 (Miscellaneous Grants).

There are no additional associated costs for project management, construction observation and material testing. City Staff covered the project management and observation since it was an isolated project with very minimal oversite.

RECOMMENDATION

It is recommended that the City Council: (1) accept the project as complete; (2) authorize the City Clerk to execute the Notice of Completion; and (3) approval a final project change order in the amount of \$44,288.80.

ATTACHMENTS

A. Towo Parking Lot at La Puente Dog Park NOC

RECORDING REQUESTED BY
CITY OF LA PUENTE
AND WHEN RECORDED MAIL TO

NAME CITY OF LA PUENTE
CITY CLERK
STREET 15900 East Main Street
ADDRESS
CITY La Puente CA 91744
STATE California
ZIP 91744

SPACE ABOVE LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of La Puente
3. The full address of the owner is 15900 East Main Street, La Puente, CA 91744
4. The nature of the interest or estate of the owner is: in fee.

(if other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase", or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
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6. The full names and addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES	ADDRESSES
-------	-----------

7. A work of improvement on the property hereinafter described was substantially completed on December 4, 2025.

8. The work done was: Approximately 19,723 square feet of flat work for a concrete parking area at La Puente Dog Park and Kennel.

9. The names of the contractor, if any, for such work of improvement was: Towo Enterprise Inc.

April 14, 2026

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of La Puente
County of Los Angeles, State of CA, and is described as follows: Concrete Parking Area at La Puente Dog Park.
11. The street address of said property is 16550 Old Valley Boulevard

(If no street address has been officially assigned, insert "none".)

Dated _____

Abraham Tellez, Director of Development Services, City of La Puente
(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

VERIFICATION

I, the undersigned, say: I am the City Clerk of the City of La Puente, the declarant of the foregoing Notice of Completion:

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at La Puente, CA

Martha Torres, City Clerk, City of La Puente
(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Abraham Tellez, Director of Development Services

Subject: CONSIDERATION OF ACCEPTANCE OF A NOTICE OF COMPLETION FOR THE
PUBLIC RESTROOM PROJECT AT THE LA PUENTE COMMUNITY DOG
PARK/KENNEL

BACKGROUND/DISCUSSION

On December 9, 2025, the City Council awarded a contract to Public Restroom Company in the amount of \$241,227.00 for the purchase and installation of a prefabricated public restroom at the La Puente Dog Park/Kennel (the "Project").

Public Restroom Company commenced construction of the Project on December 10, 2025, and substantially completed the work on May 7, 2026. The Project included the purchase, delivery, and installation of a prefabricated public restroom facility measuring approximately 19 feet, 4 inches in length, 8 feet, 8 inches in width, and 12 feet, 4 inches in height. The facility consists of two (2) Americans with Disabilities Act (ADA)-compliant restroom stalls separated by a small mechanical room. All work was completed in accordance with the approved plans and specifications.

FISCAL IMPACT

The total cost of the Project was \$241,227.00. Funding for the Project was provided through the Fiscal Year 2025-26 Capital Improvement Program budget, Fund 283 (Measure A).

RECOMMENDATION

It is recommended that the City Council: (1) accept the Project as complete; and (2) authorize the City Clerk to execute and file the Notice of Completion.

ATTACHMENTS

- A. Public Restroom Company Restroom at La Puente Dog Park NOC

RECORDING REQUESTED BY
CITY OF LA PUENTE
AND WHEN RECORDED MAIL TO

NAME CITY OF LA PUENTE
CITY CLERK
STREET 15900 East Main Street
ADDRESS
CITY La Puente CA 91744
STATE California
ZIP 91744

EXEMPT FROM FILING FEES PER GOV. CODE SECTION 6103

SPACE ABOVE LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of La Puente
3. The full address of the owner is 15900 East Main Street, La Puente, CA 91744
4. The nature of the interest or estate of the owner is: in fee.

(if other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase", or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES
ADDRESSES

6. The full names and addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES
ADDRESSES

7. A work of improvement on the property hereinafter described was substantially completed on May 7, 2026.

8. The work done was: The purchase and installation of a prefabricated public restroom at the La Puente Dog Park/Kennel.

9. The names of the contractor, if any, for such work of improvement was: Public Restroom Company

December 9, 2025

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of: La Puente
County of Los Angeles, State of CA, and is described as follows: The purchase and installation of a prefabricated public restroom at the La Puente Dog Park/Kennel.

11. The street address of said property is 16550 Old Valley Boulevard

(If no street address has been officially assigned, insert "none".)

Executed on _____ at La Puente, CA

Abraham Tellez, Director of Development Services, City of La Puente

(Signature of Owner or corporate officer of Owner named in paragraph 2, or agent)

VERIFICATION

I, the undersigned, say: I am the City Clerk of the City of La Puente, the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct. Executed on _____ at La Puente, CA

Martha Torres, City Clerk, City of La Puente

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)



City of La Puente Agenda Report

To: Mayor and City Council For meeting of: July 14, 2026

From: Bob Lindsey, City Manager

By: Martha Torres, MPA, CMC, City Clerk
Troy Grunklee, CPA, Director of Administrative Services

Subject: CONSIDERATION OF A RESOLUTION RECITING THE FACTS OF THE CITY OF LA PUENTE JUNE 2, 2026, CONSOLIDATED SPECIAL MUNICIPAL ELECTION; SECOND READING AND ADOPTION OF ORDINANCE NO. 26-995, AN ORDINANCE OF THE PEOPLE OF THE CITY OF LA PUENTE, CALIFORNIA INCREASING THE CITY'S EXISTING GENERAL PURPOSE HALF PERCENT (1/2%) TRANSACTIONS AND USE TAX RATE TO A NEW RATE OF ONE PERCENT (1%) AS CODIFIED UNDER CHAPTER 2.34 (PUBLIC SAFETY, VITAL SERVICES NEIGHBORHOOD PROTECTION MEASURE) OF TITLE 2 (ADMINISTRATION) OF THE LA PUENTE MUNICIPAL CODE; AND RESOLUTIONS IMPLEMENTING MEASURE LP

BACKGROUND/DISCUSSION

On March 4, 2026, the City Council approved Resolution No. 26-5975 calling a special election to be held on June 2, 2026, for the submission of a transactions (sales) and use tax ballot measure ("Measure LP") to La Puente voters. The election was duly conducted, votes were cast, and returns were made and declared in the time, form, and manner prescribed by the California Elections Code and applicable State law.

The Los Angeles County Registrar-Recorder/County Clerk has since completed the official canvass of the returns and certified the election results. The City Council is required to adopt a resolution reciting the facts of the election and declaring the results. The accompanying resolution sets forth the final tally of votes cast. Based upon this certified tally, Measure LP has received the required majority vote and is hereby deemed adopted and ratified.

The California Department of Tax and Fee Administration (CDTFA) administers and collects the Transactions and Use Taxes for all jurisdictions within the State. Accordingly, they will also be responsible for the administration and collection of the City's Transactions and Use Tax. In order to complete these tasks and complete appropriate preparations for collection of the new tax, the CDTFA requires adoption of a resolution authorizing the City Manager to execute the necessary agreements to allow the CDTFA to administer and collect the additional tax as approved by the voters.

Additionally, Section 7056 of the Revenue and Taxation Code requires that an agency designate by resolution individuals authorized to examine confidential transaction and use tax records provided by the CDTFA. The City currently contracts with Hinderliter, de Llamas & Associates (HdL) to provide sales and use tax auditing, projection and recovery services. These services include the examination of sales and use tax records to ensure that these taxes are properly attributed to the City and facilitating the process of correcting misallocations by the CDTFA so that revenue is remitted to the City. Accordingly, staff is recommending that the City Council

approve a resolution authorizing access to the transaction and use tax records provided by the CDTFA.

FISCAL IMPACT

The CDTFA will assess the City a one-time startup fee of approximately \$7,000 plus an annual administrative fee, which is estimated at .50% to .80% of the new rate per year. HdL will charge the City an additional \$100.00 per month for adding the new half-cent sales tax in their quarterly updates to the City. Additionally, HdL will charge 25% of audit recovery amounts for the new half-cent sales tax. Based on the current half cent sales tax that is generated from Measure LP, an estimate of an additional 1/2 sales tax would generate an additional \$3.6 million annually.

RECOMMENDATION

It is recommended that the City Council: (1) adopt Resolution No. 26–6010 reciting the facts of the City of La Puente, June 2, 2026, Consolidated Special Municipal Election; (2) waive the full reading and adopt Ordinance No. 26-995 and read by title only; (3) adopt Resolution No. 26-6011, Authorizing the City Manager to execute Agreements with the California Department of Tax and Fee Administration for implementation of a local transaction and use tax; and (4) adopt Resolution No. 26-6012, Authorizing Examination of Sales, Use and Transactions Tax Records.

ATTACHMENTS

- A. Election Certification Resolution w Exhibit A
- B. Measure LP Ordinance
- C. Measure LP Implementation Resolution re Agreements w Exhibits A and B
- D. Measure LP Implementation Resolution re Examination

RESOLUTION NO. 26-6010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RECITING THE FACT OF A JUNE 2, 2026, CONSOLIDATED SPECIAL MUNICIPAL ELECTION AND DECLARING THE RESULTS OF THE SAME AND SUCH OTHER MATTERS AS MAY BE PROVIDED BY LAW

WHEREAS, on March 4, 2026, the La Puente City Council (“City Council”) approved Resolution No. 26-5975, which called a June 2, 2026, special election, to submit to La Puente voters an ordinance that increases the City’s transactions and use tax rate, currently set at a half percent (1/2%), by up to an additional half percent (1/2%), for a total rate not to exceed one percent (1%); and

WHEREAS, the ballot measure seeking approval of the ordinance was given the letter designation Measure “LP” and was presented to La Puente voters as follows:

Keep La Puente Sales Tax Revenues Local Measure To protect La Puente’s funding for public safety; street/ sidewalk maintenance/ repair; park maintenance/ enhancements; youth/ senior programs and any other governmental purposes and prevent the County of Los Angeles and other taxing agencies from seizing additional sales tax revenues generated in La Puente for themselves, shall La Puente’s 1/2% transactions (sales) and use tax be increased to 1% raising \$3.6 million annually, subject to the ability to suspend application of the increased rate?	YES
	NO

WHEREAS, notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk’s office has canvassed the returns of the election and certified the results, which were received and are attached and made a part hereof as Exhibit “A”.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. That the whole number of ballots cast in the precincts except vote by mail was 1,225; that the whole number of vote by mail ballots cast in the City was 4,556; making a total of 5,781 ballots cast in the City.

SECTION 2. The ballot measure that was the subject of the special election sought was given the letter designation Measure “LP” and was presented to La Puente voters as follow:

Keep La Puente Sales Tax Revenues Local Measure To protect La Puente’s funding for public safety; street/ sidewalk maintenance/ repair; park maintenance/ enhancements; youth/ senior programs and any other governmental purposes and prevent the County of Los Angeles and other taxing agencies from seizing additional sales tax revenues generated in La Puente for themselves, shall La Puente’s 1/2% transactions (sales) and use tax be increased to 1% raising \$3.6 million annually, subject to the ability to suspend application of the increased rate?	YES
	NO

SECTION 3. That the number of votes given at each precinct and the number of votes given in the City for and against Measure LP are as listed on Exhibit “A”.

SECTION 4. That as a result of the election, a majority of the voters voting on Measure LP did vote in favor of it, and that Measure LP was carried, and shall be deemed adopted and ratified.

SECTION 5. The City Clerk shall enter on the records of the City Council of the City, a statement of the result of the election, showing: (1) the whole number of ballots cast in the City; (2) the measure voted upon; (3) the number of votes given at each precinct for and against Measure LP; and (4) the total number of votes for and against Measure LP.

SECTION 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 14th day of July, 2026, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk

Exhibit A



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

June 26, 2026

Martha Torres, City Clerk
City of La Puente
15900 East Main Street
La Puente, California 91744

CITY OF LA PUENTE SPECIAL MUNICIPAL ELECTION

Dear City Clerk:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the City of La Puente Special Municipal Election consolidated with the Statewide Direct Primary Election held in Los Angeles County on June 2, 2026.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

SONIA CORONA, Head
Election Planning Section

Attachment:
Official Canvass Certificate
Official Statement of Votes Cast



Los Angeles County Registrar-Recorder/County Clerk

CERTIFICATE OF THE CANVASS **OF THE ELECTION RETURNS**

I, **DEAN C. LOGAN**, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I canvassed the returns of the votes cast for each elective office and/or measure(s) for

La Puente City

at the **Statewide Direct Primary Election**, held on the **2nd day of June, 2026**.

I **FURTHER CERTIFY** that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 26th day of June 2026.

Dean C. Logan
DEAN C. LOGAN

Registrar-Recorder/County Clerk
County of Los Angeles

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

[illegible]

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

ORDINANCE NO. 26-995**AN ORDINANCE OF THE PEOPLE OF THE CITY OF LA PUENTE, CALIFORNIA INCREASING THE CITY'S EXISTING GENERAL PURPOSE HALF PERCENT (1/2%) TRANSACTIONS AND USE TAX RATE TO NEW RATE OF ONE PERCENT (1%) AS CODIFIED UNDER CHAPTER 2.34 (PUBLIC SAFETY, VITAL SERVICES NEIGHBORHOOD PROTECTION MEASURE) OF TITLE 2 (ADMINISTRATION) OF THE LA PUENTE MUNICIPAL CODE**

WHEREAS, pursuant to Revenue and Taxation Code Section 7285.9 *et seq.*, the City of La Puente ("City") has the authority to collect a local transaction and use tax and to increase that transactions and use tax; and

WHEREAS, pursuant to Elections Code Section 9222, the La Puente City Council ("City Council") has the authority to submit measures to be considered by La Puente voters at a special municipal election; and

WHEREAS, pursuant to Chapter 2.34 (Public Safety, Vital Services Neighborhood Protection Measure) of Title 2 (Administration) of the La Puente Municipal Code, the City currently levies a voter-approved half cent (or 1/2%) transactions and use tax, the proceeds of which are deposited into the general fund to be used for any general municipal purpose; and

WHEREAS, the City Council called a June 2, 2026, special election, to submit to La Puente voters an ordinance that increases the City's transactions and use tax rate, currently set at a half percent (1/2%), by up to an additional half percent (1/2%), for a total rate not to exceed one percent (1%); and

WHEREAS, pursuant to Government Code Sections 53723 and 53724(b), Revenue and Taxation Code Section 7285.9, the placement on the ballot of any proposed ballot measure increasing or extending a general purpose transactions and use tax must be approved by no less than two-thirds of all the members of the City Council (i.e., by at least 4 "yes" votes), subject also to approval by La Puente voters by a simple majority of votes cast (50% plus 1) at a City election; and

WHEREAS, Section 2(b) of Article XIIC of the California Constitution further provides that an election required to approve the establishment of, or increase to, a general tax must be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency, as was the situation here, declared by a unanimous vote of members present of the governing body (See 75 Ops Cal Atty Gen 47 (1992), citing *Tidewater S. Ry., Co. v Jordan* (1912) 163 C 105); and

WHEREAS, in compliance with Government Code Sections 53723 and 53724(b), Revenue and Taxation Code Section 7285.9, and Section 2(b) of Article XIIC of the California Constitution, the City Council at its meeting of March 4, 2026, approved City Council Resolution No. 26-5975 which (i) called and gave notice of the submission to La Puente voters

of a ballot measure to an increase to the City’s 1% transactions and use tax to 1.25; (ii) made a unanimous finding of a fiscal “emergency” within the meaning of Section 2(b) of Article XIII C(ii) of the California Constitution; (iii) acknowledged the concurrent first-reading approval of this Ordinance by the City Council; (iv) ordered that the ballot measure be submitted as part of the City’s June 2, 2026 special municipal election, which is to be consolidated with the County-administered elections of the same date; (v) requested the County to provide administrative services and support for its special municipal election, inclusive of the ballot measure; and (vi) setting priorities for the submission of arguments and rebuttals and ordering the preparation of the City Attorney’s Impartial Analysis; and

WHEREAS, the ballot measure seeking approval of this Ordinance was given the letter designation Measure “LP” which presented the following question to La Puente voters:

Keep La Puente Sales Tax Revenues Local Measure To protect La Puente’s funding for public safety; street/ sidewalk maintenance/ repair; park maintenance/ enhancements; youth/ senior programs and any other governmental purposes and prevent the County of Los Angeles and other taxing agencies from seizing additional sales tax revenues generated in La Puente for themselves, shall La Puente’s 1/2% transactions (sales) and use tax be increased to 1% raising \$3.6 million annually, subject to the ability to suspend application of the increased rate?	YES
	NO

WHEREAS, this Ordinance was provisionally approved by the City Council for first reading and second reading on February 24, 2026, and July 14, 2026, respectively, subject to the requirement that the ballot measure authorizing the implementation of this Ordinance is in fact approved by La Puente voters at a special municipal election held June 2, 2026; and

WHEREAS, as required by Government Code Sections 53723 and 53724(b), Revenue and Taxation Code Section 7285.9, and Section 2(b) of Article XIII C of the California Constitution, the ballot measure seeking approval of this Ordinance was approved by a simple majority of votes cast at the City’s special municipal election of June 2, 2026, by a final count of 3,326 “Yes” votes (or 61.37%% “Yes”) to 2,094 “No” votes (or 38.63% “No”); and

WHEREAS, at its meeting of July 14, 2026, the City Council approved Resolution No. 26-6010 reciting the fact of the City’s June 2, 2026, Special Election, and declaring the results of the same.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE, ACTING WITH THE CONSENT OF THE VOTERS FOLLOWING A JUNE 2, 2026 SPECIAL MUNICIPAL ELECTION, HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. Chapter 2.34 (Public Safety, Vital Services and Neighborhood Protection Measure) of Title 2 (Administration) of the La Puente Municipal Code is hereby amended and retitled in its entirety to now state the following:

Chapter 2.34
LA PUENTE TRANSACTIONS AND USE TAX

2.34.010	<i>Title.</i>
2.34.020	<i>Operative date.</i>
2.34.030	<i>Purpose.</i>
2.34.040	<i>Contract with state.</i>
2.34.050	<i>Transactions tax rate.</i>
2.34.060	<i>Place of sale.</i>
2.34.070	<i>Use tax rate.</i>
2.34.080	<i>Adoption of provisions of state law.</i>
2.34.090	<i>Limitations on adoption of state law and collection of use taxes.</i>
2.34.100.	<i>Permit not required.</i>
2.34.110	<i>Exemptions and exclusions.</i>
2.34.120	<i>Amendments to Revenue & Taxation Code.</i>
2.34.130	<i>Enjoining collection forbidden.</i>
2.34.040	<i>Annual Audit.</i>
2.34.150	<i>Automatic Suspension, Implementation.</i>
2.34.160	<i>Suspension or Reduction.</i>
2.34.170	<i>City Council Authority to Amend.</i>
2.34.180	<i>Severability.</i>

2.34.010 *Title.*

This chapter shall be known as the La Puente Transactions and Use Tax Chapter (hereinafter "Chapter"). The City of La Puente shall hereinafter shall be called "City." This chapter shall be applicable in the incorporated territory of the City.

2.34.020 *Operative Date.*

- A. The transactions and use tax codified under this ordinance was first approved by La Puente voters at a municipal election held November 6, 2018, and pursuant to Revenue and Taxation Code Section 7265 became operative on the first day of the calendar quarter commencing 110 days after its adoption, April 1, 2019 at an original rate of half a percent (1/2%).*
- B. On June 2, 2026, La Puente voters approved a City-initiated ballot measure to increase the transactions and use tax rate to one percent (1%). For purposes of this ordinance the term "operative date" shall mean October 1, 2026, the date upon which the increased one percent (1%) transactions and use tax rate shall take effect.*

2.34.030 *Purpose.*

This Chapter is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

(a) To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

(b) To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

(c) To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

(d) To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

2.34.040 *Contract with state.*

Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

2.34.050 *Transactions tax rate.*

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

2.34.060 *Place of Sale.*

For the purposes of this Chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery

charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 2.34.070 Use tax rate.

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one percent (1%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

Section 2.34.080 Adoption of provisions of state law.

Except as otherwise provided in this Chapter and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 2.34.090 Limitations on adoption of state law and collection of use taxes.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

(a) Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

- 1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;*
- 2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this ordinance;*
- 3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:*
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code,*
or

Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

(B) With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

- 3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.*
- 4. A lease of tangible personal property, which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.*
- 5. For the purposes of subparagraphs (b)(3) and (b)(4) of this section, above, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.*

(c) There are exemptions from the use tax imposed by this Chapter, the storage, use or other consumption in this City of tangible personal property:

- 1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.*
- 2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.*
- 3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.*
- 4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.*

5. *For the purposes of subparagraphs (c)(3) and (c)(4) of this section, above, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.*
 6. *Except as provided in subparagraph (c)(7), below, a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.*
 7. *"A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.*
- (d) *Any person subject to use tax under this Chapter may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.*

Section 2.34.120 Amendments to revenue and taxation code.

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 2.34.130 Enjoining Collection Forbidden.

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 2.34.140 *Annual Audit.*

By no later than December 31st of each year, the City shall cause an independent auditor to complete an audit of the tax revenues collected under this Chapter. Such report shall review whether the tax revenues collected pursuant to this Chapter are collected, managed and expended in accordance with the requirements of this Chapter.

2.34.160 *Automatic Suspension, Implementation.*

The taxes authorized by this Chapter are subject to the following:

- (a) For purposes of this section, the term “district” has the meaning set forth in section 7252 of the State Revenue and Taxation Code to the extent such a district may have taxing powers within the City’s jurisdiction under applicable law. For example, and without limitation, the County of Los Angeles is a district for purposes of this section.*
- (b) The voter-approved transactions use tax rate of one percent (1%) authorized under this Chapter was previously set at a voter-approved rate of half of a percent (1/2%). For purposes of this section, the following terms shall have the following meaning:*
 - 1. “Base Tax Rate” means the prior voter-approved half percent (1/2%) tax rate that preceded the Maximum Tax Rate.*
 - 2. “Intermediate Tax Rate” means a transactions and use tax rate of three-quarters of a percent (3/4%).*
 - 3. “Maximum Tax Rate” means the voter-approved maximum transactions and use tax rate of one percent (1%) approved by La Puente voters at a Special Election held June 2, 2026.*
 - 4. “2026 County Sales Tax Measure” means that certain transactions and use tax measure placed on the June 2, 2026, ballot by Los Angeles County Board of Supervisors action taken on February 10, 2026, under Board of Supervisors Agenda Item No. 15 and commonly referred to as the “Essential Services Restoration Act for Los Angeles Couty General Sales Tax Measure”.*
- (c) The City may suspend collection of the City’s transactions and use tax at the Maximum Tax Rate and continue to collect said tax at the Base Tax Rate if (i) the 2026 County Sales Tax Measure is not approved by the voters at an election held June 2, 2026; or (ii) California State Assembly Bill 1768 (Bryan) (“AB 1768”) introduced during the 2025-2026 legislative session is signed into law and so long the exemption from the limitations of Revenue and Taxation Code section 7251.1 afforded therein to the County of Los Angeles remain in effect. If the exemption granted to the County of Los Angeles under AB 1768 is repealed or allowed to expire, but the transactions and use tax established by the 2026 County Sales Tax Measure remains in effect, then the City shall commence collection of the City’s voter-approved tax at the Maximum Tax Rate immediately or as soon thereafter*

as the California Department of Tax and Fee Administration is able to commence collection at the Maximum Tax Rate.

- (d) The City may also suspend or partially suspend collection of the City's transactions and use tax at the Maximum Tax Rate unless and until the County of Los Angeles or any other district with authority to levy transactions and use taxes within the City of La Puente places a transactions and use tax measure on the ballot (either on its own initiative or in response to a initiative petition) that, if approved by the voters, would completely exhaust, or otherwise reduce, the then-allowable amount by which said tax rate may increase the cumulative transactions and use tax rate allowable under Revenue and Taxation Code section 7251.1.*
- (e) Should the County of Los Angeles or any other district place a transaction and use tax on the ballot as contemplated by subsection (d) of this section, then the City will commence the process for collection of the tax at the Maximum Tax Rate or the Intermediate Tax Rate, if so desired, on the first day on the month that the election on the tax will take place or as soon thereafter as the California Department of Tax and Fee Administration is able to commence such collection on the City's behalf.*
- (f) Nothing in this section is intended to, nor will it, limit the number of times the City may suspend collection of the tax above the Base Tax Rate. Setting or otherwise maintaining the tax rate at the Base Tax Rate or at the Intermediate Tax Rate for any interim period of time shall not prevent the City Council from later increasing the tax rate to the Maximum Rate in the manner provided under Section 2.34.170.*

2.34.170 *Suspension or Reduction.*

Nothing in this Chapter requires the City Council to collect the transactions and use tax above the Base Tax Rate. The City Council may suspend collection of the tax at the Maximum Tax Rate and consistent with such authority may also set the tax rate at the Intermediate Tax Rate on an interim basis. Any increase or decrease in the tax rate shall be accomplished by approval of a resolution after a public meeting at which public testimony may be taken. No such increase or decrease in the tax rate shall require a further voter of the people, provided that no such increase or decrease exceeds the Maximum Tax Rate.

2.34.180 *Council Authority to Amend.*

Except for amendments that would increase the rate of the City's transactions and use tax beyond the Maximum Tax Rate as defined under Section 2.34.160, above, the City Council may exercise all applicable powers set forth in the state Government Code including, without limitation, amending this Chapter by ordinance by no less than simple majority vote of the full membership of the City Council. The City Council may also adopt by ordinance or resolution such additional regulations that may be necessary to implement the purposes of this Chapter.

Section 2.34.180 Severability.

If any provision of this Chapter or the application thereof to any person or circumstance is held invalid, the remainder of the Chapter and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION 9. Effective Date.

A. This Ordinance relates to an increase to the City's transactions (sales) and use tax rate from rate of half of a percent (1/2%) to one percent (1%), subject to interim adjustments in the manner contemplated under Sections 2.34.160 and 2.34.170 of the La Puente Municipal Code as established by this Ordinance. The foregoing notwithstanding, this Ordinance may only become operative if approved by a simple majority of votes cast by La Puente voters at a June 2, 2026, special election. If approved by the voters, the transaction and use tax rate set forth under Chapter 2.34 of the La Puente Municipal Code may be increased to a maximum tax rate of one percent (1%). If the measure fails, this Ordinance shall be rendered inoperative and void, however, the defeat of the measure shall not operate to extinguish or amend the existing transaction and use tax as presently constituted and last approved by La Puente voters on November 6, 2018.

B. The increased tax rate established under this Ordinance may not go into effect until October 1, 2026. Upon October 1, 2026, the current text of Chapter 2.34 of the La Puente Municipal Code shall be amended and updated in its entirety as referenced in Section 2 of this Ordinance. By passage of the measure and approval of this Ordinance, the City may make, without additional voter approval, clerical, formatting or numbering corrections to the aforementioned text to ensure conformity with the requirements of the California Department of Tax and Fee Administration and to ensure internal consistency within the La Puente Municipal Code, provided that no such corrections may result in an increase to the transactions and use tax rate above the voter-authorized and voter-approved maximum tax rate of one percent (1%).

SECTION 10. CEQA. This Ordinance is exempt from review under the California Environmental Quality Act (Cal. Pub. Resources Code, § 2100 *et seq.*) ("CEQA") and the CEQA Guidelines (14 Cal. Code of Regs., § 15000 *et seq.*) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project that could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Ordinance does not constitute a "project" that requires environmental review (14 Cal. Code of Regs., § 15378(b)(4)-(5)).

SECTION 11. Duration Unchanged. The transactions and use tax increased under this Ordinance shall continue to be of an indefinite term unless and until repealed by La Puente voters.

SECTION 12. Certification Of Adoption. The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be published pursuant to California Government Code Section 36933, following approval by La Puente voters at the City's special election held of June 2, 2026.

PASSED, APPROVED, AND ADOPTED this 14th day of July, 2026 by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF LA PUENTE)

I, Martha Torres, City Clerk of the City of La Puente, do hereby certify that the above and foregoing Ordinance No. 26-995 was passed, approved, and adopted by the City Council of the City of La Puente, signed by the Mayor and attested by the City Clerk at a meeting of said City Council of the City of La Puente held on this 14th day of July 2026, and that said Ordinance was adopted by the following votes to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

Martha Torres, MPA, CMC
City Clerk, City of La Puente

RESOLUTION NO. 26-6011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR IMPLEMENTATION OF A LOCAL TRANSACTION AND USE TAX

WHEREAS, on July 14, 2026, the City Council approved Ordinance No. 26-995 amending the City Municipal Code and providing for a local transaction and use tax; and

WHEREAS, the California Department of Tax and Fee Administration (Department) administers and collects the transaction and use taxes for all applicable jurisdictions within the state; and

WHEREAS, the Department will be responsible to administer and collect the transaction and use tax for the City; and

WHEREAS, the Department requires that the City enter into a “Preparatory Agreement” and an “Administrative Agreement” prior to implementation of said taxes; and

WHEREAS, the Department requires that the City Council authorize the agreements.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The “Preparatory Agreement” attached as Exhibit “A” and the “Administrative Agreement” attached as Exhibit “B,” are hereby approved and the City Manager is hereby authorized to execute each agreement.

SECTION 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 4. The City Clerk shall attest to the passage of this Resolution and it shall thereupon be in full force and effect and a certified copy of the levy shall be filed in the office of the City Clerk and open for public inspection.

PASSED, APPROVED AND ADOPTED this 14th day of July 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk

EXHIBIT “A”
PREPARATORY AGREEMENT

Exhibit A

AGREEMENT FOR PREPARATION TO ADMINISTER AND OPERATE CITY'S TRANSACTIONS AND USE TAX ORDINANCE

In order to prepare to administer a transactions and use tax ordinance adopted in accordance with the provision of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code, the City of La Puente, hereinafter called *City*, and the CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION, hereinafter called *Department*, do agree as follows:

1. The Department agrees to enter into work to prepare to administer and operate a transactions and use tax in conformity with Part 1.6 of Division 2 of the Revenue and Taxation Code which has been approved by a majority of the electors of the City and whose ordinance has been adopted by the City.

2. City agrees to pay to the Department at the times and in the amounts hereinafter specified all of the Department's costs for preparatory work necessary to administer the City's transactions and use tax ordinance. The Department's costs for preparatory work include costs of developing procedures, programming for data processing, developing and adopting appropriate regulations, designing and printing forms, developing instructions for the Department's staff and for taxpayers, and other appropriate and necessary preparatory costs to administer a transactions and use tax ordinance. These costs shall include both direct and indirect costs as specified in Section 11256 of the Government Code.

3. Preparatory costs may be accounted for in a manner which conforms to the internal accounting and personnel records currently maintained by the Department. The billings for costs may be presented in summary form. Detailed records of preparatory costs will be retained for audit and verification by the City.

4. Any dispute as to the amount of preparatory costs incurred by the Department shall be referred to the State Director of Finance for resolution, and the Director's decision shall be final.

5. Preparatory costs incurred by the Department shall be billed by the Department periodically, with the final billing within a reasonable time after the operative date of the ordinance. City shall pay to the Department the amount of such costs on or before the last day of the next succeeding month following the month when the billing is received.

6. The amount to be paid by City for the Department's preparatory costs shall not exceed one hundred seventy-five thousand dollars (\$175,000) (Revenue and Taxation Code Section 7272.)

7. Communications and notices may be sent by first class United States mail or through email at jservices@cdtfa.ca.gov. If and when communications and notices may include confidential information, communications and notices must be sent through encrypted email at jservices@cdtfa.ca.gov or by mail. Communications and notices to be sent to the Department shall be addressed to:

California Department of Tax and Fee Administration
P.O. Box 942879 MIC: 27
Sacramento, California 94279-0027
Attention: Administrator
Local Revenue Branch

Communications and notices to be sent to City shall be addressed to:

Bob Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744

8. The date of this agreement is the date on which it is approved by the Department of General Services. This agreement shall continue in effect until the preparatory work necessary to administer City's transactions and use tax ordinance has been completed and the Department has received all payments due from City under the terms of this agreement.

CITY OF LA PUENTE

By _____
(Signature)

Robert Lindsey

City Manager
(Title)

Date: _____

CALIFORNIA DEPARTMENT OF TAX
AND FEE ADMINISTRATION

By _____
Administrator
Local Revenue Branch

Date: _____

EXHIBIT “B”
ADMINISTRATIVE AGREEMENT

Exhibit B

AGREEMENT FOR STATE ADMINISTRATION OF CITY TRANSACTIONS AND USE TAXES

The City Council of the City of La Puente has adopted, and the voters of the City of La Puente (hereafter called "City" or "District") have approved by the required majority vote, the City of La Puente Transactions and Use Tax Ordinance (hereafter called "Ordinance"), a copy of which is attached hereto. To carry out the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code and the Ordinance, the California State Department of Tax and Fee Administration, (hereinafter called the "Department") and the City do agree as follows:

ARTICLE I DEFINITIONS

Unless the context requires otherwise, wherever the following terms appear in the Agreement, they shall be interpreted to mean the following:

1. "District taxes" shall mean the transactions and use taxes, penalties, and interest imposed under an ordinance specifically authorized by Revenue and Taxation code Section 7265, and in compliance with Part 1.6, Division 2 of the Revenue and Taxation Code.

2. "City Ordinance" shall mean the City's Transactions and Use Tax Ordinance referred to above and attached hereto, Ordinance No. _____, as amended from time to time, or as deemed to be amended from time to time pursuant to Revenue and Taxation Code Section 7262.2.

ARTICLE II ADMINISTRATION AND COLLECTION OF CITY TAXES

A. Administration. The Department and City agree that the Department shall perform exclusively all functions incident to the administration and operation of the City Ordinance.

B. Other Applicable Laws. City agrees that all provisions of law applicable to the administration and operation of the Department Sales and Use Tax Law which are not inconsistent with Part 1.6 of Division 2 of the Revenue and Taxation Code shall be applicable to the administration and operation of the City Ordinance. City agrees that money collected pursuant to the City Ordinance may be deposited into the State Treasury to the credit of the Retail Sales Tax Fund and may be drawn from that Fund for any authorized purpose, including making refunds, compensating and reimbursing the Department pursuant to Article IV of this Agreement, and transmitting to City the amount to which City is entitled.

C. Transmittal of money.

1. For the period during which the tax is in effect, and except as otherwise provided herein, all district taxes collected under the provisions of the City Ordinance shall be transmitted to City periodically as promptly as feasible, but not less often than twice in each calendar quarter.

2. For periods subsequent to the expiration date of the tax whether by City's self-imposed limits or by final judgment of any court of the State of California holding that City's ordinance is invalid or void, all district taxes collected under the provisions of the City Ordinance shall be transmitted to City not less than once in each calendar quarter.

3. Transmittals may be made by mail or electronic funds transfer to an account of the City designated and authorized by the City. A statement shall be furnished at least quarterly indicating the amounts withheld pursuant to Article IV of this Agreement.

D. Rules. The Department shall prescribe and adopt such rules and regulations as in its judgment are necessary or desirable for the administration and operation of the City Ordinance and the distribution of the district taxes collected thereunder.

E. Preference. Unless the payor instructs otherwise, and except as otherwise provided in this Agreement, the Department shall give no preference in applying money received for state sales and use taxes, state-administered local sales and use taxes, and district transactions and use taxes owed by a taxpayer, but shall apply moneys collected to the satisfaction of the claims of the State, cities, counties, cities and counties, redevelopment agencies, other districts, and City as their interests appear.

F. Security. The Department agrees that any security which it hereafter requires to be furnished by taxpayers under the State Sales and Use Tax Law will be upon such terms that it also will be available for the payment of the claims of City for district taxes owing to it as its interest appears. The Department shall not be required to change the terms of any security now held by it, and City shall not participate in any security now held by the Department.

G. Records of the Department.

When requested by resolution of the legislative body of the City under section 7056 of the Revenue and Taxation Code, the Department agrees to permit authorized personnel of the City to examine the records of the Department, including the name, address, and account number of each seller holding a seller's permit with a registered business location in the City, pertaining to the ascertainment of transactions and use taxes collected for the City. Information obtained by the City from examination of the Department's records shall be used by the City only for purposes related to the collection of transactions and use taxes by the Department pursuant to this Agreement.

H. Annexation. City agrees that the Department shall not be required to give effect to an annexation, for the purpose of collecting, allocating, and distributing District transactions and use taxes, earlier than the first day of the calendar quarter which commences not less than two months after notice to the Department. The notice shall include the name of the county or counties annexed to the extended City boundary. In the event the City shall annex an area, the boundaries of which are not coterminous with a county or counties, the notice shall include a description of the area annexed and two maps of the City showing the area annexed and the location address of the property nearest to the extended City boundary on each side of every street or road crossing the boundary.

ARTICLE III

ALLOCATION OF TAX

A. Allocation. In the administration of the Department's contracts with all districts that impose transactions and use taxes imposed under ordinances, which comply with Part 1.6 of Division 2 of the Revenue and Taxation Code:

1. Any payment not identified as being in payment of liability owing to a designated district or districts may be apportioned among the districts as their interest appear, or, in the discretion

of the Department, to all districts with which the Department has contracted using ratios reflected by the distribution of district taxes collected from all taxpayers.

2. All district taxes collected as a result of determinations or billings made by the Department, and all amounts refunded or credited may be distributed or charged to the respective districts in the same ratio as the taxpayer's self-declared district taxes for the period for which the determination, billing, refund or credit applies.

B. Vehicles, Vessels, and Aircraft. For the purpose of allocating use tax with respect to vehicles, vessels, or aircraft, the address of the registered owner appearing on the application for registration or on the certificate of ownership may be used by the Department in determining the place of use.

ARTICLE IV

COMPENSATION

The City agrees to pay to the Department as the State's cost of administering the City Ordinance such amount as is provided for by law. Such amounts shall be deducted from the taxes collected by the Department for the City.

ARTICLE V

MISCELLANEOUS PROVISIONS

A. Communications. Communications and notices may be sent by first class United States mail to the addresses listed below, or to such other addresses as the parties may from time to time designate or through email at jservices@cdtfa.ca.gov. If and when communications and notices may include confidential information, communications and notices must be sent through encrypted email at jservices@cdtfa.ca.gov or by mail.

Communications and notices to be sent to the Department shall be addressed to:

California State Department of Tax and Fee Administration
P.O. Box 942879
Sacramento, California 94279-0027
Attention: Administrator
Local Revenue Branch

Communications and notices to be sent to the City shall be addressed to:

Bob Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744

Unless otherwise directed, transmittals of payment of District transactions and use taxes will be sent to the address above.

B. Term. The date of this Agreement is the date on which it is approved by the Department of General Services. The Agreement shall take effect on _____. This Agreement shall continue until December 31 next following the expiration date of the City Ordinance, and shall thereafter be renewed automatically from year to year until the Department completes all work necessary to the administration of the City Ordinance and has received and disbursed all payments due under that Ordinance.

C. Notice of Repeal of Ordinance. City shall give the Department written notice of the repeal of the City Ordinance not less than 110 days prior to the operative date of the repeal.

ARTICLE VI
ADMINISTRATION OF TAXES IF THE
ORDINANCE IS CHALLENGED AS BEING INVALID

A. Impoundment of funds.

1. When a legal action is begun challenging the validity of the imposition of the tax, the City shall deposit in an interest-bearing escrow account, any proceeds transmitted to it under Article II. C., until a court of competent jurisdiction renders a final and non-appealable judgment that the tax is valid.

2. If the tax is determined to be unconstitutional or otherwise invalid, the City shall transmit to the Department the moneys retained in escrow, including any accumulated interest, within ten days of the judgment of the trial court in the litigation awarding costs and fees becoming final and non-appealable.

B. Costs of administration. Should a final judgment be entered in any court of the State of California, holding that City's Ordinance is invalid or void, and requiring a rebate or refund to taxpayers of any taxes collected under the terms of this Agreement, the parties mutually agree that:

1. Department may retain all payments made by City to Department to prepare to administer the City Ordinance.

2. City will pay to Department and allow Department to retain Department's cost of administering the City Ordinance in the amounts set forth in Article IV of this Agreement.

3. City will pay to Department or to the State of California the amount of any taxes plus interest and penalties, if any, that Department or the State of California may be required to rebate or refund to taxpayers.

4. City will pay to Department its costs for rebating or refunding such taxes, interest, or penalties. Department's costs shall include its additional cost for developing procedures for processing

the rebates or refunds, its costs of actually making these refunds, designing and printing forms, and developing instructions for Department's staff for use in making these rebates or refunds and any other costs incurred by Department which are reasonably appropriate or necessary to make those rebates or refunds. These costs shall include Department's direct and indirect costs as specified by Section 11256 of the Government Code.

5. Costs may be accounted for in a manner, which conforms to the internal accounting, and personnel records currently maintained by the Department. The billings for such costs may be presented in summary form. Detailed records will be retained for audit and verification by City.

6. Any dispute as to the amount of costs incurred by Department in refunding taxes shall be referred to the State Director of Finance for resolution and the Director's decision shall be final.

7. Costs incurred by Department in connection with such refunds shall be billed by Department on or before the 25th day of the second month following the month in which the judgment of a court of the State of California holding City's Ordinance invalid or void becomes final. Thereafter Department shall bill City on or before the 25th of each month for all costs incurred by Department for the preceding calendar month. City shall pay to Department the amount of such costs on or before the last day of the succeeding month and shall pay to Department the total amount of taxes, interest, and penalties refunded or paid to taxpayers, together with Department costs incurred in making those refunds.

CITY OF LA PUENTE

CALIFORNIA STATE DEPARTMENT OF
TAX AND FEE ADMINISTRATION

By _____
(Signature)

By _____
Administrator
Local Revenue Branch

Robert Lindsey
(Typed Name)

Date: _____

City Manager
(Title)

(Date)

RESOLUTION NO. 26-6012**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, AUTHORIZING EXAMINATION OF SALES, USE AND TRANSACTIONS TAX RECORDS**

WHEREAS, pursuant to Ordinance No. 26-995 of the City of La Puente (“District”), and Revenue and Taxation Code section 7270, the District entered into a contract with the California Department of Tax and Fee Administration (“Department”) to perform all functions incident to the administration and collection of transactions and use taxes; and

WHEREAS, the City Council of the City of La Puente deems it desirable and necessary for authorized officers, employees and representatives of the District to examine confidential sales or transactions and use tax records of the Department pertaining to transactions and use taxes collected by the Department for the District pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. The City Manager, or other officer or employee of the District designated in writing by the City Manager to the California Department of Tax and Fee Administration is hereby appointed to represent the City of La Puente with authority to examine sales or transactions and use tax records of the Department pertaining to transactions and use taxes collected for the District by the Department pursuant to the contract between the District and the Department.

SECTION 2. The information obtained by examination of Department records shall be used only for purposes related to the collection of District transactions and use taxes by the Department pursuant to that contract, and for purposes related to the following governmental functions of the District:

- (a) City of La Puente Administration
- (b) Revenue Management budgeting
- (c) Community and economic development
- (d) Business license tax administration

The information obtained by examination of Department records shall be used only for those governmental functions of the District listed above.

SECTION 3. That Hinderliter, de Llamas & Associates is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to transactions and use taxes collected for the District by the Department. The person or entity designated by this section

meets all of the following conditions, which are also included in the contract between the District and Hinderliter, de Llamas & Associates:

- (a) has an existing contract with the District to examine those sales or transactions and use tax records;
- (b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this Resolution to examine the information;
- (c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- (d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

BE IT FURTHER RESOLVED that the information obtained by examination of Department records shall be used only for purposes related to the collection of District transactions and use taxes by the Department pursuant to the contract between the District and the Department and for those purposes relating to the governmental functions of the District listed in Section 2 of this Resolution.

SECTION 4. The City Clerk shall attest and certify to the passage and adoption of this Resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED AND ADOPTED this 14th day of July, 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, CMC, City Clerk