CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY/
WEST COVINA COMMUNITY SERVICES FOUNDATION BOARD

JUNE 16, 2026, 7:00 PM
REGULAR MEETING

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

Mayor Letty Lopez-Viado
Mayor Pro Tem Ollie Cantos
Councilwoman Rosario Diaz
Councilmember Brian Gutierrez
Councilman Tony Wu

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

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

AGENDA MATERIAL
Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

NOTICE
The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL

Any person wishing to address the City Council on any matter listed on the agenda, excluding any matter set for a public hearing, or on any other matter within their jurisdiction must complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk prior to the commencement of Oral Communications. No speaker cards will be accepted after the commencement of Oral Communications, except at the discretion of the Presiding Officer.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak

on agenda items will be heard prior to requests to speak on non-agenda items. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the meeting, including, but not limited to, speaking off topic, speaking beyond the speaker's allotted time limit, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. The City of West Covina will not tolerate harassment based upon a person's race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, or age.

RULES OF DECORUM
Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

AGENDA

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY JUNE 16, 2026, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE
Led by Councilmember Gutierrez

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate Recognizing the San Gabriel Valley Senior Softball Team and President Ed Rhoads
- Taste of West Covina Presentation Recognizing South Hills Academy
- Taste of West Covina Presentation Recognizing Anna's Pizza

CITY MANAGER'S REPORT
City Manager's report on current City projects.

ORAL COMMUNICATIONS - Three (3) minutes per speaker
Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

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

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE JUNE 2, 2026, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 2, 2026, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

That the Council approve the June 2, 2026, City Council/Successor Agency Regular Session Meeting Minutes and the June 2, 2026, City Council/Successor Agency Closed Session Meeting Minutes

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

2) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2540 APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

It is recommended that the City Council adopt the following ordinance:

ORDINANCE NO. 2540 — AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF A BUDGET AMENDMENT FOR TRANSTECH ENGINEERS

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-53 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (TRANSTECH ENGINEERS)

FINANCE DEPARTMENT

4) CONSIDERATION OF ADOPTING BUDGET AMENDMENT FOR LEGAL SERVICES

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-51 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (LEGAL SERVICES)

5) CONSIDERATION OF PROPOSITION A EXCHANGE WITH FOOTHILL TRANSIT

It is recommended that the City Council:

1. Approved the exchange of $3,500,000 in Proposition A Local Return funds for $2,625,000 in general funds with Foothill Transit; and
2. Authorize the City Manager to execute the Assignment Agreement with Foothill Transit.

6) AUDIT COMMITTEE UPDATE

It is recommended that the City Council receive and file this informational report.

FIRE DEPARTMENT

7) CONSIDERATION OF AN AGREEMENT WITH ON DUTY HEALTH FOR FIRE DEPARTMENT WELLNESS PROGRAM

It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with On Duty Health, LLC to provide employee health and wellness services at a cost of $1,518 per employee, for a total annual expenditure not to exceed $106,260, in such form as approved by the City Attorney; and
2. Approve the Budget Transfer of $106,260 for the Fire Department's Health and Wellness Program.

PUBLIC WORKS

8) CONSIDERATION OF NEED TO CONTINUE EMERGENCY REPAIRS AT FIRE STATION 3

It is recommended that the City Council review the emergency action for the emergency conditions at Fire Station 3 and adopt the following resolution:

RESOLUTION NO. 2026-55 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY AT LEAST A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3

9) CONSIDERATION OF BUDGET AMENDMENT FOR FLEET SERVICES OPERATIONS – FLEET VEHICLE REPAIRS AND FUEL EXPENDITURES

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-56 - A RESOLUTION OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (FLEET SERVICES OPERATIONS)

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

10) CONSIDERATION OF A MITIGATED NEGATIVE DECLARATION, GENERAL PLAN AMENDMENT, ZONE CHANGE, PRECISE PLAN, TENTATIVE TRACT MAP, AND TREE REMOVAL PERMIT FOR THE DEVELOPMENT OF A 232-UNIT RESIDENTIAL PROJECT LOCATED AT 1501 W. DEL NORTE STREET

It is recommended that the City Council:

1. Conduct the public hearing.

2. Adopt the following resolution to adopt the Mitigated Negative Declaration:

RESOLUTION NO. 2026-39 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MITIGATED NEGATIVE DECLARATION AND APPROVING AND ADOPTING A MITIGATION MONITORING PROGRAM FOR GENERAL PLAN AMENDMENT NO. 25-01, ZONE CHANGE NO. 25-01, PRECISE PLAN NO. 25-01, TENTATIVE TRACT MAP NO. 004618, AND TREE REMOVAL PERMIT NO. 25-10 FOR THE DEVELOPMENT OF A 232-UNIT RESIDENTIAL PROJECT AT 1501 W. DEL NORTE STREET PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

3. Adopt the following resolution to approve General Plan Amendment No. 25-01:

RESOLUTION NO. 2026-40 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING GENERAL PLAN AMENDMENT NO. 25-01

4. Introduce the following ordinance to approve Zone Change No. 25-01:

ORDINANCE NO. 2541 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 25-01 TO CHANGE THE ZONING FROM "SINGLE FAMILY RESIDENTIAL (R-1)" TO "SPECIFIC PLAN NO. 33 (DEL NORTE SPECIFIC PLAN) AND OPEN SPACE (O-S)" FOR THE PROPERTY LOCATED AT 1501 W. DEL NORTE STREET

5. Adopt the following resolution to approve Precise Plan No. 25-01 and Tree Removal Permit No. 25-10:

RESOLUTION NO. 2026-41 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 25-01 AND TREE REMOVAL PERMIT NO. 25-10

6. Adopt the following resolution to approve Tentative Tract Map No. 004618 (25-01):

RESOLUTION NO. 2026-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 004618

11) REPORT ON JOB VACANCIES AND RECRUITMENT AND RETENTION EFFORTS PURSUANT TO ASSEMBLY BILL 2561

It is recommended that the City Council receive and file this report.

DEPARTMENTAL REGULAR MATTERS

12) CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-45 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

13) CONSIDERATION OF ADOPTING FISCAL YEAR 2026-27 WEST COVINA COMMUNITY SERVICES FOUNDATION BUDGET

It is recommended that the Board of Directors of the West Covina Community Services Foundation:

1. Approve, adopt, and appropriate the Operating Budget for the West Covina Community Services Foundation for Fiscal Year 2026-27.
2. Authorize the City Manager to approve the reallocation of appropriations from one activity to another within a fund upon review by the Finance Department, provided there is no change in the scope of service delivery level or increase in the appropriation as approved by the Board of Directors.
3. Authorize the City Manager to approve appropriations made for donations and grants received during the 2026-27 Fiscal Year up to $60,000 per source or grantor upon review of the Finance Department, provided there are no matching requirements.

FINANCE DEPARTMENT

14) CONSIDERATION OF ADOPTING FISCAL YEAR 2026-27 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-44 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2026-27

15) REVIEW OF COUNCIL'S ALLOWANCE AND COUNCIL EXPENSE AND REIMBURSEMENT POLICY

It is recommended that the City Council receive and file this report.

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting July 7, 2026 7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Section 2-47. - Addressing the council.

Pursuant to the California Government Code, any person wishing to address the city council on any matter on the agenda or on any other matter within their jurisdiction, excluding any matter set for a public hearing, may do so upon first securing the recognition of the presiding officer during the time designated as "Oral Communications" on the agenda. The city council may not act on any item unless it is listed on the agenda.

Section 2-48. - Manner of addressing city council; time limit; persons addressing may be sworn.

(a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.
(b) When called forward by the presiding officer or the city clerk, each person addressing the city council shall step up to the podium and give his or her name and city of residence in an audible tone of voice for the record.
(c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit to allow reasonable time for all speakers to address the city council.
(d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.
(e) The presiding officer may require any person to be sworn as a witness before addressing the city council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the California Penal Code.

Section 2-50. - Decorum—Required.
(a) While the city council is in session, council members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
(b) Members of the public shall not willfully disrupt the meeting or act in a manner that actually disrupts, disturbs, impedes, impairs, or renders infeasible the orderly conduct of the meeting. For the purposes of this Code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the presiding officer that the behavior is disrupting the meeting and failure to cease the behavior may result in removal from the meeting:
(1) Addressing the mayor or city council without first being recognized.

(2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
(3) Repetitiously addressing the same subject.
(4) Failing to relinquish the podium when directed to do so.
(5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer, a council member or a staff member.
(6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
(7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; shouting over or attempting to shout over the presiding officer, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the city or of the acts or omissions of the city council.
(8) Engaging in behavior that constitutes use of force or a true threat of force.
(c) It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and barred from further participation at the meeting at which the violation occurs.
(d) If any subsection, sentence, clause, or phrase or word of this section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Section 2-51. - Enforcement of decorum.

The chief of police or any member or members of the police department or other members of the city staff may be designated by the council to be sergeant-at-arms when, in the opinion of the presiding officer, the services of a sergeant-at-arms is necessary, and the sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in accordance with section 2-50 at the council meeting, including, but not limited to, removing and barring from further participation at the meeting any person who is willfully disrupting the orderly conduct of the meeting.

Section 2-52. Persons authorized to be within council area.

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code:

Section 148. Resisting public or peace officers or emergency medical technicians in discharge of their duties; Removal of weapon from person or presence of public or peace officer.

(a) (1) Every person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety Code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars ($1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

Section 403. Disturbance of assembly or meeting other than religious or political.

Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE JUNE 2, 2026, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 2, 2026, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

RECOMMENDATION:

That the Council approve the June 2, 2026, City Council/Successor Agency Regular Session Meeting Minutes and the June 2, 2026, City Council/Successor Agency Closed Session Meeting Minutes

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 2 6/2/2026 Draft Regular Session Minutes

Attachment No. 1 6/2/2026 Draft Closed Minutes

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JUNE 2, 2026, 7:00 PM
REGULAR MEETING

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

Mayor Letty Lopez-Viado
Mayor Pro Tem Ollie Cantos
Councilwoman Rosario Diaz
Councilmember Brian Gutierrez
Councilman Tony Wu

AGENDA

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

INVOCATION
Led by Pastor Al Richardson from New Beginning Christian Fellowship of West Covina

PLEDGE OF ALLEGIANCE
Led by Mayor Pro Tem Cantos

ROLL CALL
Council Members

Present: Council Members, Rosario Diaz, Brian Gutierrez, Tony Wu, Mayor Pro Tem Ollie Cantos, Mayor Letty Lopez-Viado

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate Recognizing Miss Nikki's Event Productions for its Night Market at Hurst Ranch
- Taste of West Covina Presentation Recognizing Sisig LA
- Taste of West Covina Presentation Recognizing La Vaquita Cafe
- Presentation by Valley Light Center

CITY MANAGER'S REPORT
City Manager's report on current City projects.

ORAL COMMUNICATIONS - Three (3) minutes per speaker
John Shewmaker
Sherrie Berillon
Angie Gillingham
Josh Murray
Milo Victoria
Charles Tsang
Elsie Messman
Jerri Potras
Jim Grivich
Colleen Rozatti
Jerry Rodriguez
Steve Bennett
Steven
Doug Fore
JD
Mario Sobalvarro

CONSENT CALENDAR

ACTION: Motion by Councilwoman Diaz and Second by Councilman Wu 5-0) to: *Approve Consent Calendar Item No. 4,6, and 7. (Item No.1, 3, and 5 were pulled by Councilmember Gutierrez, Item No. 2 was pulled by Councilwoman Diaz.)*

ACTION: Motion by Councilman Wu and Second by Mayor Pro Tem Cantos, 4-1 (No: Gutierrez) to: *Approve Consent Calendar Item No. 1. (Item No.1 was pulled by Councilmember Gutierrez)*

ACTION: Motion by Councilwoman Diaz and Second by Mayor Lopez-Viado, 4-1 (No: Gutierrez) to: *Approve Consent Calendar Item No. 2. (Item No.2 was pulled by Councilwoman Diaz)*

ACTION: Motion by Mayor Pro Tem Cantos and Second by Councilmember Gutierrez, 5-0 to: *Approve Consent Calendar Item No. 3. (Item No.3 was pulled by Councilmember Gutierrez)*

ACTION: Motion by Mayor Pro Tem Cantos and Second by Councilmember Gutierrez, 3-2 (No: Diaz, Wu) to: *Approve Consent Calendar Item No. 5. (Item No.5 was pulled by Councilmember Gutierrez)*

APPROVAL OF MEETING MINUTES

1) **CONSIDERATION OF APPROVAL OF THE MAY 5, 2026, CITY COUNCIL/SUCCESSOR AGENCY REGULAR AND CLOSED SESSION MEETING MINUTES, AND THE MAY 19, 2026, CITY COUNCIL/SUCCESSOR AGENCY/WEST COVINA COMMUNITY SERVICES FOUNDATION REGULAR SESSION MEETING MINUTES. THE MAY 19, 2026, CLOSED SESSION MEETING WAS CANCELED.**

Carried 4-1(No: Gutierrez) to: approve the following minutes:

- The May 5, 2026, City Council/Successor Agency/West Covina Regular and Closed Session Meeting Minutes, and;
- The May 19, 2026, City Council/Successor Agency/West Covina Community Services Foundation Regular Session Meeting Minutes. The May 5, 2026 Closed Session Meeting was canceled.

CITY ATTORNEY'S OFFICE

2) **CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT WITH MILAN MRAKICH**

Carried 4-1 (No: Gutierrez) to:

- Appoint Milan Mrakich as the City Manager.
- Approve the City Manager Employment Agreement with Milan Mrakich.

CITY CLERK'S OFFICE

3) **CONSIDERATION OF RESOLUTIONS RELATING TO THE NOVEMBER 5, 2026 ELECTION**

Carried 5-0 to: adopt the following Resolutions relating to the November 3, 2026, General Municipal Election:

RESOLUTION NO. 2026-47 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

RESOLUTION NO. 2026-48 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2026 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE CALIFORNIA ELECTIONS CODE

RESOLUTION NO. 2026-49 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS FOR AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026

COMMUNITY DEVELOPMENT

4) **CONSIDERATION OF RESOLUTION APPROVING AND ADOPTING LIST OF FISCAL YEAR 2026-2027 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

Carried 5-0 to: adopt the following resolution:

> **RESOLUTION NO. 2026-36- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A LIST OF FISCAL YEAR 2026-2027 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

FIRE DEPARTMENT

5) **CONSIDERATION OF AN AGREEMENT WITH ON DUTY HEALTH FOR FIRE DEPARTMENT WELLNESS PROGRAM**

Carried 3-2 (No: Diaz, Wu) to: take the following action:

Biring this item back to the June 16, 2026 City Council Meeting with a funding source to support the program and the from there, proceed forward with voting for the adoption.

PUBLIC WORKS

6) **CONSIDERATION OF NEED TO CONTINUE EMERGENCY REPAIRS AT FIRE STATION 3**

Carried 5-0 to: review the emergency action for the emergency conditions at Fire Station 3 and adopt the following resolution:

RESOLUTION NO. 2026-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3

7) **CONSIDERATION OF AGREEMENT FOR JANITORIAL SERVICES FOR CITY BUILDINGS AND FACILITIES**

Carried 5-0 to:

1. Award the contract for Request for Proposals (RFP) No. 2026-14 for janitorial services for City facilities to UMS, Inc. dba United Maintenance Systems.
2. Authorize the City Manager to negotiate and execute a Maintenance Services Agreement with UMS, Inc. dba United Maintenance Systems, in such final form as approved by the City Attorney, with an annual maximum compensation amount of $316,200 and an overall maximum compensation amount of $1,976,250 (which includes 25% for additional work as approved by the City Manager). The agreement includes an initial term of three years, from July 1, 2026 through June 30, 2029, with the option to extend the term for two (2) one (1) year periods; and
3. Authorize the City Manager to negotiate and execute any amendments or extensions to the agreement.

END OF CONSENT CALENDAR

HEARINGS
PUBLIC HEARINGS

8) **CONSIDERATION OF PROGRAM YEAR (PY) 2026 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

Public Comments in Favor
None

Public Comments Neither in Favor nor Opposed
J.D.

Public Comments in Opposition

None

ACTION: Motion by Councilman Wu and Second by Mayor Pro Tem Cantos, 5-0 to: take the following actions:

1. Approve the proposed Program Year (PY) 2026 CDBG Action Plan; and
2. Designate the City Manager as the official representative of the City to administer the programs, to execute and submit all required agreements, certifications, and documents required by the U.S. Department of Housing and Urban Development (HUD), and to execute all subrecipient agreements for the use of funds approved in the PY 2026 Annual Action Plan; and
3. Authorize the City Manager to negotiate and execute all necessary documents and agreements, in such final form as approved by the City Attorney, to carry out the City Council's direction.

9) **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2540 APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS**

Public Comments in Favor

None

Public Comments Neither in Favor nor Opposed

None

Public Comments in Opposition

None

ACTION: Motion by Councilman Wu and Second by Councilwoman Diaz, 5-0 to: conduct a public hearing and introduce the following ordinance:

ORDINANCE NO. 2540 — AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS,

AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

10) **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE**

Public Comments in Favor

Linda Locklear
Tom Kiesche
Veronica
Kimberly Duke
Pamela Farley
Alex CharlierRonald Aruold
Robert
Joseph

Public Comments Neither in Favor nor Opposed

Steve Bennett
Jerri Potras

Public Comments in Opposition

JD

ACTION: Motion by Mayor Pro Tem Cantos and Second by Councilman Wu, 5-0 to:

1. Conduct a public hearing regarding Ordinance No. 2539.
2. Adopt the following ordinance:

ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

11) **CONSIDERATION OF ADOPTION OF CITY OF WEST COVINA POLICY REGARDING DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING MEETINGS**

ACTION: Motion by Councilwoman Diaz and Second Councilman Wu by 4-1 (Abstain: Gutierrez) to: *Approve the following resolution:*

RESOLUTION NO. 2026-52 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A POLICY REGARDING DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING CITY COUNCIL MEETINGS

COMMUNITY DEVELOPMENT

12) **WEST COVINA GREEN STREET FEASIBILITY STUDY**

It is recommended that the City Council receive and file the West Covina Green Street Feasibility Study update and provide feedback.

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION MAYOR/COUNCILMEMBERS REPORTS

13) **STATUS OF THE CITY OF WEST COVINA YOUTH BASKETBALL PROGRAM AT THE CAMERON PARK COMMUNITY CENTER**

It is recommended that the City Council receive and file this report.

AB 1234 Conference and Meeting Report
None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Mayor Pro Tem Cantos would like to authorize the Community Services Foundation, in their capacity as members of the Board of Directors, authorize a line item for the Foundation that would allow for receipt of donation of people who want to financially contribute to the spay, neutering and, microchipping for people who can’t afford it. Second by Mayor Lopez-Viado, no objection.
- Mayor Lopez-Viado would like to have the bronze leaf tree and all the names are taken care of it posted and honored. No objection.
- Mayor Lopez-Viado, regarding Galster Park, staff to work with the Youth Science Center and the Girl Scouts to get the project started. No objection.

CITY COUNCIL COMMENTS

- Councilman Wu, Councilwoman Diaz, and Mayor Lopez-Viado thanked staff for the Electric Boba Festival.
- Mayor Lopez-Viado asked for prayers for Former Mayor Johnson

ADJOURNMENT

A motion to adjourn the Regular Meeting was made, and the meeting was adjourned at 11:00 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, July 7, 2026, at 7:00 p.m. in the Council Chamber, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick, CMC
Assistant City Clerk

_____
Letty Lopez Viado
Mayor

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JUNE 2, 2026, 6:00 PM
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

Mayor Letty Lopez-Viado
Mayor Pro Tem Ollie Cantos
Councilwoman Rosario Diaz
Councilmember Brian Gutierrez
Councilman Tony Wu

MINUTES

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Lopez-Viado on Tuesday, June 2, 2026, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL
Council Members
Present: Council Members, Rosario Diaz, Tony Wu, Brian Gutierrez, Mayor Pro Tem Ollie Cantos, Mayor Letty Lopez-Viado

City Staff: Milan Mrakich, Acting City Manager, Nilesh Mehta, Assistant City Manager. Thomas Duarte, City Attorney, Mellisa Ballard, Jones Mayer

PUBLIC COMMENTS ON ITEMS ON THE AGENDA
None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Ronnie Parham vs. City of West Covina, et al, (United States District Court, Case No. 2:21-cv-09114-FLA-GJS)
2. Guillermina Buenrostro v. City of West Covina (LA Superior Court, Case No 23PSCV02465)

2. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6
City Negotiators: Mrakich, Duarte
Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT FROM CLOSED SESSION
None

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ADJOURNMENT

A motion to adjourn the Regular Closed Meeting was made by Mayor Letty Lopez-Viado, and the meeting was adjourned at 6:30 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, June 16, 2026, at 6:00 p.m. in the Management Resource Center 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Letty Lopez-Viado

Mayor

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2540 APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS**

RECOMMENDATION:

It is recommended that the City Council adopt the following ordinance:

> **ORDINANCE NO. 2540 — AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS**

BACKGROUND:

Planning Commission

On April 28, 2026, the Planning Commission held a duly noticed public hearing to consider Code Amendment No. 26-01 and voted to recommend that the City Council approve and adopt the draft ordinance, with a modification to the proposed Land Use Table, changing from allowed to requiring a Conditional Use Permit (CUP) for hotel or motel conversions in the Regional Mixed Use (RMU) zone. During the public hearing, no members of the public spoke in favor of or in opposition to Code Amendment No. 26-01.

City Council

On June 2, 2026, the City Council held a public hearing regarding the proposed code amendment and introduced Ordinance No. 2540. No public comments were received. The Ordinance and staff report presented to the City Council on June 2, 2026 are included as Attachments Nos. 1 and No. 2, respectively.

DISCUSSION:

The proposed amendments are intended to codify standards related to the development and operation of supportive and transitional housing, ensure such uses are integrated in a manner consistent with State law, and limit hotel and motel conversions to appropriate zoning districts. Additionally, the amendments establish an efficient application review framework for all Planning applications, which include defined resubmittal deadlines and extension requests.

Staff recommends that the City Council adopt Ordinance No. 2540.

The Ordinance will take effect on the 31st day following adoption, on or about July 17, 2026.

LEGAL REVIEW:

The City Attorney's Office has reviewed the Ordinance and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the Ordinance is exempt from CEQA pursuant to Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. The Ordinance consists solely of text amendments to the Development Code and does not authorize or approve any specific development project.

Prepared by: Arturo Cervantes, Deputy Community Development Director

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Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Ordinance No. 2540

Attachment 2 - Staff Report

ATTACHMENT NO. 1

ORDINANCE NO. 2540

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the City has identified the need to amend Chapter 26 (Zoning) of the West Covina Municipal Code to clarify and establish reasonable development standards for supportive housing and transitional housing, and to update the applicable land use regulations for consistency with State housing law; and

WHEREAS, the proposed amendments are intended to create clear and objective development standards for supportive and transitional housing, while ensuring such uses are regulated in a manner consistent with State law and compatible with surrounding development; and

WHEREAS, it has been determined that the preservation of the City's lodging and hospitality inventory is essential to the local economy and the availability of transient occupancy tax revenue, and that it is necessary to update the land use tables to prohibit the conversion of hotels and motels to other uses within certain mixed-use zones; and

WHEREAS, establishing clear criteria and procedures for deeming incomplete planning applications withdrawn will promote administrative efficiency, ensure the timely processing of land use entitlements, and prevent the accumulation of inactive project files; and

WHEREAS, on April 28, 2026, the Planning Commission conducted a duly noticed public hearing as prescribed by law to consider the proposed amendments, gave all persons interested therein an opportunity to be heard, and voted to recommend the City Council's approval and adoption of the Code Amendment; and

WHEREAS, on June 2, 2026, the City Council conducted a duly noticed public hearing as prescribed by law on this Ordinance; and

WHEREAS, the Ordinance is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Ordinance would not result in direct or indirect physical changes in the environment and does not involve any construction or additions to any existing structures; and

WHEREAS, the City Council has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council finds that all facts set forth in the recitals to this Ordinance are true and correct and incorporated herein as findings.

SECTION 2. Record. The findings made in this Ordinance are based upon the information and evidence presented at the hearings and submitted into the record of the proceedings.

SECTION 3. Notice and Opportunity to Comment. The City Council finds that agencies and interested members of the public have been afforded ample notice and opportunity to comment on Code Amendment No. 26-01.

SECTION 4. General Plan Consistency. Based on the evidence presented, Code Amendment No. 26-01 is found to be consistent with the City's General Plan.

SECTION 5. Findings. In accordance with Section 26-292 of Chapter 26 of the West Covina Municipal Code, the City Council makes the following findings regarding Code Amendment No. 26-01:

(a) *The proposed amendment ensures and maintains internal consistency with the goals, policies, and strategies of all elements of the General Plan, and, in the case of a Zoning Code amendment, will not create any inconsistencies with this Chapter.*

The proposed amendment establishes a uniform set of standards for supportive and transitional housing, directly implementing the Housing Element of the General Plan by removing barriers to housing for special needs populations and ensuring compliance with State law (including Government Code Section 65583). Furthermore, by prohibiting the conversion of existing lodging facilities into non-hospitality uses, the amendment protects the Economic Development Element by preserving the City's commercial tax base and transient occupancy tax revenues. The

introduction of automatic withdrawal criteria for inactive applications ensures the administrative procedures within Chapter 26 remain streamlined and consistent with the City's goal of efficient governance.

(b) *The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare of the City.*

The proposed amendment serves the public interest by providing clear, objective development standards for housing that offers essential services, health support, and stability to vulnerable residents. Simultaneously, it protects the community's economic health and "quality of place" by ensuring that hotels and motels, which are vital to local commerce and tourism, are not converted in a manner that degrades the City's hospitality inventory. Additionally, the new criteria for the withdrawal of inactive planning applications protects the public welfare by preventing abandoned projects from congesting the planning system, thereby ensuring that City staff resources are dedicated to active projects that benefit the community.

(c) *The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).*

Code Amendment No. 26-01 is exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Code Amendment would not result in direct or indirect physical changes in the environment and does not involve any construction or additions to any existing structures.

SECTION 6. Code Amendment. Section 26-133 (Transitional and Supportive Housing) of the West Covina Development Code is hereby amended to add subsections (c) through (k) to read as follows:

(c) Eligibility.
- (1) One hundred percent of units (excluding managers' units) are affordable to lower income households and are or will be receiving public funding to ensure affordability of the housing to lower income Californians.
- (2) At least twenty-five percent (25%) of the units in the development or twelve (12) units, whichever is greater, are restricted to residents in supportive housing who meet criteria of the target population. If the development consists of fewer than twelve (12) units, then one hundred percent (100%) of the units, excluding managers' units, shall be restricted to residents in supportive housing.
- (3) This amount can be reduced at the request of the project owner if rental assistance or operating subsidy for the supportive housing units is terminated through no fault of the project owner; and: 1) the owner has demonstrated a good-faith effort to find other financial support; 2) the reduction in supportive housing units is the minimum

necessary to maintain financial feasibility; and 3) any change in occupancy minimizes tenant disruption and is only made following unit vacancy.

(4) If the project has more than twenty (20) units, three percent (3%) of non-residential floor area is for onsite supportive services (including, but not limited to, community rooms, case management offices, computer rooms, and community kitchens). If the project has up to twenty (20) units, at least ninety (90) square feet is for onsite services.

(d) Development standards.

The following standards regarding design, location, and development shall apply to all transitional and supportive housing:

(1) All such facilities shall maintain a scale, character, and architectural design consistent with buildings in the immediate vicinity to ensure neighborhood integration.

(2) A single controlled pedestrian entryway is required for routine ingress/egress. This entry must be located adjacent to and in full view of the resident manager's office.

(3) Exterior lighting must provide one hundred percent (100%) coverage for the entire outdoor, common, and parking areas of the property.

(4) Laundry facilities shall be provided in a location accessible to all residents of the facility. Laundry facilities must be provided in a separate room at the ratio of one (1) washer and one (1) dryer for every ten (10) units (fractional numbers round up), with at least one (1) washer and dryer per floor. Washers and dryers may be pay-per-use/coin operated.

(5) Each unit is required to provide a separate full bathroom containing a water closet, lavatory, and bathtub and/or shower.

(6) Units shall have a minimum size of one hundred fifty (150) square feet and a maximum of four hundred (400) square feet.

(7) Each unit shall accommodate a maximum of two (2) persons.

(8) Each unit must include a kitchen sink, functioning cooking appliance/stovetop, a refrigerator, and a clear working space of not less than thirty (30) inches. Appliances and fixtures shall be maintained in working order at all times.

(9) The facility and every unit shall comply with all ADA accessibility requirements.

(10) Each facility shall provide on-site refuse, recycling, and organics storage areas, within enclosures of sufficient size and number to accommodate the solid waste generated by the use, as determined by the Community Development Director and the City's franchised solid waste service provider. Enclosures shall be designed to accommodate the number, size, and type of containers required for collection service and be in compliance with the City's guidelines for trash collection, including Chapter 12 of this Code.

(11) Manager(s) of the transitional or supportive housing facility must reside on-site.

(e) Operational standards.

(1) A minimum of two (2) pay telephones, or other similar devices acceptable to the Community Development Director, shall be provided in the facility.

(2) The facility shall provide a twenty-four (24)-hour on-site manager.
(3) A management plan shall be submitted for review and approval, and shall contain provisions acceptable to the Community Development Director and the City.
    (i) Childcare facilities, as applicable.
    (ii) Emergency procedures.
    (iii) Facility maintenance.
    (iv) Funding sources.
    (v) Management policies.
    (vi) Rental procedures and policies.
    (vii) Residency requirements and regulations.
    (viii) Screening of residents to ensure compatibility with services provided at the facility.
    (ix) Security programs and features.
    (x) Services, training, counseling, and treatment programs for residents of the facility, including services to assist residents obtain permanent shelter.
    (xi) Staffing needs.
    (xii) Staff training.
    (xiii) Tenant responsibilities.
    (xiv) Facility rules.

(f) Annual report required.
Each facility shall be subject to annual review by the City, including a review of management services. The permit grantee shall be responsible for filing an annual report to the City which includes the range of monthly rents, average length of tenancy, range of monthly income of residents, occupancy rates, number of families served, the number of vehicles owned by residents, and services provided at the facility.

(g) Changes to the management plan.
Any proposed revisions to the management plan shall be subject to the review and approval of the Community Development Director. Substantive changes to the plan, as defined by the Community Development Director, shall be referred to the Planning Commission for consideration and action.

(h) Application submittal requirements
An application for a Supportive or Transitional Housing Permit shall be submitted to the Department of Community Development on forms prescribed by the Community Development Director. The application shall not be deemed complete for processing until all required fees are paid and all items listed in this Section are provided.

(i) General submittal requirements (all applications).
In addition to standard architectural and engineering submittals (including but not limited to site plans, floor plans, elevations, and grading plans), each application shall include:

(1) Verification of site control: The applicant shall provide written documentation demonstrating legal site control in a form consistent with 25 California Code of Regulations Section 8303.
(2) Comprehensive project proforma: A multi-year financial proforma demonstrating long-term operational and fiscal viability. The proforma must include:
    a. Anticipated revenue based on applicable deeply low, extremely low, or very low-income levels.
    b. Projected costs for the designated supportive services provider.
    c. Budgeted allocations for ongoing maintenance, security, and capital improvement reserves.
(3) Supportive services and operations plan: A detailed narrative outlining the management and service model, including:
    a. Identification of the service provider and evidence of applicable state/local licensure or certifications.
    b. Minimum qualification standards for on-site staff and case managers.
    c. A draft management plan detailing the facility's operational standards.
(4) Supplemental requirements for hotel and motel conversions. Applications filed pursuant to Section 26-135 (Hotel and Motel Conversions for Affordable Housing) of the Development Code shall, in addition to any requirements listed above, provide the following:
    a. Tenant Audit and Relocation Plan: A comprehensive audit of current occupants to identify any individuals or families who have occupied the site for thirty (30) consecutive days or more.
    b. Evidence of Relocation Compliance: A formal plan demonstrating compliance with the California Relocation Assistance Act, Tenant Protection Act, and any applicable state and local requirements, including a description of the relocation benefits, advisory services, and assistance to be provided to eligible displaced occupants.
    c. Physical Needs Assessment (PNA): For conversions of existing structures, a PNA conducted by a qualified professional identifying required immediate and long-term repairs to ensure the facility meets all residential habitability and ADA standards.

(j) Review authority and appeals.
(1) The Community Development Director shall approve an application that complies with the objective development and operational standards of this Chapter through a ministerial process. No discretionary review, public hearing, or CEQA analysis is required, provided the project meets the eligibility criteria of Government Code Section 65650 et seq.
(2) The Community Development Director shall issue a written determination of approval or denial within 60 days of the application being deemed complete. The Community Development Director's decision is final and may only be appealed to the Planning Commission on the limited grounds that the project does not meet the objective standards set forth in this Chapter. In accordance with State law, the

appellate body shall not exercise discretion regarding the use, density, or subjective design elements of the project.

(k) Administrative guidelines.
The Community Development Director may establish written administrative guidelines to implement the requirements of this Section and may amend such guidelines from time to time.

SECTION 7. Code Amendment. Section 26-51, Table 2-12 (Uses and Permit Requirements) of the West Covina Development Code is hereby amended to reflect that hotel and motel conversions are conditionally allowed, requiring a Conditional Use Permit (CUP), in areas zoned as Regional Mixed Use (RMU).

Uses and Permit Requirements for Mixed Use Zones	**Zones**					
Use Type	**OPMU**	**NMU**	**RMU**	**SMU**	**M-1**	**Special Regulations**
Hotel and Motel Conversions			CUP			Section 26-135

SECTION 8. Code Amendment. Section 26-182 (Application Forms and Materials) of the West Covina Development Code is hereby deleted in its entirety and replaced with a new Section 26-182 (Application Forms and Materials) to read as follows:

Sec. 26-182. - Application forms and materials.

(a) Application requirements. The Community Development Director or their designee shall prepare and maintain application forms and submittal requirement checklists specifying the information required for each type of application subject to the Development Code. The Director may require supporting materials necessary to evaluate the application, including, but not limited to, statements, photographs, plans, drawings, renderings, models, material samples, contextual drawings, massing diagrams, site history information, and other materials necessary to describe existing conditions, the proposed project, and to determine the appropriate level of environmental review pursuant to the California Environmental Quality Act.

(b) Incomplete applications; resubmittal deadline. If the City determines that an application is incomplete pursuant to the Permit Streamlining Act, the applicant shall submit the information and materials identified in the City's written determination of incompleteness within one hundred eighty (180) days from the date of such determination, unless a different time period is specified by the Director.

(c) Failure to respond; application deemed withdrawn. If the applicant fails to submit the requested materials within the time period specified above, the application shall be deemed withdrawn without further action by the City.

(d) Extensions. The Community Development Director may grant one (1) extension of up to ninety (90) days, upon written request by the applicant submitted prior to the expiration of the resubmittal deadline. The request shall include justification for the extension and an anticipated resubmittal date.

(e) New application required. Following withdrawal of an application, any further consideration of the project shall require the submittal of a new application, including applicable fees, plans, and materials, and shall be subject to the regulations in effect at the time of resubmittal.

SECTION 9. CEQA. Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the City Council finds and determines that the Ordinance is exempt from CEQA under Section 15061(b)(3) (Common Sense Exemption) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The Ordinance would not result in direct or indirect physical changes in the environment and does not involve any construction or additions to any existing structures.

SECTION 10. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 11. Certification. The City Clerk shall certify passage of this Ordinance and shall cause the same to be published as required by law.

SECTION 12. Effective Date. This Ordinance shall take effect and be in force on the 31st day after the date of its passage.

PASSED, APPROVED AND ADOPTED this 16th day of June, 2026.

_____

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2540 was introduced at a regular meeting of the City Council held on the 2nd day of June, 2026, and adopted at a regular meeting of the City Council held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 2, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2540 APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS**

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing and introduce the following ordinance:

ORDINANCE NO. 2540 — AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 26-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE TO ESTABLISH REASONABLE DEVELOPMENT STANDARDS FOR SUPPORTIVE AND TRANSITIONAL HOUSING, UPDATE THE LAND USE TABLE REGARDING HOTEL AND MOTEL CONVERSIONS, AND ESTABLISH CRITERIA FOR THE AUTOMATIC WITHDRAWAL OF INACTIVE OR INCOMPLETE PLANNING APPLICATIONS

BACKGROUND:

On February 20, 2024, the City Council approved Code Amendment No. 23-01, adopting Ordinance No. 2519 (the “Development Code Update”). This action amended the West Covina Municipal Code by merging the Subdivision Code (Chapter 20) and the Zoning Code (Chapter 26) into one unified Development Code. The Development Code is codified in Chapter 26 of the West Covina Municipal Code.

The City of West Covina periodically reviews and updates the Development Code to ensure consistency with State law, implementation of General Plan policies, and the continued effectiveness of local land use regulations. California housing law requires that local jurisdictions regulate supportive housing and transitional housing in a manner consistent with the treatment of other residential uses of the same type in the same zone, while permitting objective standards that address site design, health,safety, and compatibility concerns.

Currently, the Development Code contains limited provisions addressing supportive and transitional

housing and does not identify hotel and motel conversions within the land use tables. Also, the Development Code lacks clear language that states the amount of time inactive Planning applications may remain open, which can result in a backlog of abandoned applications.

Staff has identified the need to amend the Development Code to clarify regulations applicable to supportive and transitional housing and establish objective development standards consistent with State housing law; refine land use regulations related to hotel and motel conversions to ensure compatibility with the City's land use framework; and establish clear and consistent procedures governing application processing, including application requirements, completeness determinations, and resubmittal timelines.

The proposed amendments are intended to codify standards related to the development and operation of supportive and transitional housing, ensure such uses are integrated in a manner consistent with State law, and limit hotel and motel conversions to appropriate zoning districts. Additionally, the amendments establish an efficient application review framework for all Planning applications, which include defined resubmittal deadlines and extension requests.

Planning Commission Review
On April 28, 2026, the Planning Commission held a duly noticed public hearing to consider Code Amendment No. 26-01 and voted to recommend that the City Council approve and adopt the draft ordinance (Attachment No. 1), with a modification to the proposed Land Use Table, changing from allowed to requiring a Conditional Use Permit (CUP) for Hotel or Motel conversions in the Regional Mixed Use (RMU) zone. During the public hearing, no members of the public spoke in favor of or in opposition to Code Amendment No. 26-01.

DISCUSSION:

The following is an overview of the proposed changes to the West Covina Development Code:

Supportive and Transitional Housing Standards
Add to Section 26-133 provisions regarding eligibility criteria, development standards, operational and management standards, management plan requirements, and application submittal requirements, and a provision authorizing the Community Development Director to establish administrative guidelines to implement the provisions of Section 26-133.

Land Use Tables
Amend Section 26-51 (Table 2-12) to designate hotel and motel conversions as conditionally permitted within the Regional Mixed Use (RMU) zone, subject to approval of a Conditional Use Permit (CUP). The amendment also establishes a cross-reference to Section 26-135 for applicable development and operational standards.

This amendment ensures that hotel and motel conversions are limited to areas designated for higher-intensity mixed-use development and are subject to Conditional Use Permit review, supporting consistency with the City's overall land use strategy.

Planning Applications Review Revisions
Amends Section 26-182 to standardize application submittal requirements by authorizing the Community Development Director to establish required forms, checklists, and supporting materials necessary for application review and CEQA evaluation. The amendment establishes a 180-day resubmittal deadline for incomplete applications, provides for deemed withdrawal if no response is received, and allows a one-time extension of up to ninety days (90) upon written request. Withdrawn applications must be submitted as new applications and shall be subject to fees and regulations in effect at that time. This will improve efficiency in processing applications and will reduce the backlog of inactive applications.

Required Finding

Before a Code Amendment is adopted, the following findings are required to be met:

(a) The proposed amendment ensures and maintains internal consistency with the goals, policies, and strategies of all elements of the General Plan, and, in the case of a Zoning Code amendment, will not create any inconsistencies with this Chapter.
The purpose of the proposed code amendment is to establish objective development standards for supportive and transitional housing consistent with State law, promote housing opportunities for special needs populations, preserve the City's lodging inventory by restricting hotel and motel conversions to appropriate zones, and implement procedures for planning applications to improve administrative efficiency. Therefore, Code Amendment No. 26-01 maintains internal consistency with the goals, policies, and strategies of the General Plan and will not create inconsistencies within Chapter 26.

(b) The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare of the City.
The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City. The amendment provides clear standards for supportive and transitional housing consistent with State law, promotes their orderly integration while maintaining health and safety protections, preserves the City's lodging inventory by restricting hotel and motel conversions to appropriate zones, and establishes procedures for planning applications to improve efficiency and prevent the accumulation of inactive and abandoned project files.

(c) The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).
Code Amendment No. 26-01 is exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA applies only to projects with the potential to cause a significant effect on the environment. The proposed code amendment consists solely of text amendments to the Development Code and would not directly result in any physical change to the environment.

GENERAL PLAN CONSISTENCY
The proposed code amendment is consistent with the following General Plan Policies:
Our Prosperous Community Policy P2.1: Maintain and enhance the City's current tax base
Our Prosperous Community Policy P2.6 - Create a diversity of housing options.
Our Well Planned Community Policy P3.3 – New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.

LEGAL REVIEW:
The City Attorney's Office has reviewed the proposed ordinance and approved it as to form.

OPTIONS:
The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the ordinance is exempt from CEQA pursuant to Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment. The ordinance consists solely of text amendments to the Development Code and does not authorize or approve any specific development project.

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Ordinance No. 2540

Attachment 2 - Planning Commission Meeting Minutes for April 28, 2026

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: CONSIDERATION OF A BUDGET AMENDMENT FOR TRANSTECH ENGINEERS

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-53 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (TRANSTECH ENGINEERS)

BACKGROUND:

Since September 2019, the City has contracted with Transtech Engineers, Inc. (Transtech) for City Engineer services, Traffic Engineer services, and on-call General Engineering services. The agreement between the City and Transtech initially provided for a term of two (2) years, with three (3) one (1) year extension options. The City and Transtech exercised each extension option, extending the term of the agreement through September 5, 2024.

DISCUSSION:

On September 3, 2024, the City Council authorized an amendment extending the term of the agreement on a month-to-month basis while the City conducted a Request for Proposal (RFP) and consultant selection process.

The City has issued three (3) RFPs, the first in August 2024, the second in June 2025, and the third in February 2026, to identify and select the most qualified engineering firm to provide these services. The City did not award a contract following the first two RFPs. To maintain continuity of engineering and related support services, Transtech has continued to provide services to the City on a month-to-month basis while staff continue to work on the RFP process and evaluate long-term service options.

Staff is seeking $626,300 to cover costs associated with services that have exceeded the amount budgeted for Fiscal Year 2025/26.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Provide alternative direction.

Prepared by: Robert Ortega, CIP Project Manager

Fiscal Impact

FISCAL IMPACT:

The proposed budget amendment will require the following funding from reserves:

Fund	Account Number	Total
General Fund	110.503.71.22.81.00.61.61100.	$361,900
Prop C	122.503.71.62.00.00.61.61300.	$262,400
Gas Tax	124.503.71.22.82.00.61.61000.	$2,000
	Total	**$626,300**

Attachments

Attachment No. 1 - Resolution No. 2026-53

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability

ATTACHMENT NO. 1

RESOLUTION NO. 2026-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (TRANSTECH ENGINEERS)

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, on June 3, 2025, the Acting City Manager presented to the City Council a proposed budget for Fiscal Year 2025-26 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 17, 2025, the City Council adopted a budget for Fiscal Year 2025-26; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2026-25, attached hereto as Exhibit A, for Fiscal Year 2025-26.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 16th day of June, 2026.

_____

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-53 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

Exhibit A

City of West Covina
Fiscal Year 2025-26
Budget Amendment No. 2026-25

Fund No. - Name	Current Budget	Proposed Amendment	Amended Budget
Fund 110 – General Fund			
Revenue	$98,039,328	$0	$98,039,328
Expenditures	100,835,290	361,900	101,197,190
Net Change in Fund Balance	**($2,795,962)**	**361,900**	**($3,157,862)**
Fund 122 – Proposition C			
Revenue	$2,598,270	$0	$2,598,270
Expenditures	2,698,824	262,400	2,961,224
Net Change in Fund Balance	**($100,554)**	**$262,400**	**($362,954)**
Fund 124 – Gas Tax			
Revenue	$3,073,448	$0	$3,073,448
Expenditures	2,916,603	2,000	2,918,603
Net Change in Fund Balance	**$156,845**	**$2,000**	**$154,845**
REVENUE TOTAL INCREASE		**0**	
EXPENDITURE TOTAL INCREASE		**626,300**	

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF ADOPTING BUDGET AMENDMENT FOR LEGAL SERVICES**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-51 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (LEGAL SERVICES)

BACKGROUND:

On June 17, 2025, City Council adopted a budget for Fiscal Year 2025-26.

On September 16, 2025, City Council approved special counsel Buchalter, Gemelli Employment Law, and Plante & Moran to assist with City Council investigations.

On December 16, 2025, City Council approved the additional appropriations (Budget Amendment BA 2026-13) for legal fees in the amount of $500,000.

DISCUSSION:

This year, legal costs have been substantially higher than in prior years. See below for summary of estimated legal expenses by activity (Table 1) and firm (Table 2).

Table 1 - Legal Services by Activity

Activity	Estimate
General	$ 178,099
Labor and Employment	$ 164,304
Litigation/Council Investigation	$ 736,087
Litigation	$ 315,010
Retainer (City Attorney)	$ 507,249
Total Estimate	**$ 1,900,749**

Table 2 - Legal Services by Firm

Firm	Estimate
Buchalter A Professional Corporation	$ 874,992
Jones & Mayer - Retainer	$ 507,249
Jones & Mayer - Non Retainer	$ 259,682
Liebert Cassidy Whitmore	$ 140,143
Gemelli Employment Law	$ 63,747
JL Group LLC	$ 22,751
Plante & Moran, PLLC	$ 17,500
Cole Hubber LLP	$ 13,255
Nancy K Bohl Inc	$ 1,430
Total Estimate	**$ 1,900,749**

Due to ongoing legal cases, investigations, and related professional services, actual costs are anticipated to exceed the budget appropriation. Staff is requesting an additional $457,600 to cover outstanding and anticipated invoices for legal, investigative, forensic analysis, personnel reviews, and other consulting services associated with these matters.

Staff is also requesting an increase to the Human Resources legal services budget from $50,000 to $172,000, representing an additional appropriation of $122,000, to address personnel-related matters, ADA, and labor negotiations.

Collectively, these budget adjustments total $606,900 and will ensure adequate funding is available to maintain continuity of legal counsel, investigative support, and related professional services for the remainder of the fiscal year.

Total legal services for FY 2025-26 are estimated to exceed $1.9 million, compared to $1.1 million in the prior fiscal year. Due to ongoing litigation matters, staff anticipates that additional funding may be necessary to cover legal services incurred during May and June 2026. If required, staff will return to City Council no later than August 2026 with a budget amendment request to appropriate additional funds for these expenditures.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

Approval of the proposed budget amendment for Fiscal Year 2025-26 will be funded through available General Fund reserves. The proposed budget amendment will require the following funding:

ACCOUNT	ACCOUNT NUMBER	AMOUNT REQUESTED	FUND
Legal Services	110.501.11.04.00.00.61.61110.	$266,400	General Fund (110)
Legal Services	110.501.14.08.10.00.61.61110.	$122,000	General Fund (110)
Litigation	110.501.11.04.10.00.61.61130.	$191,200	General Fund (110)
Retainer	110.501.11.04.10.00.61.61780.	$27,300	General Fund (110)
Total		$606,900	

Attachments

Attachment No. 1 - Resolution No. 2026-51

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2026-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (LEGAL SERVICES)

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, on June 3, 2025, the Acting City Manager presented to the City Council a proposed budget for Fiscal Year 2025-26 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 17, 2025, the City Council adopted a budget for Fiscal Year 2025-26; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2026-24, attached hereto as Exhibit A, for Fiscal Year 2025-26.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 16th day of June, 2026.

_____

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-51 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

Exhibit A

City of West Covina
Fiscal Year 2025-26
Budget Amendment No. 2026-24

Fund No. - Name	Current Budget	Proposed Amendment	Amended Budget
Fund 110 – General Fund			
Revenue	98,039,328	0	98,039,328
Expenditures	100,835,290	606,800	101,442,090
Net Change in Fund Balance	**(2,795,962)**	**606,800**	**(3,402,762)**
REVENUE TOTAL INCREASE		**0**	**0**
EXPENDITURE TOTAL INCREASE		**606,800**	**0**

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: CONSIDERATION OF PROPOSITION A EXCHANGE WITH FOOTHILL TRANSIT

RECOMMENDATION:

It is recommended that the City Council:

1. Approved the exchange of $3,500,000 in Proposition A Local Return funds for $2,625,000 in general funds with Foothill Transit; and
2. Authorize the City Manager to execute the Assignment Agreement with Foothill Transit.

BACKGROUND:

Approved by voters in November 1980, Proposition (Prop) A is a half (½) cent sales tax dedicated to transportation funding. Under Prop A, the City receives a portion of the ½ cent sales tax levied in Los Angeles County to develop and improve local public transit, paratransit, and related transportation infrastructure. At this time, the City does not have any projects to utilize these funds. The City is in the practice of selling these restricted transportation Prop A dollars to other cities or special districts in exchange for non-restricted General Fund dollars to assist with balancing the budget.

These exchanges are allowed under the guidelines for this revenue source and provide benefits for both parties. The buyer gets discounted transportation dollars and West Covina receives additional General Fund dollars. The exchange rate is a matter of supply and demand. According to the Los Angeles County Metropolitan Transportation Authority, the exchange rate has been at 70 to 75 cents on the dollar for the last 20 years. The City has exchanged its Prop A funds with Foothill Transit for the past few years at an exchange rate of 75 cents on the dollar.

The City utilizes the funding exchanged to offset General Fund expenditures. Proposition A Local Return funds are just one of the five (5) Metro revenue sources available for transportation projects. In fiscal year 2024-25, the other four (4) funds (Proposition C, Measure R, Measure M, and Transportation Development Act) had a combined revenue of over $6.5 million.

DISCUSSION:

The City has $3.5 million in Prop A funds available to sell. Foothill Transit has agreed to purchase the $3.5 million at 75 cents on the dollar, or $2,625,000 in general funds. Staff recommends City Council authorize the exchange with Foothill Transit at 75 cents on the dollar and authorize the City Manager to execute the Assignment Agreement with Foothill Transit. Over the past five (5) years, the exchange rate has consistently held at 75 cents on the dollar. The City has been able to generate a consistent revenue stream for the General Fund based on the revenue received for Proposition A. Below are the last five (5) years Prop A exchange revenue realized in the General Fund.

	2020-21	2021-22	2022-23	2023-24	2024-25
General Fund Revenue Exchange	$1,350,000	$2,100,000	$1,875,000	$2,250,000	$1,500,000

There is fluctuation in exchange depending on when the Proposition A funds are received and when, in turn, agreed to be exchanged with Foothill Transit. In Fiscal Year 2026-27, the City will expect to exchange approximately $3.0 million in Prop A funds in exchange for $2.25 million in General Fund monies.

LEGAL REVIEW:

The City Attorney's Office has reviewed the agreement and approved it as to form.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The Assignment Agreement for the Prop A exchange with Foothill Transit will generate $2,625,000 in General Fund revenues. Both revenues and expenditures for the exchange are included in the FY 2025-26 Annual Budget.

110.409.00.00.00.00.45.45600. Prop A Exchange (General Fund)
121.504.61.10.00.00.65.65200. Prop A Exchange (Prop A)

Attachments

Attachment No. 1 - Proposition A Agreement

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability

ASSIGNMENT AGREEMENT
BETWEEN THE CITY OF WEST COVINA, CALIFORNIA
AND FOOTHILL TRANSIT
PROPOSITION A LOCAL RETURN FUND EXCHANGE

THIS ASSIGNMENT AGREEMENT ("Agreement") is entered into by and between the City of West Covina, California and Foothill Transit. The effective date ("Effective Date") of this Agreement shall be the last date that this Agreement is authorized either by City of West Covina or by Foothill Transit. This Agreement is entered into with respect to the following facts:

RECITALS

A. Foothill Transit provides community-oriented, environmentally friendly bus service throughout Southern California's San Gabriel and Pomona Valleys, including express bus routes to Pasadena and Downtown Los Angeles.

B. The City of West Covina has uncommitted Proposition A Local Return funds which could be made available to Foothill Transit to assist in providing the services discussed in Recital A of this Agreement. In exchange for the assignment by Foothill Transit of the amount for its general use funds (non-formula allocation funds) indicated in Section 1 below, the City of West Covina is willing to assign uncommitted Proposition A Local Return funds to Foothill Transit for the purpose identified in Recital A.

Now, therefore, in consideration of the mutual benefits to be derived by the parties and of the promises herein contained, it is mutually agreed as follows:

1. Exchange. The City of West Covina agrees to assign a total of $3,500,000 of its Proposition A Local Return funding authority to Foothill Transit from the Fiscal Year 2025-2026 allocation. In return, Foothill Transit agrees to assign $2,625,000 of its general use funds (non-formula allocation funds) to the City of West Covina.

2. Consideration. The City of West Covina shall assign the agreed upon Proposition A Local Return funds to Foothill Transit in one lump-sum payment. Foothill Transit shall assign the agreed upon general use funds to the City of West Covina in one lump-sum payment. Each payment shall be due within 30 days of the first date that both of the following have occurred: (a) execution of this Agreement, and (b) approval by Los Angeles County Metropolitan Transportation Authority (LACMTA) of the Foothill Transit's project description.

3. Term. This Agreement is effective on the Effective Date and will continue for such time as is necessary for both parties to complete their mutual obligations under this Agreement.

4. Termination. Termination of this Agreement may be made by either party so long as both of the following are correct: (a) written notice of intent to terminate is given to the other party at least five (5) days prior to the termination and (b) the effective date of the termination is before the date LACMTA approves the Foothill Transit project description.

5. Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

A. Milan Mrakich
City Manager
City of West Covina
1444 West Garvey Avenue South
West Covina, CA 91790

B. Doran J. Barnes
Chief Executive Officer
Foothill Transit Administrative Office
100 South Vincent Avenue, Suite 200
West Covina, CA 91790

If notice is provided via personal service, it is deemed "given" on the date of personal service. If notice is provided via U.S. mail, then the notice is deemed "given" two days after the notice is properly addressed and placed in the U.S. mail.

Either party may at any time, by notice to the other party in accordance with this Section, change the designation or address of the person specified to receive notice on its behalf.

6. Assurances

A. Foothill Transit shall use the assigned Proposition A Local Return funds only for the purpose of providing the services discussed in Recital A of this Agreement, and within the time limits specified in LACMTA's Proposition A Local Return Program Guidelines.

B. Concurrently with the execution of this Agreement, Foothill Transit shall provide LACMTA with the Standard Assurances and Understandings Regarding Receipt and Use of Proposition A funds specified in the Guidelines regarding the use of the assigned Proposition A Local Return funds.

7. Authorization. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

8. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Agreement by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties waive all right to

challenge the admissibility or authenticity of this Agreement in a court of law based solely on the absence of an original signature.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers, duly authorized, by the Foothill Transit Governing Board on May 29, 2026, and by the City of West Covina City Council on June 16, 2026.

CITY OF WEST COVINA

BY: _____
Milan Mrakich, City Manager

BY: _____
Karen Ogawa, Finance Director

ATTEST:

BY: _____
Lisa Sherrick, Assistant City Clerk

APPROVED AS TO FORM:

BY: _____
Thomas P. Duarte, City Attorney

FOOTHILL TRANSIT

BY: _____
Doran J. Barnes, Chief Executive Officer

BY: _____
Joyce Rooney, Director of Finance

ATTEST:

BY: _____
Christina Lopez, Board Secretary

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **AUDIT COMMITTEE UPDATE**

RECOMMENDATION:

It is recommended that the City Council receive and file this informational report.

BACKGROUND:

On February 3, 2026, the City Council adopted Resolution No. 2026-16, revising the Rules and Regulations. The revisions established that the Audit Committee shall hold one (1) regular meeting per quarter, scheduled for the fourth Wednesday of January, April, July, and October. Additionally, the revisions clarified the two-year appointment term for committee members.

DISCUSSION:

At the April 29, 2026, Audit Committee meeting, the Committee requested that the draft Annual Comprehensive Financial Report (ACFR) be provided for review. Additional information requested by the Committee includes:

- Purchasing Card Policy
- Purchasing Violation Log
- Year-to-date budget reports

LEGAL REVIEW:

The City Attorney's Office reviewed this staff report.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

This agenda item is a receive and file; therefore, there is no fiscal impact with this action.

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community
Enhance City Image and Effectiveness

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF AN AGREEMENT WITH ON DUTY HEALTH FOR FIRE DEPARTMENT WELLNESS PROGRAM**

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with On Duty Health, LLC to provide employee health and wellness services at a cost of $1,518 per employee, for a total annual expenditure not to exceed $106,260, in such form as approved by the City Attorney; and
2. Approve the Budget Transfer of $106,260 for the Fire Department's Health and Wellness Program.

BACKGROUND:

Comprehensive health and wellness programs are a critical component of firefighter safety, operational readiness, and long-term workforce sustainability. Firefighting is among the most physically and psychologically demanding professions, with personnel routinely exposed to extreme physical exertion, hazardous environments, traumatic incidents, irregular sleep cycles, and cumulative occupational stress. National fire service organizations, including the National Fire Protection Association (NFPA), the International Association of Firefighters (IAFF), and the International Association of Fire Chiefs (IAFC), strongly advocate for the implementation of structured, ongoing health and wellness programs to address these risks.

A joint study conducted by the IAFF and IAFC confirms that well-designed health and wellness programs significantly reduce line-of-duty injuries and illnesses, decrease cardiovascular events, the leading cause of firefighter line-of-duty deaths, and improve overall firefighter performance and career longevity. The study further highlights departments with comprehensive wellness initiatives experience reduced lost work time, lower workers' compensation costs, and improved mental resilience among personnel.

NFPA 1583, *Standard on Health-Related Fitness Programs for Fire Department Members*, establishes the minimum requirements for a fire department health-related fitness program. The standard provides a framework for developing a structured, ongoing program to ensure that firefighters are physically capable of safely and effectively performing essential job functions. Historically, these services were provided through Santa Ana College. However, the program has not been consistently maintained.

In prior years, this program was funded through the Human Resources Department. The intent of this action is to transfer funding to the Fire Department budget to ensure consistent, sustainable implementation of annual health and wellness evaluations and testing, thereby enhancing firefighter safety, physical readiness, and mental well-being.

Additionally, the Occupational Safety and Health Administration (OSHA) requires annual respiratory fit testing, medical evaluations, and hearing conservation testing for firefighters. While respiratory fit testing is currently completed annually, a comprehensive wellness program ensures full compliance with OSHA requirements while aligning with NFPA 1583 and the recommendations of the IAFF and IAFC.

The primary objectives of reestablishing an annual firefighter health and wellness program include reducing the risk of cardiovascular events, preventing injuries, decreasing lost work time, supporting mental and behavioral health, improving job performance and career longevity, and reducing workers' compensation claims.

In addition to physical fitness, modern fire service wellness programs emphasize the importance of mental health and behavioral well-being. Firefighters face elevated risks of stress-related conditions, including anxiety, depression, and post-traumatic stress. Integrating mental health screening, education, and early intervention into a comprehensive wellness program supports psychological resilience, reduces stigma, and promotes a healthier and more effective workforce.

This item was presented to the City Council on June 2, 2026. At that meeting, the City Council directed staff to return with an identified funding source for the proposed firefighter health and wellness program. This item is being brought back for consideration with the funding source identified.

DISCUSSION:

The proposed, On Duty Health's Platinum Five-Year Program, provides a comprehensive, evidence-based health and wellness solution specifically designed for the unique occupational risks faced by firefighters. This program directly aligns with the Department's objectives to enhance firefighter safety, improve operational readiness, reduce line-of-duty injuries and illnesses, and support long-term workforce sustainability, while maintaining compliance with NFPA, IAFF, IAFC, and OSHA standards.

In this proposal, On Duty Health would deliver a structured, five-year rotational screening program for approximately 70 Department members, ensuring annual evaluations while strategically sequencing advanced diagnostic testing to maximize clinical value and cost efficiency. Core components conducted annually include comprehensive laboratory testing, full physical examinations, and cardiopulmonary fitness assessments, supporting early identification of cardiovascular risk factors—the leading cause of firefighter line-of-duty deaths nationwide.

The recommended package further strengthens the Department's cancer prevention and early detection efforts through advanced screening modalities that exceed traditional wellness program offerings. These include full-body and targeted ultrasound imaging, PFAS exposure testing, LP-PLA2 cardiovascular risk testing, low-dose CT lung cancer screening with coronary calcium scoring, brain MRI screening, and the Galleri® multi-cancer detection blood test. Collectively, these services address both occupational cancer risks and cardiovascular disease, which remain two of the most significant long-term health threats to the fire service.

Mental and behavioral health is a critical component of this program. Enhanced psychological screening is incorporated within the five-year cycle to identify stress-related conditions, support early intervention, and promote psychological resilience. This integrated approach aligns with current fire service best practices, emphasizing the importance of mental wellness alongside physical health.

The On Duty Health delivery model further supports program sustainability and administrative efficiency. All medical records are maintained in a secure, fully electronic system, providing individual members with year-to-year access to their health data while offering the Department an anonymized, Department-wide analytics dashboard. This data-driven approach enables leadership to identify trends, target injury and illness prevention strategies, and make informed decisions regarding health improvement initiatives.

In addition to annual evaluations, On Duty Health offers ongoing occupational health services, including return-to-duty evaluations, new hire medical assessments, health education seminars, behavioral health support, nutrition counseling, and fitness training. This “one-stop” service model reduces fragmentation, improves continuity of care, and ensures consistent application of NFPA 1583 and OSHA requirements, including respiratory medical evaluations and hearing conservation testing.

Overall, the On Duty Health Platinum Package represents a proactive investment in firefighter health that supports early detection, injury and illness prevention, reduced lost work time, improved mental and physical performance, and long-term reductions in workers’ compensation and healthcare-related costs. Transferring this program to the Fire Department budget ensures consistent, sustainable implementation and reinforces the department’s commitment to firefighter safety, readiness, and well-being.

Pursuant to Section 2-335(3) of the West Covina Municipal Code, a procurement of items that are available from only one (1) source, or only one (1) source is able to supply a commodity or service within the timeframe or under the terms and conditions which meet the needs of the City is exempt from the City's competitive procurement requirements. Staff believes On Duty Health meets the sole source requirements due to the overall complexity of the service package.

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendations; or
2. Provide alternative direction.

Prepared by: Mike Browne, Assistant Fire Chief

Fiscal Impact

FISCAL IMPACT:

Approval of the On Duty Health Platinum Five-Year Screening Program will result in an annual General Fund cost of $106,260 to provide comprehensive health and wellness evaluations for approximately 70 Fire Department personnel. This recurring investment is intended to reduce long-term General Fund exposure by proactively addressing the primary drivers of firefighter medical claims, lost work time, and workers’ compensation costs through early detection and prevention.

Staff has identified funding for the On Duty Health Platinum Screening Program. Sufficient funds are available through the reallocation of budgeted funds for the Public Safety Director position to support the program. As the funding is being reallocated within the existing budget and fund, no budget amendment is required.

Attachments

Attachment No. 1 On Duty Health Full Proposal

Attachment No. 2 On Duty Health Platinum Package Quote
Attachment No. 3 On Duty Health Sole Source Letter

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

ATTACHMENT NO. 1

Firefighter & Physician Owned

ON DUTY HEALTH

Keeping First Responders Healthy & Fit For Service



ON DUTY HEALTH

Keeping First Responders
Healthy & Fit For Service

Proposal for

West Covina, CA Fire Department

Health and Fitness Assessments with enhanced Cancer, Cardiac and Mental Health Screening

On-site Occupational Health Providers Specialized in First Responder Health

---

Prepared For
Mike Browne

Proposed On
5-11-2026

Proposal is CONFIDENTIAL

On Duty Health
First Responder Health

1752 E Lugonia Ave, STE 117-4949
Redlands, CA 92373

512.655.3578
info@onduty.health

Dear West Covina Fire Department:

Thank you for your proposal request from On Duty Health regarding your upcoming annual first responder health & fitness assessments. We take very seriously the high calling that it is to serve this critical population. And we're confident that we'll provide you with expert health assessments as well as excellent customer service.

Included in this proposal, you'll find the outline of services we offer, including a full NFPA 1580 and WFI compliant annual assessment at your department. This includes a full body ultrasound screening, comprehensive labs, maximal stress testing utilizing WFI protocol, TRUE VO2 Max testing, vision and audiometry testing, muscular strength and endurance testing, in-depth behavioral health assessment, and more.

Our medical record system is fully electronic, meaning that each of your patients will always have a secure online portal through which they can track their health results year to year. And, we provide administration with a department-wide analytics dashboard to help inform your decisions on where to implement health improvement plans, with our guidance.

We also hope to partner with you to offer continuing services such as return-to-duty assessments, new hire assessments, health education seminars, behavioral health support, nutrition counseling and fitness training. Consider us your one-stop-shop for all your fire health needs.

One of our Co-Owners and Co-Founders is a Fire Chief with 30 years in the industry, bringing a first responder-tailored experience and perspective to everything we do. We practice evidence-based medicine, following current peer-reviewed research, offering novel cancer screening tools such as Multi-Cancer Early Detection Blood Tests and Low Dose CT. Our physicians are board certified in cardiology, radiology, dermatology, general and preventative medicine. And our team of Physician Assistants, Nurse Practitioners, Ultrasound Technicians, Exercise Physiologists, Counselors, Nutritionists, Personal Trainers and Phlebotomists are all specifically trained in first responder occupational health.

Again, thank you for your request. I'm hopeful that we'll be working together soon to help keep your first responders healthy and fit for service. And please don't hesitate to call or email us if you have any questions.



Warm regards,

Kristin Batla, DMSc, PA-C
Chief Medical Officer, Co-owner
On Duty Health

Highlights

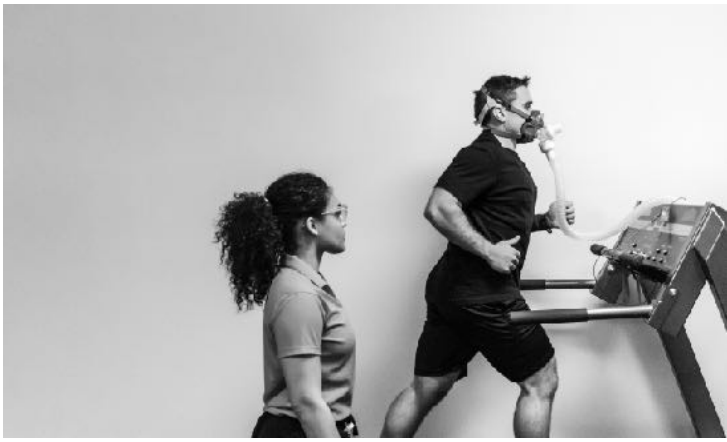
- Full NFPA 1580 and WFI compliant annual assessment at your department.
- Full body ultrasound screening, including Radiology followup for abnormal findings
- CPET - Cardiopulmonary Exercise Testing (stress testing with TRUE VO2 Max testing), including Cardiology followup for abnormal findings
- Comprehensive labs and urinalysis
- Vision and audiometry testing
- Muscular strength and endurance testing
- In-depth behavioral health assessments
- Department-wide de-identified Health Dashboards
- Human Performance Data Analysis
- Return-to-duty assessments
- New hire assessments
- Health education seminars
- Behavioral health support
- Nutrition counseling
- Fitness training
- Conducting, participating in, and incorporating the latest research in first responder health



Company Profile

On Duty Health is a physician, firefighter and female-owned, customer-service-centered healthcare company specifically specialized in mobile first responder health. We currently serve over 9,200 first responders in 145 agencies across California, Texas, Missouri, Iowa & Colorado with our comprehensive annual health and fitness assessments.

Our occupational medical practice was founded in early 2020 from the inspiration of our Co-Owner and Co-Founder, Fire Chief Brent Batla. Chief Batla shared the major health issues faced by firefighters:



Cancers (NIOSH)

- 9% higher risk of being diagnosed with cancer
- 14% higher risk of dying from cancer
- Significantly higher risk for specific types of cancer

Cardiac Deaths (NFPA)

40-50% of annual duty-related fatalities

Behavioral Health Issues (IAFF)

19% experienced suicidal thoughts

27% struggled with substance abuse

65% suffer from PTSD

80% said asking for help would make them seem “weak”

With the above statistics in mind, our system has been designed to identify life threatening issues early so a firefighter may have the best chance at not only surviving, but thriving well into retirement. We are fully NFPA-compliant, but go well beyond the NFPA standards by incorporating the latest research and knowledge in firefighter-specific health concerns. And, we bring the best value for your taxpayer dollars by focusing on providing the most comprehensive option, for the best pricing; This includes providing our full physical assessment for every member, every year, as well as providing for Radiology and Cardiology followups when indicated.

Programs & Options

BRONZE PROGRAM

Offers NFPA 1580 Compliance	
Labs & Urinalysis	
• Urinalysis • Complete Blood Count • Complete Metabolic Panel • Lipid Panel with LDL/HDL Ratio • A1C (Glucose) • Thyroid Stimulating Hormone	
Physical Examination	
• Comprehensive Physical with Health History & Vitals • Advanced Vision Testing (Titmus V2) • Audiometry Testing • Skin Cancer Assessment • Behavioral Health Assessment (Questionnaires & Oral exam) • Sleep Disruption Questionnaire • Breast Cancer Screening and Mammogram Recommendation/Review (females) • Review of Results w/ Personalized Health Plan	
Cardiopulmonary Screening & Fitness Assessment	
• EKG Treadmill Stress Testing; Consisting of 12-lead EKG treadmill/bicycle stress test to maximal volition utilizing WFI protocol, VO2 Max Calculation (NO True VO2) • Pulmonary Function Testing (Spirometry) • Metabolic Analysis w/ Body Composition • Muscular Endurance, Strength and Flexibility Evaluation • Human Performance Assessment	
Virtual Health Education Seminars	
Total per person*	**$769**

*Please Note: Our pricing for all programs scales depending on number of patients confirmed.

SILVER PROGRAM *(most popular)*

Above and beyond the NFPA Standard. Adds Enhanced Labs, Ultrasound and CPET. The healthcare backbone for ~70% of our agencies. Offered every year, for every member (not with certain elements only offered every-other-year.)

Labs & Urinalysis

- Bronze Program Labs, PLUS:

- C-Reactive Protein
- CA-125 Ovarian Cancer Screening (females)
- Prostate Specific Antigen (male patients 40 and over)
- Fecal Occult Screening Kit (patients 40 and over)

Comprehensive Physical

- Per Bronze Program

Cardiopulmonary Screening & Fitness Assessment

- Bronze Program Assessment, PLUS:

- Cardiopulmonary Exercise Testing (CPET) consisting of 12-lead EKG treadmill or bicycle stress test to maximal volition utilizing WFI protocol, Blood Pressure readings, and **TRUE VO2 Max Testing**
- **Cardiology followup as indicated**

Ultrasound Enhanced Cancer Screening

- Ultrasound imaging of the carotid arteries, aorta & aortic valves, thyroid, liver, pancreas, gall bladder, spleen, kidneys, bladder, pelvic (women), testicular and prostate (men)
- **Radiology followup for abnormal findings, as indicated**

Department Physician Services

- Fit-for-Duty Guidance: Expert evaluation and recommendations regarding work restrictions, accommodations, and return-to-duty determinations
- Policy & Labor Support: Medical input for departmental health policies and participation in MOU and labor negotiations as an independent clinical authority
- Case Management & Follow-Up: Continuous physician guidance for members with identified medical conditions, including coordination, monitoring, and return-to-work support
- Independent Medical Oversight: Objective, evidence-based medical opinions aligned with occupational health, NFPA standards and industry best practices

Virtual Health Education Seminars

Total per person $879

GOLD PROGRAM

Premium protection for your team, including additional cancer, cardiac and behavioral health screening options	
Enhanced Labs & Urinalysis	
• Silver Program Labs, PLUS: • Fecal Occult Screening Kit **(ALL patients)** **+ Hormone Levels Testing** (Testoterone- males, Estrogen- females)	
Comprehensive Physical	
• Per Silver Program	
Cardiopulmonary Screening & Fitness Assessment	
• Per Silver Program	
Ultrasound Enhanced Cancer Screening	
• Per Silver Program	
Low Dose CT Lung Screening AND Coronary Calcium Scoring	
• Lung Cancer Screening & Coronary Calcium Scoring, conducted every 5 years (1/5th of department annually) • Conducted through regional radiology partner	
Enhanced Psychological Screening	
• Enhanced Behavioral Health Questionnaires • Telemedicine evaluation includes 30 minute check-in with a licensed mental health professional, specialized in first responder health • Conducted every 5 years (1/5th of department annually)	
Department Physician Services	
• Per Silver Program	
Virtual Health Education Seminars	
Total per person	**$1,179**

PLATINUM PROGRAM *(5 Year Program)*

Elite, nation-leading program offering the most comprehensive screening options available for first responders. Departments must be subscribed with full agency for five year period to participate	
Every Year: **Gold** Labs & Urinalysis Comprehensive Physical Cardiopulmonary Screening & Fitness Assessment	
Ultrasound Enhanced Cancer Screening[135]	
Spouse/Partner Ultrasound Benefit (no charge)[5]	
LP-PLA$_2$ - Lipoprotein-associated Phospholipase A$_2$ - Stroke and Cardiovascular Disease Risk Blood Test[1] (conducted one time)	
PFAS (Perfluoroalkyl and polyfluoroalkyl) Substance Testing[1]	
Low Dose CT Lung Screening with Coronary Calcium Scoring[2]	
MCED Test (Multicancer Early Detection Blood Test)[3]	
Enhanced Psychological Screening[4] (may be excluded if department has program in place)	
In-Person Health Education Seminars Hosted at Your Department for Each Shift[5]	
Periodic Virtual Health Education Seminars	
Total per person, per year, for five years	**$1,479**

[1]Conducted on Year One, [2]Conducted on Year Two, [3]Conducted on Year Three, [4]Conducted on Year Four, [5]Conducted on Year Five,
*Patients must provide a marriage license for this service to be provided

Platinum Program Visual Matrix	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Enhanced (Gold) Labs	√	√	√	√	√
Full Physical	√	√	√	√	√
Cardiopulmonary Assessment (CPET)	√	√	√	√	√
Ultrasound Cancer Screening	√		√		√
Spouse/Partner Ultrasound (included at no charge)					√
PFAS Levels Testing	√				
LP-PLA2	√				
Low Dose CT Lung and Coronary Calcium Scoring		√			
MCED Test (Galleri or CancerGuard)			√		
Enhanced Psychological Screening				√	
In-Person Health Education Seminars					√

ALL PROGRAMS
at a Glance

All Programs Visual Matrix	BRONZE	SILVER	GOLD	PLATINUM
Labs & Urinalysis	√	√	√	√
Full Physical	√	√	√	√
Cardiopulmonary Assessment	√	√	√	√
Periodic Virtual Health Education Seminars	√	√	√	√
Departmental Health Dashboards	√	√	√	√
Department Physician Services	√	√	√	√
Ultrasound		√	√	√
Enhanced Labs			√	√
Hormone Testing			√	√
Low Dose CT Lung and Coronary Calcium Scoring			√	√
Enhanced Psychological Screening			√	√
Spouse/Partner Ultrasounds (No Charge)				√
PFAS				√
LP-PLA2				√
MCED Test				√
In-Person Health Education Seminars				√

Additional Screening Options

Item	Description	Pricing
New Hire Physical	• Includes all elements of Bronze Program (full labs, physical, and EKG Stress Testing). Physicals are to be performed at a nearby department. Rapid Strike new hire option is available on-site with a minimum of 3 patients.	$879
Extended New Hire Lab Panel *(Optional)*	• Recommended to establish baseline, then repeated post-exposure • Hepatitis Panel (A, B, C) • HIV Screening • TB Screening (QuantiFERON Gold Blood Test) • Urine Drug Screen • Heavy Metals I Profile	$435
Preemployment Psychological Screening	• Hosted in-person • POST Standard. Includes questionnaires and an evaluation with a licensed mental health specialist, specialized in first responder health • Employer receives a “suitable” or “unsuitable” recommendation	$499
Annual Enhanced Psychological Screening	• Enhanced Behavioral Health Questionnaires • Telemedicine evaluation includes 30 minute check-in with a licensed mental health professional, specialized in first responder health	$199
Return-to-Duty Physical	• Patient is reevaluated and cleared/not cleared based on the issue in question	$299
Ultrasound Only	• Offered as an “a la carte” standalone option • Ultrasound imaging of the carotid arteries, aorta & aortic valves, thyroid, liver, pancreas, gall bladder, spleen, kidneys, bladder, pelvic (women), testicular and prostate (men) • Radiology followup for abnormal findings, as indicated	$249

Additional Services Available (per person)

Item	Description	Pricing
Cancer Labs	Galleri Multi-Cancer Early Detection Blood Test (50+ cancers)	$749
	CancerGuard EX Multi-Cancer Early Detection Blood Test	$699
	OneTest Premium Multi-Cancer Early Detection Blood Test	$429
	EsoGuard Esophageal Cancer Test	$1,399
	Cancer Marker Screening Panel (CEA, CA 19-9, AFP, Amylase, Lipase)	$99
	CA-125 (ovarian cancer screening - women)	$49
	Cancer antigen 15-3 (CA 15-3) [breast cancer]	$99
	Additional Fecal Occult Colorectal Cancer Screening Kits	$69
Other Labs	Hepatitis A, B and C Test (Acute Hepatitis Panel)	$69
	QuantiFERON Gold TB (Blood test)	$89
	Medical Professionals Urine Drug Screen (12 drug panel)	$99
	Nicotine Screening (Urine)	$49
	HIV testing	$49
	Heavy Metals Profile I, Blood (arsenic, lead, mercury)	$129
	Heavy Metals Profile II, Blood (arsenic, cadmium, lead, mercury)	$159
	Cholinesterase (HazMat) testing	$69
	Testosterone or Estrogen levels	$49
	Lp-PLA2 Activity - Aid in predicting risk of coronary heart disease	$99
	PFAS Toxin Testing (Polyfluoroalkyl - man made chemicals)	$399
CT Scanning	Low Dose CT Lung Screening (available through regional partners)	$499
	CT Coronary Artery Calcium Scoring (available through regional partners)	$299
MRI	Brain MRI (available through regional partners)	$699
DMV/DOT	DOT Certified Medical Examination (Class B) (During exam, not after-the-fact)	$99
	DMV Form Sign-off (Firefighter Endorsement Form 546)	$0
Personal Training	Our certified personal trainer can work with individual patients through Telehealth to improve health outcomes through customized workout programming	$169/mo
Nutrition Counseling	Each health assessment comes standard with nutrition recommendations. However, our licensed nutritionist can work with a patient via Telehealth who needs extra guidance for meal planning, shopping, cooking, and more for enhanced health outcomes	$169/mo

On Duty Health Key Advantages:

Decision Science through Data Analytics



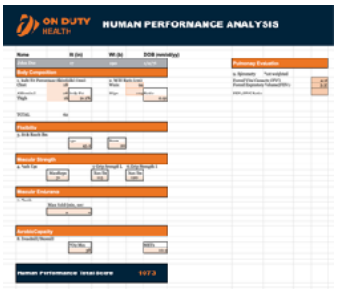
Awareness of your department's overall health is extremely important. We assist you by providing a de-identified Health Dashboard which shares various key health metrics, guiding you for improving the health and longevity of your crew. This data-driven model allows department administration to see exactly where attention and investment might be needed.

Electronic Medical Records & Patient Portal



Gone are the days of scribbling all of your patient history down on multiple sheets of paper, and then receiving printouts of your health information, only to misplace them and potentially compromising your Private Health Information. We are fully electronic. Every aspect of our assessment goes directly into our EMR system, and each patient gets secure access to their own Patient Portal, where they can access results, track their health from year to year, message their provider, and more.

Personalized Health Analysis



Each of our exams includes a comprehensive Human Performance analysis of the patient's health data and results by a provider. The provider then makes recommendations for areas that require improvement. Additionally, both the patient and the provider can track the patient's health statistics from year to year, providing a clear picture of their overall health trends.

No Patient Left Behind



We offer the most competitive pricing, while also offering the most advanced, comprehensive exam available. Our COO, as a retired Fire Chief, has made it a priority for us to offer this high-level of service, while keeping costs down to ensure taxpayers that their dollars are being spent wisely. From our lower pricing, you can see one simple, but important reality: On Duty Health is focused on First Responder Health, *not maximizing profits*. An important principle in our pricing structure is: ***NO PATIENT LEFT BEHIND.*** That means, for most of our packages, ***every* patient is receiving the Ultrasound Screening *and* Stress Testing *every year***. While there is some research to support age stratification, where patients under 40 receive these tests over longer intervals, we regularly find cancer and life threatening heart conditions in this younger population. **Our system does not cut corners to save ourselves money**. We provide the most comprehensive option by including these important testing elements for each patient every year.

Research Driven

We are not only interested in utilizing the newest available research for first responder health, we are driving it. We have been involved in multiple collaborations to further first responder health and wellness, particularly in regards to first responder Behavioral Health, Cancer, and Cardiac Health, with organizations such as the National Fire Academy, Fire Service Psychology Association, the National Disease Research Interchange's Center for Fire, Rescue, and EMS Health Research, and Loma Linda University.

Multi Cancer Early Detection Tests

We are excited to offer multiple Multi Cancer Early Detection Tests such as the Galleri Test by Grail, CancerGuard by Exact Sciences, OneTest, EsoGuard, and more. All tests are offered at a first responder discount. Tests can also be ordered through our online store as a cash-pay option if department budget doesn't allow for these services, and may also be offered to spouses or retirees.

Spouse Benefit



Your spouse/partner's health directly impacts your well-being and your ability to perform at your best on the job. To support the entire first responder family, On Duty Health offers a Spouse Ultrasound Benefit that provides access to potentially life-saving screening services for departments on our Platinum Five Year Program, on the fifth year of the program. In addition, spouses, family members *and* retirees will receive discounted pricing through our online store for full examinations, ultrasound-only services, MCED tests and more, as long as the department is willing to host.

Department Physician & Medical Oversight Services

On Duty Health's Department Physician & Medical Oversight Services are included as part of our standard program and are not billed as an additional or separate consulting fee, unlike many occupational health providers. Through direct access to our Chief Medical Officer and collaborating physicians, departments receive ongoing clinical guidance on complex fit-for-duty decisions, health-related policy development, and labor or MOU discussions where medical expertise is required. When a member is identified with a medical concern, our providers remain engaged throughout the process, providing continuity of guidance and support to both the department and the member until resolution or safe return to duty. This integrated provider consult model ensures agencies have consistent, objective medical leadership embedded within their wellness and occupational health program.

Qualifications & Certifications



Our medical team is fully certified and licensed per state and national healthcare law requirements. Our Advanced Practice Providers (NPs & PAs) are currently licensed to practice in the State of California and are specifically trained in Occupational Health. They are supervised by our Medical Director, Wayne Dysinger, MD, MPH, who is a physician in Loma Linda with 38 years of experience. Dr. Dysinger is specially trained in Lifestyle Medicine.

We are also fully compliant with Corporate Practice of Medicine Laws (CPOM) in the State of California.

California Based

We are based in Southern California, and currently serve 58 California cities, from the San Diego area all the way up to Eureka.

CA References:

Wayne Seacrist, Palm Springs Fire & Police - 120 patients
wayne.Seacrist@palmspringsca.gov, 760.880.1037

Alex Kargbo, Santa Barbara Fire - 100 patients
akargbo@SantaBarbaraCA.gov, 408.964.0013

Jay Enns, Paso Robles Fire & Police - 90 patients
JEnns@prcity.com, 805.227.7560

Sid Jamotte, Marin County Firefighters (Ross Valley, CA) - 200 patients
sjamotte@gmail.com, 415.250.8236

Reviews:

✪✪✪✪✪ *On Duty Health has set a very high bar for Health and Wellness screenings, and consulting. The team at On Duty Health took great care of our Firefighters, spent ample time explaining the findings of our assessments, and set us up for success to better serve our community. We look forward to working with them annually.* -Sid Jamotte, Health & Wellness Coordinator, Ross Valley, CA FD.

✪✪✪✪✪ *On Duty Health has been great for all our members at Santa Barbara City Fire and would recommend ODHs services to any and everybody. Amazing staff and end product.* -Alex Kargbo, Health & Wellness Coordinator, Santa Barbara, CA FD.

✪✪✪✪✪ *This is our second year using this service. We are very pleased. Thank you for keeping our people healthy. Amazing staff and end product.* -Brian Hayward, Division Chief, Heartland Fire & Rescue, CA.

✪✪✪✪✪ *To say we are thrilled with the quality of service provided by your crew is an understatement. I can't say enough how much we enjoyed having them here for four weeks and the fact that they want to come back is better yet! We would love to have any and all of them back next year - they were all very friendly, professional and clearly experienced in handling the unique challenges of providing physical assessments to members of the fire service. -Jim Wold, Health & Wellness, Stockton, CA FD*

CURRENT CA CLIENTS:
Arcata
Atascadero
Barona
Barstow
Big Bear
Brea
Calaveras Consolidated
Carpenteria-Summerland
Central Marin
Chino Valley
Culver City
Ebbetts Pass
El Cajon PD
El Dorado Hills
Escondido
Eureka PD
Five Cities
Heartland (El Cajon, La Mesa, Lemon Grove)
Humboldt Bay
Kentfield
Loma Linda
Manteca
Montecito
Morro Bay FD & PD
Mountain View FD & PD
National City
North County Fire Authority (Daly City)
North County Fire Protection Dist (Fallbrook)
Oceanside
Ontario
Palm Springs FD & PD
Paso Robles FD & PD
Rancho Cucamonga
Rancho Santa Fe
Rialto
Ross Valley
San Bernardino County
San Manuel
San Marcos
San Miguel
San Rafael
Santa Barbara City
Santa Barbara County
Santa Maria
Santee
South Placer
Stockton
Tiburon
Ukiah
Vista

Contact

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Texas:
2028 E Ben White Blvd, STE 240-4949
Austin, TX 78741

www.onduty.health





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ATTACHMENT NO. 2

ESTIMATE

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Austin, TX 78741-6966

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+1 (512) 655-3578
www.onduty.health

Bill to
West Covina, CA Fire Department
1444 W. Garvey Ave. South
West Covina, CA 91790

Ship to
West Covina, CA Fire Department
1444 W. Garvey Ave. South
West Covina, CA 91790

Estimate details
Estimate no.: 1462
Estimate date: 05/11/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**"Platinum Package - Enhanced" Health & Fitness Assessment**	Elite, nation-leading program offering the most comprehensive screening options available for first responders. Departments must be subscribed with full agency for five year period to participate. Every Year- Enhanced Labs & Urinalysis • Urinalysis • Complete Blood Count • Complete Metabolic Panel • Lipid Panel with LDL/HDL Ratio (Total Cholesterol) • A1C (Glucose/Hemoglobin) • Thyroid Stimulating Hormone • C-Reactive Protein • CA-125 Ovarian Cancer Screening (females) • Prostate Specific Antigen (male patients 40 and over) • Fecal Occult Screening Kit (ALL Patients) • Hormone Levels Testing (Testoterone- males, Estrogen- females) Every Year- Comprehensive Physical • Comprehensive Physical with Health History & Vitals • Advanced Vision Testing (Titmus V2) • Audiometry Testing • Skin Cancer Assessment • Behavioral Health Assessment (Questionnaires & Oral exam) • Sleep Disruption Questionnaire • Breast Cancer Screening and Mammogram Recommendation/Review (females) • Review of Results w/ Personalized Health Plan Every Year- Cardiopulmonary Screening & Fitness Assessment	70	$1,479.00	$103,530.00

• Cardiopulmonary Exercise Testing (CPET) consisting of 12-lead EKG treadmill or bicycle stress test to maximal volition, Blood Pressure readings, and TRUE VO2 Max Testing • Cardiology followup as indicated • Pulmonary Function Testing (Spirometry) • Metabolic Analysis w/ Body Composition • Muscular Endurance, Strength and Flexibility Evaluation •

Years 1/3/5- Ultrasound Enhanced Cancer Screening
• Ultrasound imaging of the carotid arteries, aorta & aortic valves, thyroid, liver, pancreas, gall bladder, spleen, kidneys, bladder, pelvic (women), testicular and prostate (men) • Radiology followup for abnormal findings, as indicated

Year 1- LP-PLA2 Test + PFAS Levels Testing

Year 2- Low Dose CT Lung Screening AND Coronary Calcium Scoring
• Lung Cancer Screening & Coronary Calcium Scoring • Conducted through regional radiology partner

Year 3- MCED Test (Galleri or CancerGuard)

Year 4- Enhanced Psychological Screening
• Enhanced Behavioral Health Questionnaires • Telemedicine evaluation includes 30 minute check-in with a licensed mental health professional, specialized in first responder health

Year 5- In-Person Health Education Seminars

Year 5- Spouse/Partner Ultrasound Benefit at no charge

Continuous- Department Physician Services
• Fit-for-Duty Guidance: Expert evaluation and recommendations regarding work restrictions, accommodations, and return-to-duty determinations • Policy & Labor Support: Medical input for departmental health policies and participation in MOU and labor negotiations as an independent clinical authority • Case Management & Follow-Up: Continuous physician guidance for members with identified medical conditions, including coordination, monitoring, and return-to-work support
• Independent Medical Oversight:

		Objective, evidence-based medical opinions aligned with occupational health, NFPA standards and industry best practices Periodic- Virtual Health Education Seminars			
2.	**On Site Phlebotomy**	Sending phlebotomist on-site to perform draws and urinalysis	70	$39.00	$2,730.00

Total **$106,260.00**

Note to customer

Please note: This estimate is subject to our Cancellation Policy. It is also subject to our Unplanned Paperwork Requests Policy, which states:
For any form/paperwork requests, there will be a $19 fee for ALL forms processed outside of an appointment with a provider (unplanned DOT forms, unplanned Medical Clearance Forms, unplanned stats gathering, etc). Our standard processing time is 5-7 business days.

Accepted date **Accepted by**

ON DUTY HEALTH

SOUL SOURCE LETTER

West Covina, CA Fire Department
Acting Chief Mike Browne

October 1, 2025

Dear Chief Browne:

On Duty Health is a provider of comprehensive, on-site health assessment services specifically specialized in firefighter health. These health assessments meet and exceed NFPA 1580 specifications, including full body ultrasound cancer screening, comprehensive labs, a maximal 12-lead EKG treadmill stress testing utilizing WFI protocol, TRUE VO2 Max testing, vision and audiometry testing, muscular strength and endurance testing, in-depth behavioral health analysis and more. On Duty Health is **locally based, and firefighter co-owned**.

On Duty Health is specifically the sole source for a locally based, on-site firefighter health specific occupational medicine practice that conducts **TRUE VO2 Max testing.** TRUE VO2 Max testing gives a member a more accurate picture of their cardiopulmonary health, as opposed to just a standard VO2 Max Calculation. We are a sole source in this category for offering **Cardiology and Radiology followups** with reports for any abnormal results found with the patient, when indicated. We are also a sole source for providing the most comprehensive screening options available, including multiple MCED (Multi-Cancer Early Detection Test) offerings, Low Dose CT Lung Screening and Coronary Calcium Scoring, as well as other premium options included in our standard package offerings.

With our comprehensive, on-site health assessment program, we offer a very unique combination of tools to give your member the best picture possible of their health.

Sincerely,

Greg Batla, MBA
On Duty Health
Chief Executive Officer

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF NEED TO CONTINUE EMERGENCY REPAIRS AT FIRE STATION 3**

RECOMMENDATION:

It is recommended that the City Council review the emergency action for the emergency conditions at Fire Station 3 and adopt the following resolution:

RESOLUTION NO. 2026-55 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY AT LEAST A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3

BACKGROUND:

On April 7, 2026, the City Council adopted Resolution No. 2026-32 determining, by a unanimous vote of the City Council, that an emergency exists at Fire Station 3 due to a rodent infestation, that the emergency will not permit the competitive solicitation for bids, and directing and authorizing the Acting City Manager to cause emergency repairs to be performed and to take any directly related and immediate action required by the emergency.

Pursuant to Public Contract Code Section 22050(c), the City Council is required to review the emergency action at every regularly scheduled meeting until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue that action. The City Council is also required to terminate the action at the earliest possible date that conditions warrant.

On April 21, 2026, the City Council adopted Resolution No. 2026-34, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3.

On May 5, 2026, the City Council adopted Resolution No. 2026-35, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3.

On May 19, 2026, the City Council adopted Resolution No. 2026-38, determining, by a four-fifths vote of the City Council, that there was a need to continue the emergency action at Fire Station 3.

On June 2, 2026, the City Council adopted Resolution No. 2026-50, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3.

DISCUSSION:

The Acting City Manager authorized staff to proceed with all necessary work under the emergency action to safeguard the immediate health and safety of personnel at Fire Station 3. As detailed in the April 7, 2026 staff report, the rodent infestation presents serious health and sanitation hazards, exposing firefighters to unsafe living and working conditions.

The City has executed a Construction Services Agreement with Sunshine Pacific Group America, Inc., and repair work continues at Fire Station 3.

Public Works continues to coordinate closely with Fire Department Management and Fire Station 3 personnel to maintain safety during the construction process. Temporary accommodations continue to be provided.

As the repair work is ongoing, staff recommends that the City Council determine there is a need to continue the emergency action. Additionally, because Resolution No. 2026-32 provided authority to the Acting City Manager to cause the emergency repairs to be performed, the proposed resolution also includes language clarifying that the City Manager has the same authority provided to the Acting City Manager pursuant to Resolution No. 2026-32.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff’s recommendation; or
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez, Management Analyst I

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item. Therefore, there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2026-55

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2026-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY AT LEAST A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, Public Contract Code section 1102 defines an "emergency" as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services"; and

WHEREAS, pursuant to Public Contract Code section 22050(a)(1), in the case of an emergency, the City, pursuant to a four-fifths vote of the City Council, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, pursuant to Public Contract Code section 22050(a)(2), before the City Council takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency; and

WHEREAS, pursuant to Section 2-357(a) of the West Covina Municipal Code, in cases of an emergency, the City Council, after making a finding, based on substantial evidence set forth in the minutes of the meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency, may, by a four-fifths (⅘) vote of the City Council, repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, City staff recently identified a significant rodent and rat infestation within Fire Station 3; and

WHEREAS, the infestation poses a clear and imminent danger requiring immediate action to avoid health and safety issues; and

WHEREAS, on April 7, 2026, the City Council adopted Resolution No. 2026-32, finding, by a unanimous vote of the City Council, that an emergency exists at Fire Station 3 which will not permit the competitive solicitation for bids and directing and authorizing

the Acting City Manager to cause emergency repairs to be performed and to take any directly related and immediate action required by the emergency; and

WHEREAS, pursuant to Public Contract Code section 22050(c), if the City Council orders emergency repairs, the City Council is required to review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, and to terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by a competitive solicitation for bids; and

WHEREAS, on April 21, 2026, the City Council adopted Resolution No. 2026-34, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3; and

WHEREAS, on May 5, 2026, the City Council adopted Resolution No. 2026-35, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3; and

WHEREAS, on May 19, 2026, the City Council adopted Resolution No. 2026-38, determining, by a four-fifths vote of the City Council, that there was a need to continue the emergency action at Fire Station 3: and

WHEREAS, on June 2, 2026, the City Council adopted Resolution No. 2026-50, determining, by a unanimous vote of the City Council, that there was a need to continue the emergency action at Fire Station 3; and

WHEREAS, on June 2, 2026, the City Council appointed the Acting City Manager as the City Manager; and

WHEREAS, the City Council desires to clarify that the City Manager has the same authority provided to the Acting City Manager pursuant to Resolution No. 2026-32.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Based upon the information provided in the staff report accompanying this resolution, the City Council determines that there is a need to continue the emergency action at Fire Station 3.

SECTION 2. Consistent with the authority provided by Resolution No. 2026-32, the City Council authorizes the City Manager to cause emergency repairs to be performed at Fire Station 3 and take any directly related and immediate action required by the emergency, including, but not limited to, executing any agreements for the emergency repairs and any necessary amendments to such agreements, in a form approved by the City Attorney.

SECTION 3. The City Manager shall report to the City Council at every regularly scheduled meeting until this emergency action is terminated the reasons justifying why the emergency continues to exist and whether there is a need to continue the emergency action.

SECTION 4. In accordance with Public Contract Code section 22050(c)(3), the City Council will terminate the emergency action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by a competitive solicitation for bids.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 16th day of June, 2026.

_____
Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-55 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick, CMC
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF BUDGET AMENDMENT FOR FLEET SERVICES OPERATIONS – FLEET VEHICLE REPAIRS AND FUEL EXPENDITURES**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-56 - A RESOLUTION OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (FLEET SERVICES OPERATIONS)

BACKGROUND:

The Public Works Department – Fleet Services Division is responsible for maintaining and supporting the City's fleet of vehicles and equipment utilized by all City departments. Throughout Fiscal Year 2025-26, Fleet Services has experienced significantly higher-than-budgeted expenditures in several operational categories, including vehicle collision repairs, fleet maintenance services, and fuel purchases.

These increased costs are attributable to rising repair expenses, increased vehicle usage, aging fleet assets requiring additional maintenance, and substantial increases in gasoline and diesel fuel prices. As a result, current appropriations are insufficient to support operational needs through the remainder of the fiscal year.

DISCUSSION:

Fleet Services has conducted a review of current expenditures, outstanding obligations, and projected costs through June 30, 2026. The review identified funding shortfalls in the following accounts:

1. Fleet Vehicle Repairs – Ford Fleet Care
   - Account: 365.522.61.52.67.00.63.63290
   - Current Available Budget: $47,809.96
   - April Expenditures: $21,099.86
   - Average Monthly Expenditures: Approximately $25,000.00 (x 2)
   - Additional Funding Required: $24,000.00

Repair and maintenance costs for Ford fleet vehicles have increased due to higher parts costs, labor rates, and the ongoing maintenance requirements of aging vehicles.

2. Fuel Expenditures – WEX Fuel Services
   - Account: 365.522.61.52.67.00.64.64850
   - Current Available Budget: $153,131.22
   - April Fuel Costs: $87,568.80

- May Fuel Costs: $82,732.44
- June Projected Fuel Costs: $82,000.00
- Additional Funding Required: $100,000.00

Fuel expenditures have significantly exceeded projections due primarily to increased gasoline and diesel prices and continued operational demand for City services. In April, there was a budget transfer in the amount of $60,000 from the fuel account to auto body & paint services required for collisions. The transfer was done prior to the severe price increase for fuel in May 2026.

The proposed budget amendment required for these Fleet Services operational accounts is $124,000, and will ensure Fleet Services can continue to provide uninterrupted maintenance, repair, and fueling services for City vehicles through the end of Fiscal Year 2025-26.

LEGAL REVIEW:

The City Attorney's Office has reveiwed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez, Management Analyst I
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The proposed budget amendment will require the following funding:

Account Number	Account Description	Additional Funding
365.522.61.52.67.00.64.64850	Fuel Usage	$100,000.00
365.522.61.52.67.00.63.63290	Other Vehicle Sublet Repairs	$24,000.00
	Total Additional Funding Required	$124,000.00

Attachments

Attachment No. 1 - Resolution No. 2026-56

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2026-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (FLEET SERVICES OPERATIONS)

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, on June 3, 2025, the Acting City Manager presented to the City Council a proposed budget for Fiscal Year 2025-26 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 17, 2025, the City Council adopted a budget for Fiscal Year 2025-26; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2026-26, attached hereto as Exhibit A, for Fiscal Year 2025-26.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 16th day of June, 2026.

_____

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-56 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

Exhibit A

City of West Covina
Fiscal Year 2025-26
Budget Amendment No. 2026-26

Fund No. - Name	Current Budget	Proposed Amendment	Amended Budget
Fund 365 – Fleet Management			
Revenue	1,565,596	0	1,565,596
Expenditures	1,576,086	124,000	1,700,086
Net Change in Fund Balance	**(10,490)**	**124,000**	**(134,490)**

REVENUE TOTAL INCREASE	**0**
EXPENDITURE TOTAL INCREASE	**124,000**

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF A MITIGATED NEGATIVE DECLARATION, GENERAL PLAN AMENDMENT, ZONE CHANGE, PRECISE PLAN, TENTATIVE TRACT MAP, AND TREE REMOVAL PERMIT FOR THE DEVELOPMENT OF A 232-UNIT RESIDENTIAL PROJECT LOCATED AT 1501 W. DEL NORTE STREET**

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct the public hearing.

2. Adopt the following resolution to adopt the Mitigated Negative Declaration:

RESOLUTION NO. 2026-39 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MITIGATED NEGATIVE DECLARATION AND APPROVING AND ADOPTING A MITIGATION MONITORING PROGRAM FOR GENERAL PLAN AMENDMENT NO. 25-01, ZONE CHANGE NO. 25-01, PRECISE PLAN NO. 25-01, TENTATIVE TRACT MAP NO. 004618, AND TREE REMOVAL PERMIT NO. 25-10 FOR THE DEVELOPMENT OF A 232-UNIT RESIDENTIAL PROJECT AT 1501 W. DEL NORTE STREET PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

3. Adopt the following resolution to approve General Plan Amendment No. 25-01:

RESOLUTION NO. 2026-40 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING GENERAL PLAN AMENDMENT NO. 25-01

4. Introduce the following ordinance to approve Zone Change No. 25-01:

ORDINANCE NO. 2541 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 25-01 TO CHANGE THE ZONING FROM "SINGLE FAMILY RESIDENTIAL (R-1)" TO "SPECIFIC PLAN NO. 33 (DEL NORTE SPECIFIC PLAN) AND OPEN SPACE (O-S)" FOR THE PROPERTY LOCATED AT 1501 W. DEL NORTE STREET

5. Adopt the following resolution to approve Precise Plan No. 25-01 and Tree Removal Permit No. 25-10:

RESOLUTION NO. 2026-41 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 25-01 AND TREE REMOVAL PERMIT NO. 25-10

6. Adopt the following resolution to approve Tentative Tract Map No. 004618 (25-01):

RESOLUTION NO. 2026-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 004618

BACKGROUND:

The subject property is located on the northeast corner of Nora Avenue and Del Norte Street, with a small portion of the lot fronting on Sunset Avenue. The project site was previously developed and used as Del Norte Intermediate School, which closed in 1989. Following the closure, the subject property was used for the East San Gabriel Valley Regional Occupational Program (ROP) Technical Center. The Technical Center has been relocated, leaving the existing structures on the site vacant. The subject property is improved with school buildings, a surface parking lot, and sports fields. Vehicular access to the site is via Del Norte Street, which currently ends at a parking lot that also allows access from Sunset Avenue. The subject property is adjacent to Del Norte Park, located to the north of the site.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN DESIGNATION	"Single-Family Residential" (R-1 Area District 1) and Civic: Schools
SURROUNDING LAND USES AND ZONING	North: Del Norte Park; "O-S" Open Space South: Single-Family Residencies; "R-1" Single Family Residential East: Del Norte Park, Office Use, and Single-Family Residence; "O-S" Open Space, "OPMU" Office Professional Mixed Use West: Single-Family Residencies; "R-1" Single Family Residential
CURRENT DEVELOPMENT	Improved with School Buildings, but currently vacant.
LEGAL NOTICE	Notices of Public Hearing have been mailed to 741 owners and occupants of properties located within 1,000 feet of the subject site.

PLANNING COMMISSION HEARING

The Planning Commission held a public hearing on the proposed Del Norte School development on April 28, 2026. The Commission heard from several public speakers during the hearing, with some in favor of the project and some with concerns about the development. Those in favor focused on the reduction in units, the dedication of the ballfield area for the park, and the fees that the applicant would be paying to the City. Those with concerns discussed the traffic, parking, pedestrian safety, density of the project (the number of units), need for more open space, that money from project should be used in the neighborhood, that the ballfield is in poor condition, the proposed buildings should have more

decorative elements, and the school district's process. Commissioner Lewis initially made a motion to not recommend approval to the City Council, that motion died for lack of a second. At the conclusion of the hearing, the Planning Commission decided to recommend approval with recommended conditions. The motion to approve was made by Chair Becerra and seconded by Commissioner Heng. The motion passed 3 – 1 (Lewis) with Castellanos absent. The recommended conditions included the following.

1. Revise condition of approval qq. regarding CCR's to clarify, that garages must be used to park vehicles to the full extent occupying household has vehicles to place in the garage.
2. Ballfield to be dedicated in an improved condition with improvements in a safe condition.
3. The amount of guest parking shall be increased.
4. Address traffic issues from Workman Avenue on Sunset Avenue.
5. A sidewalk shall be installed on the south side of Del Norte Street from Nora to Sunset.
6. Provide undergrounding of additional utilities outside of subject property on Sunset Avenue.

Condition qq. has been revised in the Precise Plan and Tentative Tract Map Resolutions and the other recommendations provided by the Planning Commission have been added as conditions uu. Through yy. under Planning in those City Council Resolutions.

DISCUSSION:

The applicant originally submitted a 282-unit residential project that included 2-story single-family houses, 3 story townhomes and 4-story stacked flats. A public hearing before the Planning Commission was scheduled for December 9, 2025. Prior to the hearing, the applicant decided to revise the site plan to reduce the number of units proposed to 260. The Commission heard public testimony from 19 speakers, who expressed concerns about parking, traffic, loss of recreation space, neighborhood compatibility, environmental and safety issues, and inadequate public outreach. The Planning Commission continued the public hearing to January 27, 2026, to allow the applicant to submit complete plans for the 260-unit project. Subsequently, prior to the January 27, 2026, the applicant determined to revise the project to 232 residential units and include the dedication of the northeast section of the property to the City for park purposes. The project with 232 residential units was presented to the Planning Commission on April 28, 2026.

The applicant is proposing to build a 232-unit residential project consisting of 34 single-family houses on the frontage of Del Norte Street and Nora Avenue, 198 attached, three-story townhomes in the central and eastern part of the development, and a 1.45-acre park dedication where a little league baseball field is currently located. Each dwelling unit on the site includes a two-car garage, some of which are tandem garages. There will also be 66 guest parking spaces on the site, and additional street parking available on Nora Avenue and Del Norte Street. A common area for use by the residents is located in the center of the project and includes a swimming pool and other amenities. Del Norte Street will be extended through the subject property to intersect with Sunset Avenue.
The project requires the granting of the following entitlements:

- General Plan Amendment (GPA) to change the land use designation from Civic: Schools to Neighborhood Medium Residential (up to 20 units per acre) and Parks and Open Space.
- Zone Change from "R-1" Single Family Residential to Del Norte Specific Plan (SP-33) and Open Space (O-S).
- Precise Plan to allow the development of the site.
- Tentative Tract Map to allow for the subdivision.
- Tree Removal Permit for the removal of 1 significant tree.

The Del Norte School site is 13.62 acres. The proposal includes a street dedication of .43 acres to extend Del Norte Street through to Sunset Avenue. This reduces the developable portion of the site to 13.19 acres. The proposal now includes a 1.45-acre dedication to the City to expand Del Norte park and retain the little league baseball field on the northeast portion of the site. This reduces the developable portion of the site to 11.74 acres.

Park Site Dedication
The applicant is offering the northeast section of the subject property for a park dedication. That portion of the Del Norte School site has been developed and used for a little league ballfield. The existing ballfield is adjacent to another ballfield to the north (Del Norte Park) and tennis courts to the east (Del Norte Park). To the west and south is the Del Norte School site which will be developed with residential units. To the northeast of the existing ballfield is the parking lot for Del Norte Park. A six-foot wall/fence will be constructed along the perimeter of the ballfield, three feet of solid wall and the three feet of tubular steel fencing above the wall. As the proposed units will be adjacent to the ballfield outfield, a condition has been included that the homeowner's association would be responsible for installing netting or fencing to protect the condominium units and vehicles and other private properties from errant balls.

Community Outreach
The applicant held five community outreach events, three in 2025 and two in 2026. For the 2025 events, two were held during summer in the multipurpose room at the Del Norte school facility, on Wednesday July 8, 2025, and Wednesday August 13, 2025. A third community outreach event was held on Thursday August 21st, 2025, at City Hall during a Town Hall meeting for Councilmember Brian Gutierrez. For the outreach events the applicant sent invitations for the community meetings to all properties within 500 feet of the project site. Based on the sign-in sheets (Attachment No. 6), attendance for the first two meetings were 8 and 26, respectively.
Topics raised at the Community Meetings included the following.

- Traffic and congestion
- Guest Parking (On-site and along N Nora Ave and W Del Norte St) and whether it is sufficient
- Gating/fencing
- Price estimates for the units and lack of affordability
- When homes would be available for purchase and an interest list sign up
- If items from the school will be donated before demo
- Removing two fields from Little League access
- Not enough amenities provided for the density

Following the Planning Commission hearings scheduled in December and January, the applicant held two additional community outreach events. One was held on February 19, 2026 at City Hall as part of Councilmember Guiterrez's Town Hall meeting. The second was held on March 4, 2026 at the multipurpose room at Del Norte School. At this meeting there were 45 individuals in attendance.

Topics discussed at the March Community Meeting included the following:

- The proposed type of residential units proposed, two-story developments in the area, and why high end homes were not proposed.
- Will there be RV parking be provided.
- The proposed pool for homeowners.
- The benefit to the park of the dedication, little league use, and existing dog park to remain.
- Police impacts, the requirements for impact fees and requirements for calculating impact fees.
- Traffic counts.
- Construction impacts.

General Plan Amendment
The site currently has a General Plan Land Use Designation of Civic: Schools, which does not allow for residential development. Approval of a General Plan Amendment (GPA) is required to allow for the proposed residential development and also the applicant's proposal to dedicate 1.45 acres to the City for the expansion of Del Norte park. The proposal requires the subject property to be amended to Neighborhood Medium Residential (up to 20 units per acre) for 11.74 acres and to Parks and Open space for 1.45 acres (Attachment No. 2).

The proposed designation of Neighborhood—Medium Residential (NM) allows up to 20 dwelling units

per acre. The proposal is for 19.76 dwelling units per acre. This designation “anticipates a mixture of detached and attached dwellings and higher building types at approximately 9 to 20 dwelling units per acre…with small scale commercial at key locations, primarily at intersections and adjacent to corridors.” The proposed project is consistent with the following General Plan policies and actions:

- Policy 3.3 New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts, and corridors.
- Policy 3.6 Reduce West Covina’s production of greenhouse gas emissions and contribute to climate change and adapt to the effects of climate change.
- Goal 2, Housing Element Provide a variety of housing types to accommodate all economic segments of the City.
- Policy 8.6 Develop a network of open spaces.

Zone Change

The subject property is currently zoned Single-Family Residential (R-1), Area District 1. The applicant is requesting a zone change to Specific Plan No. 33 (Del Norte Specific Plan) to allow for higher density and multi-family residential units and to allow for the park dedication. For the 11.74-acre residential development the proposed development standards of the Specific Plan would replace those of the Municipal Code. A Specific Plan is a planning document that implements the goals and policies of the General Plan. Specific Plans contain development standards and implementation measures that are created for a project located in a specified geographic area. For the 1.45-acre park dedication, the zoning would be changed to Open Space (O-S) to be consistent with Del Norte Park and other parks in the City.

Properties to the west and south are zoned Single Family Residential (R-1). The property to the north is zoned Open Space (O-S), and the properties to the east are zoned Office Professional Mixed-Use (OPMU) and Residential-Agriculture (R-A). The proposed zone change to a Specific Plan will ensure that the project is developed in a manner compatible with the surrounding uses. The proposed zone change to Open Space (O-S) will ensure that the park site is compatible with other park sites in the City.

Precise Plan

The precise plan is for the review of the site plan and architecture of the residential project. The proposed park dedication would become part of the park and therefore would then be improved through the implementation of a Park Master Plan.

The proposed project is a 232-unit residential project consisting of detached and attached residences. The proposal includes 2-story single-family units and 3-story townhomes. For each type of unit proposed, there are a variety of plans. Below is a breakdown of the available plans for each proposed unit type.

Single-Family Units (2-Story)

16 Units (Plan 3222) – 1,678 sf – 3 Bedroom, 2.5 Bathrooms
18 Units (Plan 3522) – 1,957 sf – 4 Bedroom, 3 Bathrooms

Townhomes (3-Story)

44 Units (Plan 1) – 1,226 sf – 2 Bedroom, 2.5 Bathrooms
77 Units (Plan 2) – 1,470 sf – 3 Bedroom, 3 Bathrooms
77 Units (Plan 3) – 1,755 sf – 4 Bedrooms, 4 Bathrooms

Architecture

The proposal includes a variety of building types with two architectural styles: Spanish and Seaside. The Spanish architectural style is characterized by gable roofs with "s" roof tiles, stucco walls, shutters, clay vent end details, and window details. The Spanish architecture colors are earthtones with beige wall colors, terra cotta colored roof tiles, and brown accents. The Seaside architectural style is characterized by gable roofs with composite shingle roofs, stucco walls, accent areas of horizontal siding, shutters, exposed rafter tails, corbels under windows, and window details. The Seaside architecture colors are light gray wall colors, dark colored roofs, and blue accents.

Single Family Units
The detached single-family units are 2-stories and a maximum of 24 feet, 6 inches in height. Enhanced side elevations are included on the house adjacent to Del Norte Park, the house adjacent to Sunset Avenue, and on the houses on either side of the two drive entries. A condition of approval has been included requiring the location of the enhanced elevations.

The single-family houses each have front, side, and rear yards for private open space. Generally, these units have a minimum 18-foot front yards, 5-foot side yards and 10-foot rear yards, but there is some variety. Lot sizes range from 2,646 square feet to 3,379 square feet.

Townhomes
The townhome units are 3-stories and a maximum of 37 feet, 10 inches in height. Enhanced elevations for the townhomes are included on the side elevations that face Del Norte Park and on other side elevations that front onto the interior driveways.

The townhome units have a range of private open space between 88 and 214 square feet. Some units have ground floor patios; all units have second story balconies.

Site Plan
The design of the development includes single-family houses along Del Norte Street and Nora Avenue. Two drive lanes, one on Del Norte Street and one on Nora Avenue, allow vehicular access to the project site. A system of internal drive lanes provides access to the townhomes as well as their garages.

The detached units along Del Norte Street and Nora Avenue are set back 18 feet from the property line. Two-car-wide driveways are proposed along these frontages leading to two-car garages. A 12-foot parkway is proposed along the new Del Norte frontage, 10 feet along the existing Del Norte frontage and 10 feet along the Nora frontage. On the new Del Norte frontage along the south side of the new street, a 13-foot parkway is proposed and a 9-foot-wide parking area adjacent to the curb. The parkway will be improved with sidewalks and curbs. The single-family homes have front entrances facing the corresponding street. These houses would have minimum 5-foot side yard and 10-foot rear yard. The single-family properties would be subdivided to allow for the sale of the unit with the property (fee simple). The attached units would be condominiums, with the property owned in common (air space).

Air conditioning condensers for all dwellings are at the ground level located within the rear yard area for the detached units and in the front or side of the attached units. The condensers will be screened with low walls or landscaping.

Vehicular access to the subject property will be provided by two driveways, one on Del Norte Street and one on Nora Avenue. The entry driveways (26 feet in width) will route vehicles to private lanes (26 feet in width) throughout the site to the dwelling units, guest parking spaces, and the private recreation area.

The development is adjacent to Del Norte Park on its northern perimeter and on a portion of the eastern perimeter. Along both property lines, the buildings would be set back 10 feet minimum.

Parking
Each attached and detached unit has a two-car garage. A total of 464 parking spaces are provided in the garages. Of the 232 garages provided, 155 are two-car garages and 77 are tandem garages. All tandem garages are provided for the townhomes. In addition to the parking within the garages, the proposal includes 66 guest parking spaces. These guest parking spaces are spread out through the development in 90-degree parking spaces. A total of 530 parking spaces are provided for the units, which is 2.28 spaces per unit. In addition, the detached houses have driveways that will allow 2 cars (an additional 68 spaces). Street parking is allowed on the surrounding streets. In the newly developed portion of Del Norte Street, 11 parking spaces will be added on the south side of the street.

Comparison with Recent School Site Projects
Recently, two other former school site were approved and developed with housing. Below is a chart that provides a comparison of those projects. Both of the two former projects (Pioneer and Vincent school sites) were approved in 2021. Land values, construction costs and housing costs have increased since that time.

School Site	Pioneer (3/9/21)	Vincent (5/25/21)	Del Norte
Lot Size	9.14 acres	8.05 acres	11.74 acres
# of Units	158	119	232
Density	17.29 units per acre	14.8 units per acre	19.76 units per acre
Total Parking	415 parking spaces	285 parking spaces	530 parking spaces
Guest Parking	99 parking spaces	47 parking spaces	66 parking spaces
Parking Ratio	2.6 per unit	2.39 per unit	2.28 per unit
Central Open Space	10,450-square foot	8,578 square feet	21,000 square feet
Mailing Radius Noticing	300 feet	300 feet	1,000 feet

Code requirements for the mailing radius were changed in 2024. The Municipal code currently requires a mailing radius of 500 feet. The applicant voluntarily agreed to a 1,000-foot radius for noticing.

Walls/Fences, Lighting, and Landscaping
The proposal includes a variety of walls and fences in the project. The northern and eastern perimeter adjacent to Del Norte Park would have a 6-foot-tall fence, with 3-foot being a block wall and the upper 3 feet being tubular steel. This includes the area adjacent to the park dedication ballfield site. The area behind the existing medical use and single-family house on the eastern side would retain the existing 6-foot wall. A new 6-foot block wall would be constructed between the new houses and existing house along the extended Del Norte Street. The front yards of the single-family houses along Del Norte Street and Nora Avenue would be open. The side and rear yards of the houses would include 6-foot vinyl fences.

Light poles will be located along Del Norte Street and Nora Avenue and along the interior driveway network. Low bollards and tree uplighting will provide illumination throughout the rest of the site.

The proposal is to remove all trees from the site and from the surrounding parkways. The Arborist Report submitted for the project, indicates that there is one Coast Live Oak tree. The Coast Live Oak is a significant tree per the West Covina Municipal Code and therefore a Tree Removal Permit is required. The applicant is proposing to install landscaping on all non-paved/non-built surfaces of the site, primarily around the buildings. Street trees, approved by the City, will be planted along the Del Norte Street and Nora Avenue parkways. Additional trees of various species will be planted along the internal drive network and common open space areas. A variety of shrub and ground cover types will also be planted. The preliminary landscape plan provided indicates that the project will include 293 trees. Approval of a final landscape and irrigation plan is required by the conditions of approval.

Tree Removal Permit
There are a total of 16 on-site trees and 8 street trees along Nora Avenue and Sunset Avenue. Development of the site will require removal of all 26 trees. Of these, 1 tree is significant per City Ordinance (Section 26-294 Division 9 – Preservation, Protection and Removal of Trees – Protection of trees during development activity). Significant trees are defined as certain species or located within the front setback. The significant tree on site is a Coast Live Oak tree, which is located between buildings on the Del Norte frontage. The removal of the tree requires the approval of a tree removal permit. The applicant will be required to replace the significant trees on the site and the street trees at a 1:1 ratio, with the required replacement tree being a 36-inch box tree.

Community Open Space

The proposal includes 208,818 square feet of open space in the development. Open space is provided in a central open space, secondary open spaces, paseos, private yards, patios and decks, as well as the park dedication. A large community open space is proposed in the center of the project. This central open space is 21,000 square feet and would include amenities such as a swimming pool, spa, barbeque area, shade structure, and a turf area. Secondary open space areas are provided in smaller areas mainly along drive lane frontages and on the perimeter of the development. Paseos are in areas between buildings that provide front door access to units. The park dedication is 1.45 acres (63,349 square feet).

Community Benefit Contribution

As a part of the Precise Plan, the applicant would be required to establish a homeownership assistance program for no less than twenty-seven homes (10 percent). The homeownership assistance program will be made available to first-time homebuyers with priority given to existing West Covina residents, and/or low- or moderate-income individuals/families. A minimum of $15,000 a unit will be required to be dedicated to the program.

Regional Housing Needs Assessment (RHNA)

Since 1969, the State has required all local governments to plan for the housing needs of the community. The process starts with the State Department of Housing and Community Development (HCD), determining how much housing is needed. Each City in California is then required to adopt housing elements, which among other things, indicate how the City will meet their assigned local housing needs. The housing need is specified in different ranges of housing affordability including very low, low, moderate, and above moderate (market rate). West Covina was assigned 5,346 units for the City to allow between October 15, 2021, through October 15, 2029. Below is a chart that indicates the status of housing completed since October 15, 2021.

Housing Type	Required Units	2022	2023	2024	Total Units Completed	Units Needed
Very Low	1,653	0	19	33	52	1,601
Low	850	31	44	24	99	751
Moderate	865	21	24	12	57	808
Above Moderate	1,978	0	231	72	303	1,675
Total	5,346	52	318	141	511	4,835

Public Art

As a part of the Precise Plan, public art would be required. The applicant has the option of commissioning their own public art piece or paying the in-lieu contribution equal to one-half percent of the total project costs.

Development Impact Fees/Park Fees

The City adopted Development Impact Fees in December 2015. In this case, the fees are currently $2,059 (per unit) for single-family detached and $1,468 for attached/multi-family. In addition, the applicant is required to pay a park dedication in-lieu fee of $961,350. The applicant has submitted an SB 330 application to “freeze” applicable fees at the amount they were at the date the application was submitted.

Tentative Tract Map

The applicant has applied for a Tentative Tract Map to subdivide the land. The 34 single-family houses would be for sale lots (fee simple). The remainder of the site will be an air rights subdivision with the townhomes available for sale as condominiums. The project will utilize a Homeowner's Association (HOA) that will be responsible for maintaining the project, except for the interior of the units. Covenants, Conditions, and Restrictions (CC&Rs) will be created to regulate the HOA. The HOA will maintain all streets, curbs, and gutters, utilities, perimeter walls, building exteriors, common open space areas, sidewalks, site walls, signage, and exterior lighting. For the single-family houses, the HOA will maintain

their front yards and parkways in front of the houses. The owners of the property will maintain the rear yards.

REQUIRED FINDINGS
Findings are required to allow the Planning Commission to approve the precise plan and tentative tract map. The findings for entitlements are included in each of the resolutions (Attachment Nos. 4 and 5, respectively) and are also presented below. Factual support for several of the findings below is contingent upon the passage of the General Plan amendment and Zone Change in order to find consistency between the project and legislative standards.

Findings necessary for the approval of a **Precise Plan** are as follows:
a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.
The project is a request for a Precise Plan to allow for the construction of a 232-unit residential development with a Specific Plan. There will be 464 garage parking spaces and 66 guest parking spaces onsite as well as 2 parking spaces in each of the driveways of the 34 single-family houses and parallel parking spaces along Del Norte Street and Nora Avenue frontages. The applicant is also requesting approval of a General Plan Amendment from Civic: Schools to Neighborhood Medium Residential (up to 20 units per acre) and Open Space (for the park dedication). The project also requests the approval of a Tentative Tract Map to create individual lots for sale. The proposed project is consistent with the following General Plan policies and actions:

Policy 3.3 New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts and corridors.
The project is surrounded by single family residences, Del Norte Park, and a small office. The applicant is proposing to develop two-story single-family houses along the frontages of Del Norte Street and Nora Avenue. The higher density 3-Story Townhomes would be constructed “behind” the single-family houses. The design of the proposal allows for a transition between the existing single-family homes and the 3-Story Townhomes. A park dedication of an existing ballfield is proposed on the northeastern corner of the property. The project has been designed to be compatible and sensitive to the surrounding single-family residential neighborhood.

The project site is close to Sunset Avenue which is designated as a "Commercial Mixed-Use Thoroughfare" in the General Plan. It is appropriate to locate higher density development near streets such as this to reduce impacts to lower intensity neighborhoods. The project will be urban infill on a site suitable for residential development.

Policy 3.6 Reduce West Covina’s production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.
By promoting infill development, the project creates needed housing without sprawl. This helps reduce impacts to climate change. The site is served by transit, giving residents the option to reduce the use of automobiles.

The proposed project is consistent with the following Housing Element Goals:

Goal 2 Provide a variety of housing types to accommodate all economic segments of the City.
The project will provide detached and attached, for-sale housing. The detached units will be 3 or 4 bedroom units. The attached housing will range from 2 bedroom to 4 bedroom units. The variety of layouts and size will provide a range of price to the buyers and assist the City in meeting housing production requirements of the Housing Element.

The project creates infill residential development and utilizes a variety of architectural styles. It will provide for-sale housing at a density that should support a more affordable product. It will be compatible with the single-family neighborhood that surrounds the subject property.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.
The project will conform to the proposed General Plan designation of Neighborhood Medium Residential, the General Plan designation of Open Space, as well as the standards of the Del Norte Specific Plan, and all other applicable development standards in the Zoning Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.
The proposed project is on a rectangular shaped lot that is improved with public school buildings that were previously used for classrooms. The site will be developed according to development standards provided in the Del Norte Specific Plan and standards in the Open Space land use designation. The project is designed to be compatible with adjacent residential development.

The project will include required parking. The site will be landscaped. Mitigation measures and conditions of approval will ensure that the site is developed such that it will not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.
The proposed project site is 13.62 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking, park dedication, and all required development standards set forth in the West Covina Municipal Code and the Del Norte Specific Plan. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.
The buildings utilize Traditional (Seaside) and Spanish architectural styles with a variety of finishes, materials, and colors. The two-story buildings are designed to be compatible with and complement the existing neighboring single-family residential homes. New open block walls/fencing will be constructed along the Del Norte Park perimeter. The proposed residences will have front doors facing the street, enhancing the sense of connectedness to the existing residential community. The design characteristics create an attractive project with architectural interest and substantial landscaping.

Findings necessary for the approval of a **Tentative Tract Map** are as follows:
a. The proposed map is consistent with the general plan and any applicable adopted specific plans.
An amendment to the City's General Plan land-use map to change the designation of the site from Civic: Schools to Neighborhood Medium Residential (up to 20 units per acre) and Open Space is proposed. As noted in Finding A for the Precise Plan, the project is consistent with a number of Goals, Policies and Actions of both the General Plan and the proposed Del Norte Specific Plan.

b. The design or improvement of the proposed subdivision is consistent with the general plan and applicable adopted specific plans.
The tentative tract map conforms to the proposed General Plan designation of Neighborhood Medium Residential and Open Space, as well as the standards of the Del Norte Specific Plan, and all other applicable development standards in the Zoning Code.

c. The site is physically suitable for the type of development.
The proposed project site is flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set

forth in the West Covina Municipal Code and the Del Norte Specific Plan. The Del Norte School site is 13.62 acres. The proposal includes a street dedication of .43 acres to extend Del Norte Street through to Sunset Avenue. This reduces the developable portion of the site to 13.19 acres. The proposal now includes a 1.45 acre dedication to the City to expand Del Norte park and retain the little league baseball field on the northeast portion of the site. This reduces the developable portion of the site to 11.74 acres. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

d. The site is physically suitable for the proposed density of development.
The subject property is a former school site that is surrounded by single-family houses, Del Norte Park, and a medical office. The proposed development includes single-family houses on the Del Norte and Nora street frontages, across the street from existing single-family neighborhoods. The proposed development will be accessible from driveways along Del Norte Street and Nora Avenue. The site is 13.62 acres and, as conditioned, is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking, park dedication, and all required standards of the proposed Specific Plan subject to the approval of the Zone Change and General Plan amendment. The proposed General Plan designations include Neighborhood Medium Residential which allows up to 20 units per acre and Open Space for the park dedication. The proposed project density of the developable 13.19 acres is 19.76 units per acre. Additionally, there is a condition that requires that CC&Rs be recorded as a part of this project to ensure orderly operation. The site will be developed in accordance with the grading and construction requirements of the West Covina Municipal Code and the City Engineer.

e. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.
The site consists of a 13.62-acre property improved with school facilities that are currently vacant. No known endangered, threatened, rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal, or migration corridors are present on site. A mitigated negative declaration was prepared for the project, which included required mitigation measures for Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, to ensure that the project will not cause substantial environmental damage or injure fish, wildlife, or their habitat.

f. Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.
The proposed map and improvements will include access to a public sanitary sewer system for the removal and disposal of wastewater and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the Municipal Code, the Uniform Building Code, and other applicable requirements.

g. The design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.
There is one easement located on the property in favor of Southern California Edison. The easement for power lines that run along the south side of the property where Del Norte Street will be extended. These power lines serve the houses to the south of the subject property. The easement will be retained as the power poles will not be modified as part of this project. The project will not conflict with the existing easement.

CONCLUSION
The Mitigated Negative Declaration of Environmental Impact (MND) prepared for the project disclosed that the project will not have a significant impact on the environment. Mitigation measures have been incorporated into the project's design as conditions of approval to reduce impacts on the environment to

a less than significant level.

The applicant has reduced the number of units and density of the project. Their original proposal included 282 units, which included 110 four-story Stacked Flats. All the units are now two or three story and the density is under 20 units per acre and consistent with the other school site developments (Pioneer and Vincent Schools). The proposed development would provide 232 new housing units in a variety of housing types, including single-family houses and attached townhomes. Unit sizes would range from 1,226 square feet to 1,957 square feet. While the applicant did not provide any affordable units, they have agreed to contribute funding to the Homebuyer Assistance Program.

The project has been designed with a variety of unit types, with two-story single-family homes proposed along the street frontages of Del Norte Street and Nora Avenue. Behind the single-family homes to the east and north (adjacent to Del Norte Park), three-story townhomes are proposed. The Project's varied density has been designed to minimize potential impacts to existing single-family housing in the area.

The proposal includes a 1.45-acre park dedication. The site is on the northeastern corner of the site and has historically been used as a little league baseball field. The park dedication can be included in the Del Norte park site and is adjacent to another ballfield to the north and the tennis courts to the east.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolutions and ordinance and approved them as to form. The City Attorney's Office did not review the staff report.

OPTIONS:

The City Council has the following options:

1. Approve the project as recommended by the Planning Commission; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

The City reviewed the environmental impacts of the project pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). An Initial Study ("IS") was prepared (by Rincon) in accordance with the CEQA Guidelines § 15063 which shows that, if mitigated, the Project would not cause any significant environmental impacts. Accordingly, pursuant to CEQA § 21091, the City prepared a Mitigated Negative Declaration ("MND") of environmental impacts. Based on the IS findings, and with proposed mitigation measures for Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, the project would not result in significant environmental impacts.

To determine the potential impacts of the project, the following studies were completed and included as Appendices.

- Arborist Report
- Air Quality Analysis
- Preliminary Geotechnical Due Diligence Study
- Greenhouse Gas Analysis
- Cultural Resources Technical Report
- Noise Impact Analysis
- Vehicle Miles Traveled (VMT) Screening Evaluation
- Traffic Study Scoping Agreement
- Traffic Engineering and Construction Evaluation
- Sewer Area Study

The IS and MND, and a notice of intent to adopt the IS and MND was prepared, circulated, and made

available for public review between Tuesday, October 28, 2025, and Monday, December 1, 2025. During this period, the City received two comment letters from area agencies. A Response to Comments was prepared and is attached as Attachment No. 7. Therefore, no further environmental review is required. The MND, Response to Comments, and other CEQA documents can be found on the City website at https://www.westcovina.gov/245/Projects-Environmental-Documents.
A Mitigation Monitoring Program is an exhibit of Attachment No. 1 and provides information on the mitigation measures and monitoring by responsible agencies.

The IS-MND was prepared for the original project submitted with 282 units, and which included 4-story units. Based on the revision of the project to 232 units, Rincon prepared a Findings of Consistency (Findings) document to analyze whether the proposed residential project is consistent with the findings and assumptions in the circulated IS-MND. The Findings conclude that the revised project would not introduce new land use types or expand the previously analyzed development footprint. Therefore, the revised project would not result in any new or increased significant environmental effects beyond those identified in the circulated IS-MND. These Findings of Consistency are located in Attachment No. 8.

Prepared by: Jeff Anderson, Contract Planner

Fiscal Impact

FISCAL IMPACT:

The development project will have the following fiscal impact.

1. The applicant will pay a park in-lieu fee of $961,350.
2. The applicant will pay impact fees of $360,670 ($2,059 for each single family unit and $1,468 for each multi-family unit).

Attachments

Attachment 1 - Resolution Adopting MND - Del Norte - Final

Attachment 2 - 2026-40 GPA Resolution Final

Attachment 3 - 2541 Zone Change Ordinance Final w SP

Attachment 4 - 2026-41 Precise Plan Resolution Final

Attachment 5 - 2026-42 Tentative Tract Map Resolution Final

Attachment No. 6 - Community Outreach

Attachment No. 7 - MND Response to Comments

Attachment No. 8 - MND Findings of Consistency

Attachment No. 9 - PC Minutes 4/28/26

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community
Enhance City Image and Effectiveness

RESOLUTION NO. 2026-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MITIGATED NEGATIVE DECLARATION AND APPROVING AND ADOPTING A MITIGATION AND MONITORING PROGRAM FOR GENERAL PLAN AMENDMENT NO 25-01, ZONE CHANGE NO. 25-01, PRECISE PLAN NO. 25-01, TENTATIVE TRACT MAP NO. 004618, AND TREE REMOVAL PERMIT NO. 25-10 FOR THE DEVELOPMENT OF A 232-UNIT RESIDENTIAL PROJECT AT 1501 W. DEL NORTE STREET PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Louisa Feletto of Meritage Land Company, filed with the City verified applications on the forms prescribed in Chapter 26 of the West Covina Municipal Code requesting approval of (a) a General Plan Amendment to change the designation from “Civic: Schools” to “Neighborhood Medium Residential” (up to 20 units per acre) and “Parks and Open Space; (b) a Zone Change to change the zoning from “Single Family Residential (R-1)” to “Specific Plan No. 33, the Del Norte Specific Plan and Open Space (O-S)”; (c) a Precise Plan; (d) a Tentative Tract Map (No. 004618) to subdivide the site and create single-family lots and a condominium map to enable sale of the new homes; and (e) a tree removal permit to remove one significant tree to construct a 282-unit housing development including single family and multiple family residential units (the “Project”) on that certain property described as:

Assessor’s Parcel No. 8458-020-901, in the records of the Los Angeles County Assessor (the “site”); and

WHEREAS, the proposed Project is considered a “project” pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, an Initial Study was prepared for the Project; and

WHEREAS, following completion of the Initial Study, the City determined that the proposed Project will not have a significant impact on the environment and will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the California Fish and Game Code; and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration (IS/MND) which included revisions to and/or conditions placed on the Project, which were determined by the environmental coordinator to avoid or reduce the potentially significant effects to a level that is clearly

less than significant and that there was, therefore, no substantial evidence that the Project, as revised and conditioned, would have a significant effect on the environment; and; and

WHEREAS, the IS/MND was prepared for the original 282-unit project; and

WHEREAS, the IS/MND was circulated for public review between October 28, 2025 and December 1, 2025; and

WHEREAS, comments were received during the public review period from the following entities: Los Angeles County Sanitation Districts and the California Department of Transportation. The letters and responses to comments are included in the final mitigation monitoring and reporting program; and

WHEREAS, in December 2025, the applicant reduced the Project to 260 residential units; and

WHEREAS, on December 9, 2025, the Planning Commission conducted a duly noticed hearing to consider the Project, and continued the public hearing to January 27, 2026; and

WHEREAS, the City's environmental consultant prepared Findings of Consistency to analyze whether the revised project with 260 residential units is consistent with the findings and assumptions analyzed in the circulated IS/MND and concluded that the revised project would not introduce new land use types or expand the previously analyzed development footprint and, therefore, the revised project would not result in any new or increased severity of significant environmental effects beyond those identified in the circulated IS-MND; and

WHEREAS, on January 27, 2026, a public hearing was noticed for the Planning Commission to conduct the continued public hearing to consider the Project, and, prior to the hearing, at the request of the applicant, continued the public hearing to a date uncertain; and

WHEREAS, the applicant subsequently further reduced the Project to 232 residential units; and

WHEREAS, just as the first reduction in units would not create any new land use types or expand the development footprint, a further reduction would also not create any new land uses or expand the development footprint and, therefore, the revised Project would not result in any new or increased significant environmental effects beyond those identified in the circulated IS-MND; and

WHEREAS, on April 28, 2026, the Planning Commission conducted the continued public hearing to consider the revised Project, at the conclusion of which the Planning Commission adopted resolutions recommending that the City Council approve and adopt

the Mitigated Negative Declaration, the General Plan Amendment, the Zone Change, the Precise Plan and Tree Removal Permit, and the Tentative Tract Map; and

WHEREAS, on June 16, 2026, the City Council conducted a duly noticed public hearing to consider the Project; and

WHEREAS, in accordance with CEQA Guidelines Section 15074(b), the City has considered the proposed IS/MND together with the comments received during the public comment period and determined on the basis of the whole record before it that there is no substantial evidence that the Project will have a significant effect on the environment and that the MND reflects the City's independent judgment and analysis; and

WHEREAS, in making the various findings set forth herein, the City Council has considered all of the evidence presented by staff and the public, whether written or oral, and has considered the procedures and the standards required by the West Covina Municipal Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are true and correct and are incorporated herein.

SECTION 2. Adoption of Mitigated Negative Declaration. The City Council of the City of West Covina hereby adopts the Initial Study/Mitigated Negative Declaration. In its entirety, the document consists of the Initial Study and Mitigated Negative Declaration dated October 2025,incorporated by this reference as is fully set forth herein, and the Responses to Comments and Final Mitigation Monitoring and Reporting Program, attached hereto as Exhibit A. The City Council also approves and adopts the Mitigation Monitoring and Reporting Program set forth in Exhibit A.

SECTION 3. Record of Proceedings. The documents and other materials that constitute the record of proceedings upon which the City Council has based its decision are located in the office of the West Covina Deputy Community Development Director, 1444 West Garvey Avenue South, West Covina, CA 91790. The custodian of these documents and other materials is the West Covina Deputy Community Development Director.

SECTION 4. Compliance with Mitigation Measures. The applicant shall comply with the mitigation measures and monitoring or reporting requirements. Failure to comply with any mitigation measures and/or monitoring or reporting requirements will result in a written notice of violation from the City to the applicant at which time the City may order that all or a portion of pre-construction, construction, post-construction activity or project implementation must cease until compliance is reached.

SECTION 5. Notice of Determination. Upon approval of the Project by the City Council, the environmental coordinator shall file a Notice of Determination with the County Clerk of Los Angeles County.

SECTION 6. Effective Date. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED on this 16th day of June, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-39 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

ATTACHMENT NO. 1

EXHIBIT A

RESPONSES TO COMMENTS AND MITIGATION MONITORING AND REPORTING PROGRAM

Response to Comments on the Draft IS-MND

This section includes comments received during public circulation of the Draft Initial Study-Mitigated Negative Declaration (IS-MND) prepared for the 1501 Del Norte Street Residential Project (project).

The Draft IS-MND was circulated for a 30-day public review period that began on October 28, 2025 and ended on December 1, 2025, with five additional days included to accommodate the Thanksgiving holiday. The City received two comment letters on the Draft IS-MND that are included herein, along with responses to the environmental concerns raised by the commenters. The commenters and the page number on which each commenter's letter appear are listed below.

Table 1 List of Comments Received

Letter Number	Commenter	Page Number
1	Los Angeles County Sanitation Districts	2
2	California Department of Transportation	4

The comment letters and responses follow. The comment letters are numbered sequentially, and each separate issue raised by the commenter has been assigned a number. The responses to each comment identify first the number of the comment letter, and then the number assigned to each issue (Response 1.1, for example, indicates that the response is for the first issue raised in Comment Letter 1).

LOS ANGELES COUNTY SANITATION DISTRICTS
Converting Waste Into Resources

Robert C. Ferrante
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
(562) 699-7411 • www.lacsd.org

November 24, 2025

Ref. DOC 7630955

Letter 1

VIA EMAIL JAnderson@willdan.com

Mr. Jeff Anderson, Contract Planner
City of West Covina, Planning Division
1444 West Garvey Avenue S, Room 208
West Covina, CA 91790

Dear Mr. Anderson:

NOI Response to 1501 Del Norte Street Residential Project

The Los Angeles County Sanitation Districts (Districts) received a Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration (MND) for the subject project located in the City of West Covina on October 28, 2025. The proposed project is located within the jurisdictional boundaries of District No. 22. We offer the following comments regarding sewerage service:

Response 1.1

1. The wastewater flow originating from the proposed project will discharge to a local sewer line, which is not maintained by the Districts, for conveyance to the Districts' 22-inch diameter Joint Outfall H Unit 8J Trunk Sewer, located in South Willow Avenue, south of West Ituni Street. This trunk sewer has a capacity of 2.0 million gallons per day (mgd) and conveyed a peak flow of 1.1 mgd when last measured in 2015.

2. The expected average wastewater flow from the project, described in the NOI as 34 single-family detached homes and 248 attached townhomes and stacked flats, is 57,200 gallons per day. A copy of the District's average wastewater generation factors is available on our website at Table 1, Loadings for Each Class of Land Use.

3. The wastewater generated by the proposed project will be treated at the San Jose Creek Water Reclamation Plant (WRP) located adjacent to the City of Industry, which has a capacity of 100 mgd and currently processes an average recycled flow of 62.6 mgd. All biosolids and wastewater flows that exceed the capacity of the San Jose Creek WRP are diverted to and treated at the A.K. Warren Water Resource Facility (formerly known as the Joint Water Pollution Control Plant) in the City of Carson.

4. The Districts are empowered by the California Health and Safety Code to charge a fee to connect facilities (directly or indirectly) to the Districts' Sewerage System or to increase the strength or quantity of wastewater discharged from connected facilities. This connection fee is used by the Districts for its capital facilities. Payment of a connection fee may be required before this project is permitted to discharge to the Districts' Sewerage System. For more information and a copy of the Connection Fee Information Sheet, go to www.lacsd.org, under Services, then Wastewater (Sewage) and select Rates & Fees. In determining the impact to the Sewerage System and applicable connection fees, the Districts will determine the user category (e.g. Condominium, Single Family Home, etc.) that best represents the actual or anticipated use of the parcel(s) or facilities on the parcel(s) in the development. For more specific information regarding the connection fee application procedure and fees, please contact the Districts' Wastewater Fee Public Counter at (562) 908-4288, extension 2727.

5. In order for the Districts to conform to the requirements of the Federal Clean Air Act (CAA), the capacities of the Districts' wastewater treatment facilities are based on the regional growth forecast adopted by the Southern California Association of Governments (SCAG). Specific policies included in the development of the SCAG regional growth forecast are incorporated into clean air plans, which are prepared by the South Coast and Antelope Valley Air Quality Management Districts in order to improve air quality in the South Coast and Mojave Desert Air Basins as mandated by the CAA. All expansions of Districts' facilities must be sized and service phased in a manner that will be consistent with the SCAG regional growth forecast for the counties of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial. The available capacity of the Districts' treatment facilities will, therefore, be limited to levels associated with the approved growth identified by SCAG. As such, this letter does not constitute a guarantee of wastewater service but is to advise the City that the Districts intend to provide this service up to the levels that are legally permitted and to inform the City of the currently existing capacity and any proposed expansion of the Districts' facilities.

Response 1.2

If you have any questions, please contact the undersigned at (562) 908-4288, extension 2742, or phorsley@lacsd.org.

Very truly yours,

Patricia Horsley

Patricia Horsley
Environmental Planner
Facilities Planning Department

PLH:plh

cc: C. Chang
A. Howard

Letter 1

COMMENTER: Patricia Horsley, Los Angeles County Sanitation Districts (LACSD)

DATE: November 24, 2025

Response 1.1

The commenter (LACSD) confirms that the project site is within their service area; provides information regarding the local and regional sewer lines and wastewater treatment facilities serving the project site; the expected increase in average wastewater flow from the proposed project; and fees that the LACSD can charge to help upgrade or expand the sewer system. The capacity amounts noted in the letter are consistent with the capacity noted in the IS-MND.

These comments are informational and do not directly comment on the contents of IS-MND or the CEQA process, and confirm that the project's impacts on utilities will be less-than-significant.

Response 1.2

This comment states that the Districts comply with the requirements of the Federal Clean Air Act and the capacities of the District's facilities are based on regional growth forecasted by the Southern California Association of Governments (SCAG). Further, the comment adds that the letter does not guarantee wastewater service.

As indicated in the Initial Study for the proposed project (see *Population and Housing*), the level of growth associated with the project would not exceed SCAG's regional population projections.

California Department of Transportation

DISTRICT 7
100 SOUTH MAIN STREET, SUITE 100 | LOS ANGELES, CA 90012
PHONE (213) 897-0362 | FAX (213) 897-0360 TTY 711
www.dot.ca.gov

December 1, 2025

Letter 2

Sonia Griego, Contract Planner
City of West Covina, Planning Division
1444 West Garvey Avenue S, Room 208
West Covina, California 91790

RE: 1501 Del Norte Street Residential Project
- Mitigated Negative Declaration (MND)
SCH# 2025101508
GTS# 07-LA-2025-04942
Vic. LA 10 PM: 34.857

Dear Sonia Griego,

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above referenced project. The 1501 Del Norte Street Residential Project (hereafter referred to as "proposed project" or "project"), includes a General Plan Amendment, a Specific Plan, a Zone Change, a Precise Plan, a Tentative Tract Map and a Tree Removal Permit. The proposed project would include the demolition of the existing buildings and structures on the project site (requiring a demolition permit); followed by construction of 34 single-family detached homes and 248 attached townhomes and stacked flats, for a total of 282 residential units. The project site is 13.56 acres, of which 13.19 acres would be developed for residential uses and common space, and 0.37 acre would be used as an extension and dedication of West Del Norte Street from its current terminus east to North Sunset Avenue. Each of the residential units would include a two-car garage and there would also be 77 uncovered parking spaces for guest parking, resulting in 641 total parking spaces. 26-foot private lanes would provide vehicular access to all homes, which would be connected by the primary entrance on West Del Norte Street, and the secondary entrance on North Nora Avenue. Both entries would be defined by pedestrian entry pilasters with project signage, accent trees, enhanced landscaping and paving, and parkways and sidewalks on both sides. In addition, pedestrians will also be able to access the project site via two access points from Del Norte Park.

After reviewing the MND, Caltrans has the following comments:

Response 2.1

As outlined in the Traffic Study Scoping Agreement (Appendix J), a queuing analysis will be conducted to assess freeway off-ramp queues to ensure that project induced trips do not create unsafe conditions at intersections or on the mainline. The study should include, but not be limited to, the following locations: I-10 at Sunset Ave and I-10 at Pacific Ave.

A Multi-Modal Conflict Analysis should also be conducted across the project area and at the above locations. This should include the identification and proposal of complete streets features and related street improvements (ADA curb ramps, sidewalks, bicycle lanes, high-visibility crosswalks, etc.) If any impacts are found to degrade conditions for any road users, they should be mitigated with project design changes and infrastructure investments that reduce trips made by car and induce demand for the safe use of alternative modes of travel.

While Caltrans supports infill development that does not further contribute to suburban sprawl, based the amount of car parking provided and the auto-oriented design of the proposed site plan, the 1501 Del Norte Street Residential Project is currently designed in a way that potentially induces demand for unnecessary personal vehicle trips. For California to achieve its goals, this demand should be addressed with appropriate design and management principles. Caltrans recommends the following:

- Provide for a mixture of land use types within the Project's zoning area to allow for adaptive reuse in the future. This can allow housing, goods, services, and jobs to be created near one another.

Response 2.2

- Increase density, both vertically and horizontally. By bringing the built environment closer together, and building up instead of out, it becomes possible to greatly reduce energy use, improve walkability, allow for adaptive reuse, and generate real value for the community.

- Reducing the amount of parking whenever possible, as research looking at the relationship between land-use, parking, and transportation indicates that the amount of car parking supplied can undermine a project's ability to encourage public transit and active modes of transportation. If surface parking must be built, it is recommended that it not face the street directly. By shifting the parking to the rear or interior of the project site, a more inviting streetscape can be created. A more active frontage, against the sidewalk, can encourage both recreational and transportation walking.

- Create a streetscape that is safe and comfortable for all users. Caltrans encourages the Lead Agency to consider any reduction in vehicle speeds to benefit pedestrian and bicyclist safety, as there is a direct link between impact speeds and the likelihood of fatality or serious injury. The most effective methods to reduce pedestrian and bicyclist exposure to vehicles is through physical design and geometrics. These methods include the construction of physically separated facilities such as Class IV bike lanes, wide sidewalks, pedestrian refuge islands, landscaping, street furniture, and reductions in crossing distances through roadway narrowing. Visual indicators such as, pedestrian and bicyclist warning signage, flashing beacons, crosswalks, signage, and striping should be used in addition to physical design improvements to indicate to motorists that they can expect to see and yield to pedestrians and people on bikes.

- Implementation of Transportation Demand Management (TDM) strategies to reduce transportation impacts, which may include increased transit access, commute trip

reductions such as rideshare programs, shared mobility facilities (bicycle or vehicular), increased bicycle and pedestrian infrastructure.

While the project appears to satisfy the City of West Covina's requirements related to pedestrian and bicycle accommodation, please consider the following improvements:

Response 2.3

- Since the specific location and type of bike parking is not included in the Specific Plan, we recommend you follow the APBP Bicycle Parking Guidelines for effective siting (particularly in common areas) and design: https://www.apbp.org/Publications

- Include a sidewalk in the proposed Del Norte St. extension (south side of Del Norte St. between Hollow Ave. and Sunset Ave.).

- Narrow Del Norte St. and provide traffic calming, since the current 40 feet of width is likely no longer needed with the school closed. Even simply striping the parking lanes could help, similar to Rowland Ave.

- Construct a curb extension on the northeast corner of Nora Ave./Del Norte St. to shorten the crossing distance and slow vehicle turns.

- Make general traffic calming (e.g., speed humps, curb extensions) and crosswalk improvements between the project site and Monte Vista Elementary School, to/from the nearby transit bus stops, and to/from the West Covina Mall & the Civic Center; there will likely be increased pedestrian trips to/from these destinations due to the project.

- Construct curb extensions on both ends of the Sunset Ave./Rowland Ave. crosswalk to shorten this crossing. Evaluate if a Pedestrian Hybrid Beacon is warranted at this crossing due to increased pedestrian trips as a result of the project.

If you have any questions, please contact project coordinator Anthony Higgins, at anthony.higgins@dot.ca.gov and refer to GTS# 07-LA-2025-04942.

Sincerely,

Miya Edmonson

Miya Edmonson
LDR Branch Chief

Cc: State Clearinghouse

Letter 2

COMMENTER: Miya Edmonson

DATE: December 1, 2025

Response 2.1

The letter is a summary of the project details and does not include comments on the adequacy of the IS-MND. The commenter acknowledges that the Traffic Scoping Agreement (Appendix J) outlines that a queuing analysis will take place to assess freeway off-ramp queues. The commenter says that the study should include, at minimum, Interstate 10 at Sunset Avenue and Interstate 10 at Pacific Avenue. The commenter states that a Multi-Modal Conflict Analysis should be conducted at these two locations and across the project area, including complete streets features and related street improvements. The commentor states that if "any impacts are found to degrade conditions for any road users, they should be mitigated" with design changes to reduce vehicle miles traveled (VMT) and to "induce alternative modes of travel."

Urban Crossroads prepared a Traffic Analysis for the project on October 23, 2025, which was scoped and approved by the City of West Covina in accordance with the city's transportation study guidelines and CEQA requirements. The scope did not include freeway ramp queuing or a Multi-Modal Conflict Analysis because these elements were not identified as necessary based on the City's criteria or the results of the analysis. The queuing analysis conducted for the project evaluated driveways and adjacent intersections, including Sunset Avenue and Rowland Avenue (North and South), and confirmed that available stacking distances are adequate with no risk of spillback. Additionally, the project is not anticipated to generate volumes that would materially affect ramp operations. As identified in the Project Trip Generation in the Traffic Study, the Project is expected to generate a total of 131 AM peak hour trips and a total of 154 PM peak hour trips. Of these trips only 30 percent of these are anticipated to use Sunset Avenue south of Workman Avenue towards Interstate, resulting in fewer than 50 peak hour trips.

Additionally, a Multi-Modal Conflict Analysis was conducted for the immediate project area and was included the Traffic Study Scoping Agreement (Appendix K). This analysis included standards for new crosswalks and sidewalks, and also included standards and locations for new accessible curb ramps that would be required to implement the Project. There are also no bicycle facilities in the vicinity of the Project site. Similar to the Traffic Analysis, the scope was only conducted in the immediate vicinity of the Project site due to the limited volumes discussed above. Therefore, potential transportation impacts would be less than significant, and the existing analysis is adequately addresses the transportation impacts under CEQA and City requirements.

Response 2.2

The commenter acknowledges that the project is infill and expressed support for infill development, but expresses concern that the project could potentially include demand for unnecessary vehicles trips due to the high amount of parking included in the project design. To remedy this, the commenter recommends facilitating mixed-use development through zoning on the project site, increasing density, reducing parking whenever possible, siting parking so it does not face the street, creating a more inviting and safe streetscape for all users, reducing traffic speeds, incorporating separated bikes lanes, wide sidewalks, pedestrian islands, street furniture, reductions in crossing distances, and incorporating visual indicators such as lights, signage, and striping.

The commenter also recommends implementation of Transportation Demand (TDM) strategies such as increased transit access, rideshare programs, shared mobility facilities, and increased bicycle and pedestrian infrastructure.

As discussed in Section 17, *Transportation*, of the IS-MND, the potential transportation impacts would be less-than-significant, and would comply with the various applicable policies and regulations of the City of West Covina regarding the circulation system, including transit, roadway, bicycle and pedestrian facilities, each of which serves as a TDM strategy. For example, the project will construct new sidewalks along the site boundary to improve pedestrian connectivity; extend West Del Norte Street to North Sunset Avenue to enhance circulation; install ADA-compliant curb ramps at driveways and intersections; maintain access to nearby Foothill Transit stops; and provide internal private lanes that accommodate emergency vehicles and safe pedestrian movement. These features support multimodal travel and reduce reliance on single-occupancy vehicles, consistent with TDM principles.

Additionally, based on Urban Crossroad's review of applicable VMT screening thresholds as recommended by the San Gabriel Valley Council of Governments, the proposed project would meet the Transit Priority Area Screening and Low VMT Area screening criteria. Despite the increase in VMT resulting from the project, the increase is below the VMT threshold of significance pursuant to standards enacted by the City of West Covina. For these reasons, the existing analysis adequately addressed the transportation impacts under CEQA and City requirements, and additional measures are not necessary.

Response 2.3

The commenter requests that the project incorporates multiple recommendations related to pedestrian and bicycle accommodations, including following Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines, narrowing and including a sidewalk in the Del Norte Street extension, constructing curb extensions to shorten pedestrian crossing time, incorporating traffic calming measures, and evaluating implementation of a Pedestrian Hybrid Beacon.

As discussed in responses 2.1 and 2.2, the project would incorporate a range of TDMs compliant with the City's existing requirements including pedestrian facilities and paths, and would comply with the various applicable policies and regulations of the City of West Covina regarding the circulation system, including transit, roadway, bicycle and pedestrian facilities. The existing analysis adequately addressed the transportation impacts under CEQA and City requirements. Therefore, the potential transportation under the proposed project would be less-than-significant, and additional mitigation measures are not necessary for CEQA compliance.

Mitigation Monitoring and Reporting Program

CEQA requires that a reporting or monitoring program be adopted for the conditions of project approval that are necessary to mitigate or avoid significant effects on the environment (Public Resources Code 21081.6). This mitigation monitoring and reporting program is intended to track and ensure compliance with adopted mitigation measures during the project implementation phase. For each mitigation measure recommended in the Final Initial Study/Mitigated Negative Declaration (Final IS/MND), specifications are made herein that identify the action required, the monitoring that must occur, and the agency or department responsible for oversight.

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Compliance Verification Initial	Compliance Verification Date	Compliance Verification Comments
Biological Resources							
BIO-1 Nesting Bird Avoidance							
Prior to issuance of grading permits, the following measures shall be implemented: ▪ To avoid disturbance of nesting birds, including raptorial species protected by the MBTA and CFGC, construction activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 1 through August 31). If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted no more than seven days prior to initiation of construction activities. The nesting bird pre-construction survey shall be conducted on foot inside the project site, including a 100-foot buffer, and in inaccessible areas (e.g., private lands) from afar using binoculars to the extent practical. The survey shall be conducted by a qualified biologist familiar with the identification of avian species known to occur in southern California.	Limit all initial ground disturbing activities, including tree removal, to the time period between February 1 and August 31. Or Submit a survey report prepared by the qualified biologist to the City documenting compliance with mitigation measures and applicable State and federal regulations. Ensure the qualified biologist serves as a construction monitor during any work near active nests to prevent inadvertent impacts.	**Prior to Construction:** Review pre-construction survey no more than seven days prior to construction. **During Construction (if applicable):** Monitor compliance with avoidance buffers and nesting protection measures during active construction near identified nests.	Once	City of West Covina Planning Division			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
▪ If active nests (i.e., nests occupied by eggs or fledglings) are found, the 100-foot avoidance buffer shall be demarcated by a qualified biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No parking, storage of materials, or construction activities shall occur within this buffer until the biologist has confirmed that breeding/nesting is completed, and the young have fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist. ▪ A survey report by the qualified biologist documenting and verifying compliance with the mitigation and applicable State and federal regulations protecting nesting birds shall be submitted to the City. The qualified biologist shall serve as a construction monitor during those periods when construction activities would occur near active nest areas to ensure that no inadvertent impacts on these nests would occur.							
Cultural Resources							
CUL-1: Unanticipated Discovery of Cultural Resources							
In the event that archaeological resources are unexpectedly encountered during ground-disturbing activities, work within 50 feet of the find shall halt and an archaeologist meeting the Secretary of the Interior's Professional	Halt work within 50 feet of the discovery.	During ground-disturbing activities and upon discovery	As Needed	City of West Covina Planning Division			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
Qualifications Standards for archaeology (National Park Service 1983) shall be contacted immediately to evaluate the resource. If the resource is determined by the qualified archaeologist to be prehistoric, then a Native American representative shall also be contacted to participate in the evaluation of the resource. If the qualified archaeologist and/or Native American representative determines it to be appropriate, archaeological testing for CRHR eligibility shall be completed. If the resource proves to be eligible for the CRHR and significant impacts to the resource cannot be avoided via project redesign, a qualified archaeologist shall prepare a data recovery plan tailored to the physical nature and characteristics of the resource, per the requirements of the California Code of Regulations (CCR) Guidelines Section 15126.4(b)(3)(C). The data recovery plan shall identify data recovery excavation methods, measurable objectives, and data thresholds to reduce any significant impacts to cultural resources related to the resource. Pursuant to the data recovery plan, the qualified archaeologist and Native American representative, as appropriate, shall recover and document the scientifically consequential information that justifies the resource's significance. The City shall review and approve the treatment plan and archaeological testing as appropriate, and the resulting documentation shall be submitted to the regional repository of the California Historical Resources Information System, per CCR Guidelines Section 15126.4(b)(3)(C).	Contact a qualified archaeologist to evaluate the resource. If the resource is determined to be prehistoric, notify and coordinate with a Native American representative. Conduct archaeological testing and/or prepare a data recovery plan, if appropriate. Submit the data recovery plan to the City for review and approval prior to resuming work. Submit final documentation to the regional CHRIS repository.	of archaeological resources.		City of West Covina Building and Safety Division Project Applicant Qualified Archaeologist (if needed) Native American Representative			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Compliance Verification Initial	Compliance Verification Date	Compliance Verification Comments
Geology and Soils							
GEO-1: Unanticipated Discovery of Paleontological Resources							
In the event an unanticipated fossil discovery is made during the course of project development, construction activity shall be halted in the immediate vicinity of the fossil, and a qualified professional paleontologist shall be notified and retained to evaluate the discovery, determine its significance, and determine if additional mitigation or treatment is warranted. Work in the area of the discovery shall resume once the find is properly documented and the qualified professional paleontologist authorizes resumption of construction work. Any significant paleontological resources found during construction monitoring shall be prepared, identified, analyzed, and permanently curated in an approved regional museum repository under the oversight of the qualified paleontologist.	Halt work in the immediate vicinity of the fossil discovery. Notify and retain a qualified professional paleontologist to evaluate the find and determine its significance. Implement any additional mitigation or treatment measures recommended by the paleontologist. Resume work only after the paleontologist has documented the find and authorized continuation of construction. Prepare, identify, analyze, and curate any significant fossil specimens at an approved regional museum repository.	During ground-disturbing activities and upon discovery of paleontological resources.	As Needed	City of West Covina Planning Division City of West Covina Building and Safety Division Project Applicant Qualified Paleontologist			
Hazards and Hazardous Materials							
HAZ-1: Testing and Disposal for Building Materials Containing ACMs, Lead-Based Paint, and PCBs							
Prior to issuance of a demolition permit for any building on the project site, the applicant shall obtain and submit to the City for review and approval a letter from a qualified consultant verifying that no ACMs, lead-based paint, or PCB-containing materials are present in the on-site buildings. This requirement can also be satisfied by completion of the Phase I Environmental Assessment required by Mitigation Measure HAZ-2. If any of these materials are found to be present, they shall be	Retain a qualified environmental consultant to inspect on-site buildings for asbestos-containing materials (ACMs), lead-based paint, and PCB-containing materials. Submit a verification letter to the City confirming the absence or presence of such materials prior to issuance of a demolition permit.	Prior to issuance of demolition and building permits.	Once	City of West Covina Planning Division City of West Covina Building and Safety Division			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
abated in compliance with SCAQMD Rule 1403, as well as other applicable State and federal rules and regulations. Only asbestos trained and certified abatement personnel shall be allowed to perform asbestos abatement activities on-site. All such materials removed from any on-site structure shall be hauled and disposed off-site by a transportation company certified to handle these materials. If these abatement measures are necessary, the applicant shall submit documentation to the City demonstrating that they have been properly carried out prior to issuance of building permits for the project.	If hazardous materials are identified, ensure abatement is conducted by certified personnel in accordance with SCAQMD Rule 1403 and applicable State and federal regulations. Dispose of all hazardous materials through a certified transportation company to an approved disposal facility. Submit documentation to the City verifying completion of abatement prior to issuance of building permits.			Qualified Environmental Professional			
HAZ-2: Phase I Environmental Site Assessment							
Prior to the issuance of a demolition permit for any building on the project site, the applicant shall retain a qualified environmental professional to prepare a Phase I Environmental Site Assessment (ESA) for the project site in accordance with the current ASTM E1527-21 standard. The Phase I ESA shall evaluate the potential presence of hazardous substances, including but not limited to contaminated soils, asbestos-containing materials (ACMs), lead-based paint, and polychlorinated biphenyls (PCBs), based on the site's historical use and age of existing structures. If the Phase I ESA identifies Recognized Environmental Conditions (RECs), a Phase II ESA shall be conducted to further investigate the nature and extent of contamination. If contamination is confirmed, appropriate remediation measures shall be developed in consultation with the appropriate	Retain a qualified environmental professional to prepare a Phase I Environmental Site Assessment (ESA) in accordance with ASTM E1527-21 standards. If the Phase I ESA identifies Recognized Environmental Conditions (RECs), conduct a Phase II ESA to determine the nature and extent of contamination. If contamination is confirmed, develop and implement remediation measures in coordination with appropriate regulatory agencies.	Prior to issuance of demolition and grading permits.	Once	City of West Covina Planning Division City of West Covina Building and Safety Division Qualified Environmental Professional			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Compliance Verification Initial	Compliance Verification Date	Compliance Verification Comments
regulatory agencies. All required investigations and, if necessary, remediation activities shall be completed prior to issuance of grading permits. Documentation of the completed assessments and any required remediation shall be submitted to the City for review and approval.	Complete all required investigations and remediation activities prior to issuance of grading permits. Submit documentation of completed assessments and any required remediation to the City for review and approval.						
Noise							
N-1: Construction Temporary Noise Barriers							
The project applicant shall require the installation of a minimum 12-foot high temporary noise barrier on the portion of the east side of the project site that is adjacent to the homes as well as the entire south side of the project site. The project applicant shall also require the installation of minimum 8-foot high temporary noise barriers around all stationary equipment and concrete saws that are operated within 30 feet of the homes located on the east and south sides of the project site. The temporary noise barriers shall be constructed with either minimum 5/8" thick plywood or oriented strand board (OSB) or sound blankets that have a minimum Sound transmission class (STC) rating of 15 STC.	Install a minimum 12-foot high temporary noise barrier along the east side of the project site adjacent to homes and along the entire south side of the site. Install minimum 8-foot high temporary noise barriers around all stationary equipment and concrete saws located within 30 feet of homes on the east and south sides of the project site. Construct barriers using either 5/8" thick plywood, oriented strand board (OSB), or sound blankets with a minimum STC rating of 15.	Prior to and during construction activities near adjacent homes.	Continuous	City of West Covina Planning Division City of West Covina Building and Safety Division			
N-2: Construction Equipment Use Restrictions							
The project applicant shall require that all construction contractors restrict the operation of any large bulldozers that is powered by a greater than 150 horsepower engine from operating within 20 feet of any off-site structure. The grading contractor shall use a small bulldozer (i.e., D1, D2, or D3 dozers) or	Restrict operation of bulldozers greater than 150 horsepower within 20 feet of any off-site structure. Use small bulldozers (D1, D2, D3) or equipment less than 150 horsepower	During all grading and demolition activities.	Continuous	City of West Covina Building and Safety Division			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
other type of equipment that is less than 150 horsepower to perform all demolition and grading activities that are located within 20 feet of any off-site structure.	for all grading and demolition activities within 20 feet of off-site structures.						
Tribal Cultural Resources							
TCR-1: Retain a Native American Monitor Prior to Commencement of Ground-Disturbing Activities							
A. The project applicant/lead agency shall retain a Native American Monitor from or approved by the Gabrieleño Band of Mission Indians – Kizh Nation. The monitor shall be retained prior to the commencement of any "ground-disturbing activity" for the subject project at all project locations (i.e., both on-site and any off-site locations that are included in the project description/definition and/or required in connection with the project, such as public improvement work). "Ground-disturbing activity" shall include, but is not limited to, demolition, pavement removal, potholing, auguring, grubbing, tree removal, boring, grading, excavation, drilling, and trenching. B. A copy of the executed monitoring agreement shall be submitted to the lead agency prior to the earlier of the commencement of any ground-disturbing activity, or the issuance of any permit necessary to commence a ground-disturbing activity. C. The monitor will complete daily monitoring logs that will provide	Retain a Native American Monitor approved by the Gabrieleño Band of Mission Indians – Kizh Nation prior to any ground-disturbing activities. Submit a copy of the executed monitoring agreement to the lead agency before ground disturbance or permit issuance. Ensure the monitor completes daily logs describing activities, soil types, locations, and any discoveries of tribal cultural resources (TCRs). Conclude on-site monitoring only after written confirmation that all ground-disturbing activities are complete or the Kizh Tribe determines no further impacts are possible.	Prior to grading permit issuance and during all ground-disturbing activities.	Continuous	City of West Covina Planning Division City of West Covina Building Division City verifies Native American Monitor that is from or approved by a consulting Tribe Native American monitor and archaeological monitor to be present during construction			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
descriptions of the relevant ground-disturbing activities, the type of construction activities performed, locations of ground-disturbing activities, soil types, cultural-related materials, and any other facts, conditions, materials, or discoveries of significance to the Tribe. Monitor logs will identify and describe any discovered TCRs, including but not limited to, Native American cultural and historical artifacts, remains, places of significance, etc., (collectively, tribal cultural resources, or "TCR"), as well as any discovered Native American (ancestral) human remains and burial goods. Copies of monitor logs will be provided to the project applicant/lead agency upon written request to the Tribe.				excavation activity			
D. On-site tribal monitoring shall conclude upon the latter of the following (1) written confirmation to the Kizh from a designated point of contact for the project applicant/lead agency that all ground-disturbing activities and phases that may involve ground-disturbing activities on the project site or in connection with the project are complete; or (2) a determination and written notification by the Kizh to the project applicant/lead agency that no future, planned construction activity and/or development/construction phase at the project site possesses the potential to impact Kizh TCRs.							

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
TRC-2: Unanticipated Discovery of Tribal Cultural Resource Objects (Non-Funerary/Non-Ceremonial)							
A. Upon discovery of any TCRs, all construction activities in the immediate vicinity of the discovery shall cease (i.e., not less than the surrounding 50 feet) and shall not resume until the discovered TCR has been fully assessed by the Kizh monitor and/or Kizh archaeologist. The Kizh will recover and retain all discovered TCRs in the form and/or manner the Tribe deems appropriate, in the Tribe's sole discretion, and for any purpose the Tribe deems appropriate, including for educational, cultural and/or historic purposes.	Halt all construction activities within at least 50 feet of the discovery. Allow the Kizh monitor and/or Kizh archaeologist to assess the TCR. Recover and retain discovered TCRs according to the Tribe's direction.	During ground disturbing activities and upon discovery of TCR objects during construction.	As Needed	If significant Pre-Contact and/or Post-Contact cultural resources are discovered and avoidance cannot be ensured, Qualified Archaeologist prepares a treatment plan for City review and approval			
TRC-3: Unanticipated Discovery of Human Remains and Associated Funerary or Ceremonial Objects							
A. Native American human remains are defined in PRC 5097.98 (d)(1) as an inhumation or cremation, and in any state of decomposition or skeletal completeness. Funerary objects, called associated grave goods in Public Resources Code Section 5097.98, are also to be treated according to this statute. B. If Native American human remains and/or grave goods are discovered or recognized on the project site, then Public Resource Code 5097.9 as well as Health and Safety Code Section 7050.5 shall be followed.	Halt all activities immediately upon discovery of human remains or associated funerary/ceremonial objects. Treat remains and associated objects in accordance with PRC 5097.98, PRC 5097.9, and HSC 7050.5. Preserve in place if feasible; otherwise, follow procedures approved by the Tribe and lead agency. Maintain confidentiality of the discovery to prevent disturbance.	During ground disturbing activities and upon discovery of human remains or funerary/ceremonial objects.	As Needed	Applicant to consult with the Tribe or Tribal Government that requested consultation			

Mitigation Measure/ Condition of Approval	Action Required	Monitoring Timing	Monitoring Frequency	Responsible Agency	Com-pliance Verifi-cation Initial	Com-pliance Verifi-cation Date	Com-pliance Verifi-cation Comments
C. Human remains and grave/burial goods shall be treated alike per California Public Resources Code section 5097.98(d)(1) and (2).							
D. Preservation in place (i.e., avoidance) is the preferred manner of treatment for discovered human remains and/or burial goods.							
E. Any discovery of human remains/burial goods shall be kept confidential to prevent further disturbance.							

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ATTACHMENT NO. 2

RESOLUTION NO. 2026-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING GENERAL PLAN AMENDMENT NO. 25-01

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Louisa Feletto of Meritage Land Company, filed with the City verified applications on the forms prescribed in Chapter 26 of the West Covina Municipal Code requesting approval of (a) a General Plan Amendment to change the designation from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space; (b) a Zone Change to change the zoning from "Single Family Residential (R-1)" to "Specific Plan No. 33, the Del Norte Specific Plan and Open Space (O-S)"; (c) a Precise Plan; (d) a Tentative Tract Map (No. 004618) to subdivide the site and create single-family lots and a condominium map to enable sale of the new homes; and (e) a tree removal permit to remove one significant tree to construct a 282-unit housing development including single family and multiple family residential units (the "Project") on that certain property described as:

Assessor's Parcel No. 8458-020-901, in the records of the Los Angeles County Assessor (the "site"); and

WHEREAS, the applicant subsequently reduced the Project from 282 residential units to 260 residential units and then to 232 residential units; and

WHEREAS, on December 9, 2025, January 27, 2026 and April 28, 2026, the Planning Commission conducted a duly noticed public hearing to consider in part General Plan Amendment No. 25-01 and gave all persons interested therein an opportunity to be heard. At the conclusion of the public hearing, the Planning Commission recommended that the City Council adopt General Plan Amendment No. 25-01; and

WHEREAS, on June 16, 2026, the City Council conducted a duly noticed public hearing to consider in part General Plan Amendment No. 25-01; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following facts:

1. The Project includes a General Plan Amendment requesting to amend the land use designation of the site located at 1501 W. Del Norte Street from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space" to allow for development to occur as indicated by the Precise Plan.

2. The Project includes a Tentative Tract Map to allow for the subdivision of the site, sale of the dwelling units, and the park dedication of approximately 1.45 acres of the site.

3. The Project includes a Precise Plan to construct 232 single and multi-family residential dwelling units, internal drive aisles, common open space, guest parking spaces, a park dedication, and other associated incidental improvements on the 13.62-acre site.

4. The Project includes a tree removal permit to remove one significant tree on the site.

WHEREAS, the Project is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration for the Project; and

WHEREAS, prior to adopting this Resolution, the City Council adopted Resolution No. 2026-39, adopting a Mitigated Negative Declaration for the Project and approving a Mitigation Monitoring and Reporting Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein as findings.

SECTION 2. Approval of General Plan Amendment. The City Council of the City of West Covina hereby adopts General Plan Amendment No. 25-01, redesignating the subject site from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) for 11.74 acres and to "Parks and Open Space" for 1.45 acres as set forth on Exhibit A and amending the Land Use Map of the City of West Covina, as set forth in Exhibit B, to reflect such redesignations.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 16th day of June, 2026.

_____
Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-40 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CHANGES TO LAND USE DESIGNATIONS



Indicates the area to be changed from Civic: Schools to Neighborhood Medium Residential and Parks and Open Space

EXHIBIT B

LAND USE MAP

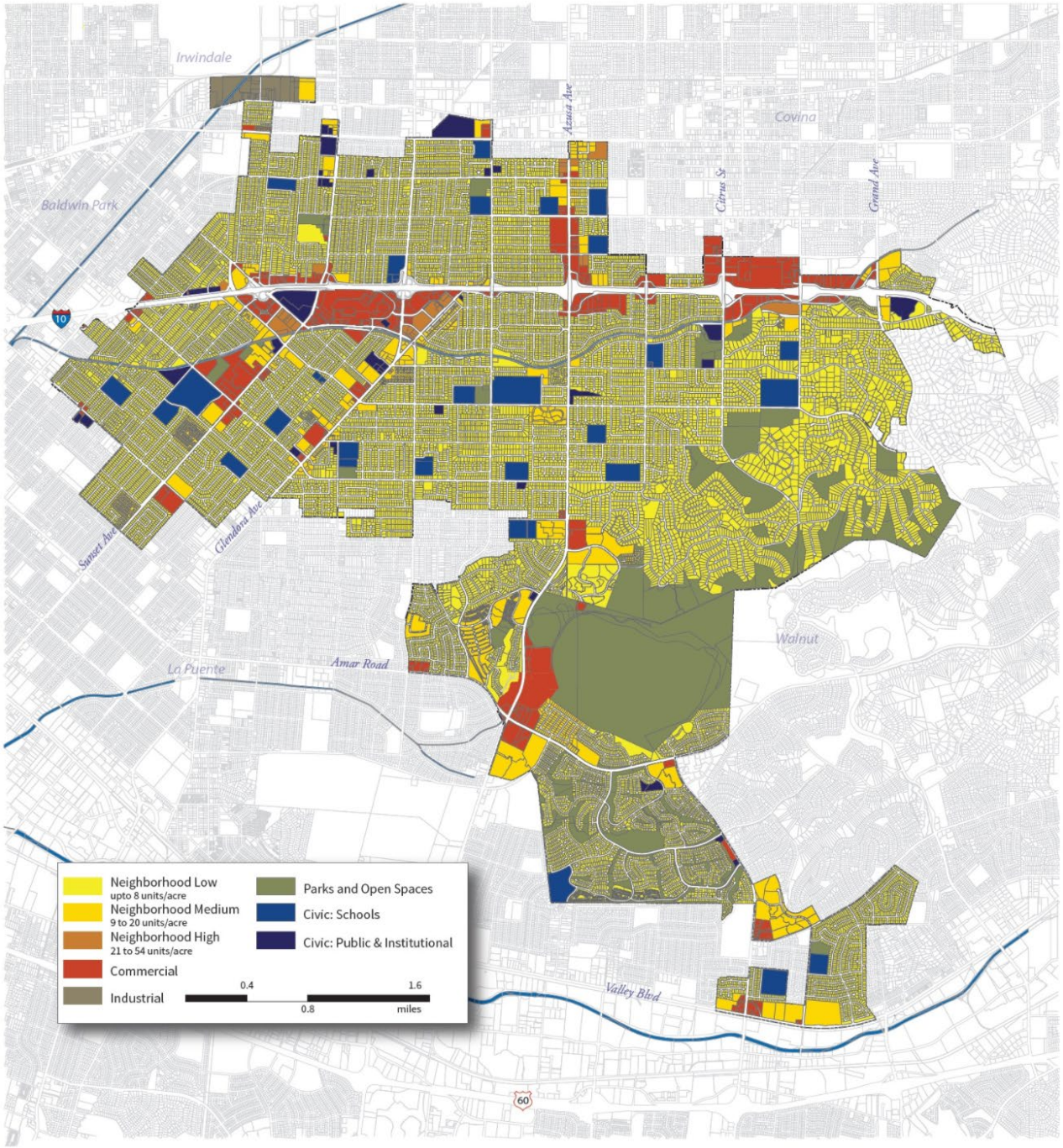


Figure 2.3.7 Land Use Plan

ATTACHMENT NO. 3

ORDINANCE NO. 2541

AN ORDINANCE OF THE CITY COUNICL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING OF ZONE CHANGE NO. 25-01 TO CHANGE THE ZONING FROM "SINGLE FAMILY RESIDENTIAL (R-1)" TO "SPECIFIC PLAN NO. 33, THE DEL NORTE SPECIFIC PLAN AND OPEN SPACE (O-S)" FOR THE PROPERTY LOCATED AT 1501 W. DEL NORTE STREET

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Louisa Feletto of Meritage Land Company, filed with the City verified applications on the forms prescribed in Chapter 26 of the West Covina Municipal Code requesting approval of (a) a General Plan Amendment to change the designation from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space; (b) a Zone Change to change the zoning from "Single Family Residential (R-1)" to "Specific Plan No. 33, the Del Norte Specific Plan and Open Space (O-S)"; (c) a Precise Plan; (d) a Tentative Tract Map (No. 004618) to subdivide the site and create single-family lots and a condominium map to enable sale of the new homes; and (e) a tree removal permit to remove one significant tree to construct a 282-unit housing development including single family and multiple family residential units (the "Project") on that certain property described as:

Assessor's Parcel No. 8458-020-901, in the records of the Los Angeles County Assessor (the "site"); and

WHEREAS, the applicant subsequently reduced the Project from 282 residential units to 260 residential units and then to 232 residential units; and

WHEREAS, local governments are authorized by Government Code section 65450 et seq. to prepare specific plans for the systematic implementation of the General Plan; and

WHEREAS, the Specific Plan implements the policies of the General Plan by providing an orderly, functional, and compatible land use pattern; and

WHEREAS, the applicant has requested a General Plan Amendment (GPA 25-01) to amend the designation of the Land Use Element on the subject site from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space;" and

WHEREAS, consistent with this request, the applicant has requested a Zone Change to allow for the adoption of a new Specific Plan known as "Specific Plan-33: Del Norte Specific Plan" and to Open Space (O-S); and

WHEREAS, consistent with this request, the applicant has also requested the approval of a new Specific Plan known as "Specific Plan-33: Del Norte Specific Plan", which would allow for the development of a 232-unit residential development; and

WHEREAS, on December 9, 2025, January 27, 2026 and April 28, 2026, the Planning Commission conducted a duly noticed public hearing to consider in part Zone Change No. 25-01 and gave all persons interested therein an opportunity to be heard. At the conclusion of the public hearing, the Planning Commission recommended that the City Council approve Zone Change No. 25-01; and

WHEREAS, on June 16, 2026, the City Council conducted a duly noticed public hearing to consider in part Zone Change No. 25-01; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following facts:

1. The Project includes a General Plan Amendment requesting to amend the land use designation of the site located at 1501 W. Del Norte Street from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space" to allow for development to occur as indicated by the Precise Plan.

2. The Project includes a Tentative Tract Map to allow for the subdivision of the site and sale of the dwelling units.

3. The Project includes a Precise Plan to construct 232 single and multi-family residential dwelling units, internal drive aisles, common open space, guest parking spaces, a park dedication, and other associated incidental improvements on the 13.62-acre site.

4. The Project includes a tree removal permit to remove one significant tree on the site.

WHEREAS, the Project is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration for the Project; and

WHEREAS, prior to introducing this Ordinance, the City Council adopted Resolution No. 2026-39, adopting a Mitigated Negative Declaration for the Project and approving a Mitigation Monitoring and Reporting Program; and

WHEREAS, prior to introducing this Ordinance, the City Council adopted Resolution No. 2026-40, adopting General Plan Amendment No. 25-01; and

WHEREAS, the City Council has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are true and correct and are incorporated herein.

SECTION 2. Consistency with General Plan. Based on the evidence presented, Zone Change No. 25-01 is found to be consistent with the City's General Plan.

SECTION 3. Approval of Zone Change. The City Council hereby approves Zone Change No. 25-01, redesignating the subject site from Single-Family Residential (R-1) to a Del Norte Specific Plan (SP-33) (11.74 acres) and Open Space (O-S) (1.45 acres) as set forth on Exhibit A, adopting the Del Norte Specific Plan (SP-33) set forth in Exhibit B and and amending the Zoning Map of the City of West Covina accordingly.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall certify passage of this ordinance and shall cause the same to be published as required by law.

SECTION 6. Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

APPROVED AND ADOPTED on this 16th day of June, 2026.

_____

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2540 was introduced at a regular meeting of the City Council held on the 16th day of June, 2026, and adopted at a regular meeting of the City Council held on the __ day of _____ 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

EXHIBIT A



Indicates the area to be changed from "Single Family Residential (R-1)" to "Specific Plan-33: Del Norte Specific Plan" and Open Space (O-S)

EXHIBIT B

SPECIFIC PLAN NO. 33, DEL NORTE SPECIFIC PLAN



CITY OF WEST COVINA

DEL NORTE

DRAFT SPECIFIC PLAN

2026

DRAFT DEL NORTE SPECIFIC PLAN

Prepared for:
City of West Covina
1444 West Garvey Avenue
West Covina, CA 91790

March 2026

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TABLE OF CONTENTS

EXECUTIVE SUMMARY

1 - INTRODUCTION

1.1 Location & Setting 1-1

1.2 Regulatory Context 1-2

1.2.1 Statutory Requirements 1-3

1.2.2 General Plan Relationship 1-4

1.3 Specific Plan Objectives 1-4

1.4 Community Overview 1-5

2 - CIRCULATION, LAND USE & STANDARDS

2.1 Land Use 2-1

2.2 Circulation 2-1

2.3 Development Standards 2-3

2.3.1 Residential Detached 2-3

2.3.2 Residential Attached 2-3

2.3.3 Common Open Space 2-3

2.3.4 Parking Regulations 2-5

2.3.5 Landscape Regulations 2-6

2.3.6 Mechanical Equipment & Utilities 2-8

2.3.7 Walls & Fences 2-8

2.3.8 Storage 2-9

2.3.9 Lighting 2-9

2.3.10 Signage 2-9

3 - ARCHITECTURAL DESIGN GUIDELINES

3.1 Purpose 3-1

3.2 Design Guidelines 3-1

3.2.1 Elevations 3-1

3.2.2 Roof Forms 3-1

3.2.3 Windows 3-1

3.2.4 Details & Lighting 3-1

3.2.5 Sustainability 3-2

3.3 Detached Residential 3-2

3.4 Attached Residential 3-8

4 - LANDSCAPE DESIGN GUIDELINES

4.1 Purpose 4-1
4.2 Landscape Character 4-1
4.3 Open Space Dedication 4-1
4.4 Public Streetscapes 4-1
4.4.1 Corner Landscape 4-6
4.4.2 West Del Norte Street 4-6
4.4.3 North Nora Avenue 4-6
4.5 Entries 4-6
4.5.1 Primary Entry 4-6
4.5.2 Secondary Entry 4-6
4.6 Private Circulation 4-6
4.6.1 Lanes 4-6
4.6.2 Alleys 4-6
4.7 Common Areas 4-8
4.7.1 Central Recreation 4-8
4.7.2 Secondary Spaces 4-8
4.7.3 Paseos 4-8
4.8 Walls & Fences 4-8
4.9 Lighting & Outdoor Furniture 4-8

5 - UTILITIES & SERVICES

5.1 Introduction 5-1
5.2 Grading & Drainage 5-1
5.2.1 Grading 5-1
5.2.2 Stormwater Drainage & Treatment 5-1
5.3 Domestic Water 5-3
5.4 Sewer 5-3
5.5 Solid Waste 5-6
5.6 Electricity & Natural Gas 5-6
5.7 Broadband & Telecommunications 5-6
5.8 Schools 5-6
5.9 Public Safety & Emergency Services 5-8

6 - ADMINISTRATION & IMPLEMENTATION

6.1 Administration 6-1
6.1.1 Interpretations 6-1
6.1.2 Substantial Conformance 6-1
6.1.3 Modifications & Minor Adjustments 6-1
6.2 Implementation 6-2
6.2.1 Phasing 6-2
6.2.2 Financing 6-2
6.2.3 Maintenance 6-2
6.2.4 Conveyance of Land 6-2

APPENDIX A - GENERAL PLAN CONSISTENCY ANALYSIS

LIST OF EXHIBITS

Exhibit 1.1: Vicinity Map....1-1
Exhibit 1.2: Conceptual Site Plan....1-6
Exhibit 2.1: Land Use & Circulation Map....2-2
Exhibit 2.2: Typical Private Circulation Cross Sections....2-4
Exhibit 2.3: Dimensioned Site Plan....2-7
Exhibit 3.1: Detached Residential Streetscene....3-2
Exhibit 3.2: Detached Home Conceptual Plotting Plan....3-3
Exhibit 3.3a: Plan 3222 Floor Plan....3-4
Exhibit 3.3b: Plan 3222 Elevations....3-5
Exhibit 3.4a: Plan 3522 Floor Plan....3-6
Exhibit 3.4b: Plan 3522 Elevations....3-7
Exhibit 3.5: Attached Townhome Streetscene....3-8
Exhibit 3.6: Attached Townhome Conceptual Plotting Plan....3-9
Exhibit 3.7a: Composite A (4-Plex) Townhome Floor Plan....3-10
Exhibit 3.7b: Composite A (4-Plex) Townhome Floor Plan....3-11
Exhibit 3.7c: Composite A (4-Plex) Townhome Floor Plan....3-12
Exhibit 3.7d: Composite A (4-Plex)Townhome Elevations....3-13
Exhibit 3.8a: Composite B (6-Plex) Townhome Floor Plan....3-14
Exhibit 3.8b: Composite B (6-Plex) Townhome Floor Plan....3-15
Exhibit 3.8c: Composite B (6-Plex) Townhome Floor Plan....3-16
Exhibit 3.8d: Composite B (6-Plex) Townhome Elevations....3-17
Exhibit 3.9a: Composite C (8-Plex) Townhome Floor Plan....3-18
Exhibit 3.9b: Composite C (8-Plex) Townhome Floor Plan....3-19
Exhibit 3.9c: Composite C (8-Plex) Townhome Floor Plan....3-20
Exhibit 3.9d: Composite C (8-Plex) Townhome Elevations....3-21
Exhibit 4.1a: Conceptual Landscape Plan....4-2
Exhibit 4.1b: Conceptual Landscape Plan Key....4-3
Exhibit 4.2a: Conceptual Planting Palette....4-4
Exhibit 4.2b: Conceptual Planting Palette Legend....4-5
Exhibit 4.3: Conceptual Primary Entry....4-7
Exhibit 4.4: Conceptual Central Community Space....4-9
Exhibit 4.5: Conceptual Secondary Spaces....4-10
Exhibit 4.6a: Conceptual Wall & Fence Plan....4-11
Exhibit 4.6b: Conceptual Wall & Fence Imagery....4-12
Exhibit 5.1: Conceptual Drainage & Grading Plan....5-2
Exhibit 5.2: Conceptual Storm Drain Plan....5-4
Exhibit 5.3: Conceptual Domestic Water Plan....5-5
Exhibit 5.4: Conceptual Sewer Plan....5-7
Exhibit 5.5: Conceptual Fire Access Plan....5-9

LIST OF TABLES

Table 2.1: Residential Detached Dev. Standards.....2-5

Table 2.2: Residential Attached Dev. Standards.....2-6

EXECUTIVE SUMMARY

The Del Norte Specific Plan encompasses approximately 11.74 acres of land located at the northwest corner of North Sunset Avenue and West Del Norte Street in the City of West Covina, California. **Exhibit 1.1: Vicinity Map**, illustrates the location and setting of the specific plan area.

The existing project site includes a former regional occupation center. The site consists of various buildings, parking lots, a large grass field, and a number of mature trees.

The site is surrounded by Del Norte Park and West Rowland Avenue to the north; North Sunset Avenue to the east, North Nora Avenue to the west, West Del Norte Street to the south. Single-family homes are located around the eastern, western, and southern boundaries of the specific plan area. Interstate 10 (I-10) provides regional access to the site, with on- and off-ramps available at North Vincent Avenue and North Sunset Avenue. Downtown West Covina is located immediately south of I-10, less than a quarter mile from the project site. Regional mass transit, provided by Foothill Transit, is available via bus stops located on North Sunset Avenue.

As illustrated in **Exhibit 1.2: Conceptual Site Plan**, the Del Norte community consists of 34 two-story detached single family homes and 198 three-story attached townhomes (232 total homes) arranged around a common recreation area. The community design creates a transition between existing single-family residential neighborhoods and more dense multi-family uses. The centralized common area includes amenities and opportunities for relaxation, recreation, and social interaction. The remaining area of the existing project site will be an extension for Del Norte Street and a 1.45 acre park area, both of which will be dedicated to the City and are not included in the Specific Plan.

The architectural design of the project includes a blend of traditional and transitional architectural styles consistent with the design character of adjacent neighborhoods. Detached homes consist of two-story Spanish and Seaside styles that complement single-family homes along North Nora Avenue and West Del Norte Street. Three-story townhome buildings are designed in a Spanish and Seaside style that blends traditional and contemporary design elements to convey a more urban character along Del Norte Park and North Sunset Avenue, a busy principal arterial that transitions from single family homes near West Workman Avenue to commercial uses as it approaches the I-10 Freeway and Downtown West Covina to the south.

Construction is anticipated to occur in two (2) phases:

(1) Phase one consists of demolishing the existing school buildings and associated improvements, site preparation and grading, and utility installation. This phase is anticipated to last approximately six (6) months.

(2) Phase two will consist of roadway improvements and building construction. Phase two may be further divided into sub-phases and is anticipated to last approximately twenty four (24) months depending upon market conditions.

The project site is currently zoned Single Family (R-1) and with a General Plan designation of Civic: School. Entitlements required for the project include the following:

(1) Adoption of a General Plan Amendment to change the land use designation from Civic: School to Neighborhood Medium Residential (9 to 20 units per acres) and Parks and Open Space

(2) A Zone Change to Specific Plan (SP-30: Del Norte) to accommodate the proposed density and design and a Zone Change to Open Space for the park dedication.

(3) Adoption of this Specific Plan.

(4) Approval of a Precise Plan and Tentative Tract Map.

(5) Approval of a Tree Removal Permit for one (1) Oak Tree on site.

Environmental review for the project will comply with the requirements of the California Environmental Quality Act (CEQA).

The Del Norte Specific Plan is organized into the following sections:

Chapter 1 - Introduction: Introduces the reader to the project setting, regulatory context, relationship to the General Plan, Specific Plan Objectives, and Community Overview.

Chapter 2 - Circulation, Land Use & Standards: Describes the land use and circulation for the site; establishes permitted uses and development intensity; provides development standards for privative roadways and each land use including minimum setbacks, building height limits, parking requirements, and more.

Chapter 3 - Architectural Design Guidelines: Provides graphic conceptual representations of the intended architectural design including styles, colors and materials, and other design guidelines.

Chapter 4 - Landscape Design Guidelines: Provides a graphic representation of the intended landscape design for the community including plant palettes and specifications for design elements such as mailboxes, seating, signage, and more.

Chapter 5 - Utilities & Services: Describes the required infrastructure and services needed to support the project including grading, water, sewer, stormwater drainage and treatment, waste management, energy, emergency access and services, and more.

Chapter 6 - Administration and Implementation: Describes the review process for subsequent development applications and how the proposed improvements will be financed.

Appendix A - General Plan Consistency Analysis: Provides a detailed analysis of the specific plan's consistency with general plan polices and actions as required by the Land Use and Climate Innovation (LCI).

1 - INTRODUCTION

1.1 LOCATION & SETTING

The Del Norte Specific Plan encompasses approximately 11.74 acres of land located at the northwest corner of North Nora Avenue and West Del Norte Street in the City of West Covina, California. **Exhibit 1.1: Vicinity Map** illustrates the location and setting of the specific plan area.

The specific plan area is located less than a half mile north of Interstate 10 (I-10) at 1501 West Del Norte Street. Two major shopping centers, the Plaza West Covina (Westfield Shopping Town) and the Marketplace at the Lakes, are located across the freeway less than a mile south. These two shopping centers represent the northerly end of West Covina's downtown.

North Nora Avenue and West Del Norte Street form the western and southern edge of the specific plan area. West Garvey Avenue North on- and off-ramps to I-10 and leads into North Sunset Avenue with



Exhibit 1.1: Vicinity Map
Not to Scale



Existing W Del Norte Street and N Nora Avenue intersection; Specific plan area is in the center.



Existing N Sunset Avenue looking East; Specific plan area is on the right.



Existing N Foxdale Avenue looking Northeast; Specific plan area is straight ahead.

apartments and a hotel, transitioning in the residential neighborhood. Single-family homes are located around the eastern, western, and southern boundaries of the specific plan area.

The specific plan area is the former site of the East San Gabriel Valley ROP Technical Center, a occupation center operated by San Gabriel Valley ROP and owned by West Covina Unified School District. The ROP Technical Center has relocated to Glendora. The site contains various buildings, a parking lot, a large grass field, and a number of mature trees.

Bus stops on N Sunset Avenue provide access to Line 185. Line 185 is operated by Foothill Transit and serves Azusa, Irwindale, Vincent, West Covina, Valinda, La Puente, City of Industry, and Hacienda Heights. These stops service the following stops: Irwindale Raceway, Santa Fe Dam Recreation Area, Tri-Community Adult Education - Griswold Center, East San Gabriel Valley Regional Occupational Program And Technical Center, Marinello School Of Beauty, West Covina Community Services, Intercoast Colleges, Hacienda La Puente Adult Education - Hudson Campus, La Puente Live Farmers Market, Workman, Temple Family Homestead Museum, Hacienda La Puente Unified School District-Adult Education, William Steinmetz Park, Dibble Adult School, Thomas S. Burton Park, Pepperbrook Park, Countrywood Park, and Schabarum Regional Park.

Additional transit service is available at Plaza West Covina (Westfield Shopping Town), located across the freeway less than a mile south. Several Foothill Transit lines run through the station providing access to Los Angeles and other distant destinations. Go West also operate services in the Plaza West Covina transit center. The Go West Shuttle service consists of three (3) alignments (Red, Blue, and Green) that serve destinations throughout the city including Plaza West Covina, Eastland Shopping Center, Heights Shopping Center, West Covina Civic Center, West Covina Senior Center, Cameron Community Center, and many more.

1.2 REGULATORY CONTEXT

As part of the specific plan process, a General Plan Amendment was processed concurrently to change the land use designation of the specific plan area from Civic: School to Neighborhood Medium Residential (which allows for a density 9 to 20 dwelling units per acre) and Parks and Open Space.

A Zone Change was also processed concurrently to rezone the property from Single-Family Residential (R-1) to Specific Plan (SP-30: Del Norte) and Open Space, thereby implementing the Neighborhood Medium Residential and Parks and Open Space general plan designations and requiring the preparation of this specific plan.

Sections 65450 through 65457 of the California Government Code authorize local jurisdiction to adopt specific plans. A specific plan is a legislative tool for the systematic implementation of the general plan. Specific plans can range from general policy documents to very detailed regulatory documents that specify every facet of development. This specific plan is regulatory in nature and serves as the zoning law for the specific plan area. As such, this specific plan will be adopted by ordinance. All subsequent development plans, tentative parcel and/or tract map(s) and/or similar entitlements for projects within the specific plan area shall be consistent with the regulations set forth in the Del Norte Specific Plan and with other applicable City of West Covina regulations. Where the Del Norte Specific Plan is silent, the West Covina Municipal Code (WCMC) shall govern.

If any section, subsection, sentence, clause, phrase, or portion of the Del Norte Specific Plan, or any future amendments or additions, is for any reason held to be invalid or unconstitutional by the decision of any court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this specific plan or any future amendments or additions.

1.2.1 Statutory Requirements

Section 65451 of the Government Code mandates that a specific plan shall include all of the following in detail:

(1) The distribution, location, and extent of land uses, including open space (please see Land Use in Chapter 2).

(2) The proposed distribution, location, and extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed and needed to support the land uses described in the plan (please see Chapter 2 for transportation, i.e. circulation, and Chapter 5 for utilities and services).



Existing W Del Norte Street and school site buildings; Specific plan area is to the right.



Existing school site parking lot on W Del Norte Street; Specific plan area is on the left.



Existing N Nora Avenue looking North; Specific plan area is on the right.

(3) Standards and criteria by which development will proceed, and standards for the conservation, development, and utilization of natural resources, where applicable (please see Development Standards in Chapter 2).

(4) A program of implementation measures including regulations, programs, public works projects, and financing measures (please see Chapter 6).

In addition, the specific plan shall include a statement of the relationship of the specific plan to the General Plan.

1.2.2 General Plan Relationship

The primary purpose of a specific plan is to implement the General Plan. State law requires specific plans to include a statement about the relationship between the specific plan and the adopted General Plan. Specific plans are required to be consistent with the adopted General Plan of the jurisdiction in which it is located. In turn, all subsequent subdivisions and development plans must also be consistent with the General Plan.

A major theme of the General Plan is to direct development toward the downtown area. Although the specific plan area is not directly located in the downtown, it is immediately adjacent and meets the intent of providing infill development that supports downtown uses.

The Del Norte Specific Plan also implements the General Plan creating a diversity of housing options; providing infill development; and providing new growth that completes, enhances, and reinforces the form and character of West Covina neighborhoods. Please refer to Appendix A for an in-depth analysis of all applicable General Plan policies and actions.

1.3 SPECIFIC PLAN OBJECTIVES

To ensure the implementation of the goals and policies of the general plan, the following objectives have been established for the Del Norte Specific Plan:

(1) Locate lower density housing adjacent to existing single-family homes and higher density housing adjacent to existing park and office uses.

(2) Require new development to include design features that preserve the privacy of existing adjacent residential backyards.

(3) Design new homes that improve the Sunset Avenue corridor as a transitional gateway to West Covina's downtown while respecting the residential character of the adjacent neighborhood.

(4) Engage the surrounding neighborhood by facing front doors toward public streets and providing porches, patio walls, and similar features that define the street edge and add pedestrian scale.

(5) Enhance community design through landscaping and recreational amenities that promote a high-quality living environment.

(6) Implement sustainable development practices that promote water and energy efficiency, minimize impacts to stormwater, and support alternative modes of travel.

(7) Establish a Homeowners Association (HOA) to ensure that the Del Norte Community is well maintained and remains an asset to the neighborhood.

(8) Provide more opportunities for open space connected to Del Norte Park adjacent to the new development.

1.4 COMMUNITY OVERVIEW

The Del Norte Specific Plan proposes to redevelop a former school site with 232 residential homes, including 34 detached homes and 198 three-story attached townhomes, arranged around a centralized common recreational area. Please refer to **Exhibit 1.2: Conceptual Site Plan**.

The Conceptual Site Plan has been designed to create the transition between existing single-family neighborhoods and more dense multi-family uses.

Two-story detached homes are located along the southern and western boundary, adjacent to existing single-family neighborhoods. Homes along North Nora Avenue and West Del Norte Street have been oriented with front doors facing the street to complete and complement the residential streetscene across the street. Architectural styles reflect the traditional character of the surrounding neighborhood. Porch elements support the traditional style of the streetscape and provide variety and pedestrian scale.

Three-story attached townhomes are located on the interior of the project as a transitions between the single family homes and the public park. Development standards, including height and parking requirements, are based on development standards for the MF-20 zone to ensure consistency with adjacent properties.

Not a part of the Specific Plan but part of the project's entitlements include approximately 1.45 acres of land in the northeast corner of the property site that will be carved off as a separate lot to be dedicated to the City of West Covina. This area will be conveyed as is with the existing baseball field improvements remaining. This land will expand the existing Del Norte Park and allow for additional recreation opportunities by residents of West Covina.

Detached Homes

- 34 two-story homes provide a transition between single family and multi-family uses
- Complete the single family streetscene of the existing neighborhood
- Oriented to face front doors toward N Nora Ave and W Del Norte Street.

Secondary Entry

- Secondary entry provides efficient circulation and access
- Monumentation features announce entry

Attached Townhomes

- 198 three-story homes
- Garages accessed from a rear private alley
- Interior to the site, front doors face paseos and common areas



Central Park

- Central Recreation area with pool, picnic area, barbecues, open turf area, mailboxes, and more
- Provides a social space for residents to gather

Primary Entry

- Formal entry with restricted parking, sidewalks on both sides, enhanced paving and landscaping, and monumentation
- Designed to align with N Hollow Ave

Del Norte Street Extension

- Extends the existing Del Norte Street east to connect at Sunset Avenue
- Will be dedicated to the City after construction.

Exhibit 1.2: Conceptual Site Plan

Not to Scale

For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the Specific Plan. Please refer to Chapter 6.

2 - CIRCULATION, LAND USE & STANDARDS

2.1 LAND USE

The Del Norte Specific Plan allows for an overall density of 20.0 dwelling units per acre, consistent with the general plan designation of Neighborhood Medium Residential (9 - 20 units per acre). Separate from the residential standards established by this Specific Plan, the project's entitlements will create an open space lot which will be consistent with the Parks and Open Space designation of the general plan.

In order to implement the General Plan policy of providing diverse housing types, the property has been rezoned to Specific Plan. The Specific Plan zoning designation allows for the adoption of Specific Plan land uses that further define the location and intensity of proposed development and allow for the creation of unique development standards and housing types that would not otherwise be permitted by the current zoning code.

One of the Specific Plan's objectives is to transition density across the site to "locate lower density housing adjacent to existing single-family homes and higher density housing adjacent to existing park and office uses" In keeping with this objective, the Specific Plan establishes two land uses:

- Residential Detached (RD) permits the development of up to 34 two-story detached homes and ancillary uses. This type of home bridges the gap between townhomes and traditional single-family homes by offering the equivalent of a detached townhome with a full driveway and small rear yard.
- Residential Attached (RA) permits the development of up to 198 three-story attached townhomes and ancillary uses.

Permitted ancillary uses include the keeping of household pets and home occupations as permitted by the WCMC in Multi-Family Zones, recreational amenities, parking, landscaping and similar uses that support urban living.

2.2 CIRCULATION

North Sunset Avenue is classified as a Commercial/Mixed Use throughfare in the West Covina General Plan. Residential Connectors serve high volumes of regional traffic, located adjacent to primarily commercial or high-density residential parcels, with 40 mph speed design, and four to six continuous travel lanes.

The primary access to the specific plan area shall be provided via West Del Norte Street. A new sidewalk and parkway, curb, and gutter as well as a new curb cut at the entry will be provided. North Nora Avenue and West Del Norte Street are classified as Residential Streets. Residential Streets primarily provide direct access to abutting residential properties with two continuous travel lanes and 25 mph speed design.

Secondary access shall be provided from North Nora Avenue. Frontage improvements include a new sidewalk and parkway. New curb and gutter and



Exhibit 2.1: Land Use & Circulation Map

a new curb cut at the entry will also be provided. Existing street trees will be removed and new trees will be planted within the parkway.

Access and circulation through the project is provided by a series of private lanes and alleys as illustrated in **Exhibit 2.1: Land Use & Circulation Map.** Onsite circulation is designed to follow a hierarchy as described below:

(1) The Primary Entry Lanes are specially designed to announce arrival into the community.

(2) Lanes provide primary vehicular access and sidewalks through the community and a loop for fire and waste collection vehicles.

(3) Alleys provide garage access to attached townhomes.

Exhibit 2.2: Typical Private Circulation Cross Sections illustrates the minimum design standards for each type of drive.

Private lanes that provide emergency vehicle access are required to provide a minimum width of 26 feet and a minimum outside turning radius of 45 feet. Please refer to Chapter 5 for the Fire Access Plan. All other alleys and shared driveways shall maintain a minimum width of 20 feet.

2.3 DEVELOPMENT STANDARDS

Development standards for the project are generally based on the City of West Covina's existing Multi-Family standards for communities with a density of 20 unit per acre (MF-20); however, some standards have been added or modified to better address the unique site adjacencies, the proposed housing types, and the objectives of this Specific Plan.

Any situations not specifically addressed by the Del Norte Specific Plan shall be subject to the WCMC.

2.3.1 Residential Detached

Development standards for Residential Detached uses are provided in **Table 2.1: Residential Detached Development Standards** and illustrated in **Exhibit 2.3: Dimensioned Site Plan.**

2.3.2 Residential Attached

Development standards for Residential Attached uses are provided in **Table 2.2: Residential Attached Development Standards** and illustrated in **Exhibit 2.3: Dimensioned Site Plan**.

2.3.3 Common Open Space

Common open space areas provide a connection to the outdoors and opportunities for residents to relax, play, and socialize. These spaces contribute greatly to the livability of high density communities by providing a focal point for neighborhood design and softening the environment with rich textures, vibrant colors, and pleasing aromas.

The Del Norte Specific Plan requires a minimum of 150 square feet of common area per home for a total of 34,800 square feet. This shall consist of the following:

(1) A centralized space consisting of a minimum area of 10,000 square feet, a minimum dimension of 75 feet, and at least one (1) major amenity such as a play structure, sport court, picnic pavilion, pool, or similar.

(2) Smaller secondary common open space areas with a minimum dimension of 10 feet may include walkways, landscaping, benches, and other passive or active amenities.

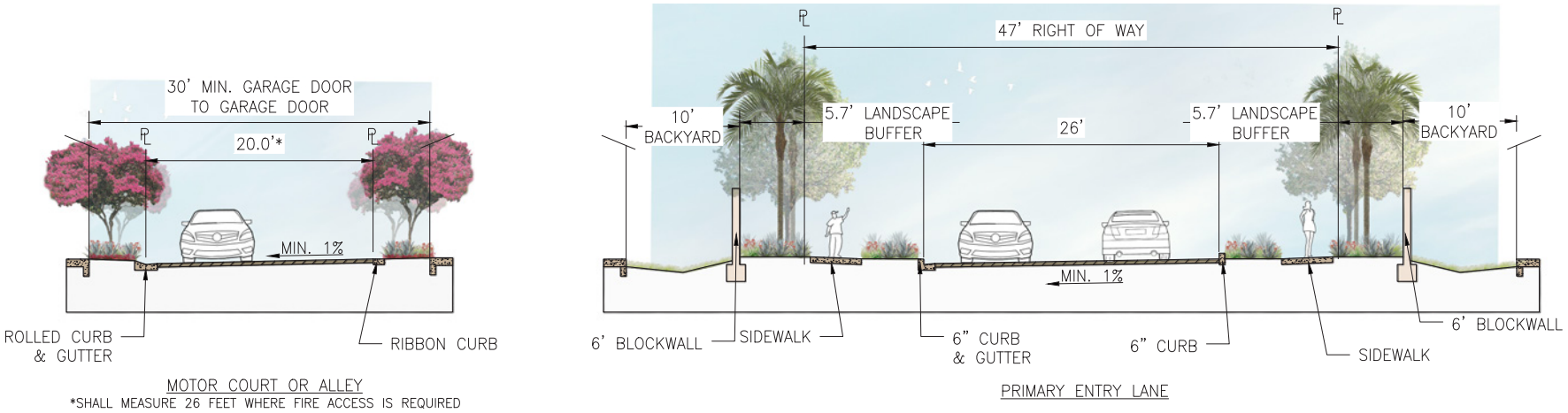


Exhibit 2.2: Typical Private Circulation Cross Sections

2.3.4 Parking Regulations

The number of parking spaces provided shall be in accordance with the WCMC standards for condominiums, which require a minimum of two (2) resident spaces per unit and one (1) guest spaces per every four (4) units.

For purposes of this specific plan, resident spaces shall be provided within a garage. Each garage space shall provide an unobstructed minimum area of 10'x20' with a vertical clearance for 7'6". Spaces may be provided side-by-side or in a tandem configuration. Garage spaces shall be used for parking of vehicles only and shall be strictly enforced through the community's Covenants, Conditions, and Restrictions (CC&Rs). Electric Vehicle (EV) charging and bicycle parking shall be provided in accordance with California Green Building Standards Code. Garage back up space shall be a minimum of 26 feet, which may include the driveway apron. Vehicles may only be parked in driveways with a minimum depth of 18 feet as measured to the back of sidewalk or curb, whichever is closest. Parking in driveways that do not meet this dimension shall be restricted by the CC&Rs.

Table 2.1: Residential Detached Development Standards

Standard	Requirement
Maximum Height	Two Stories and 27'
Max. Building Coverage	70%
Minimum Lot Area[1]	2000 SF
Minimum Building Setbacks	
Front	16'
Side[2]	5'
Rear[2]	10'
Garage	18'
Specific Plan Boundary	10'
Minimum Building Separation	
All other Separations	10'
Private Outdoor Space	
Minimum Area Required	150 SF
Minimum Dimension in any Direction	5'

1. Lot size requirements do not apply to commonly owned parcels.
2. Patio structions are permitted in rear or side yards. Patio structures with an area up to one hundred twenty (120) sqaure feet and a height up to ten (10) feet are permitted. The patio structure must be three (3) feet from rear property lines and five (5) feet from side property lines. All patio strutures must be approved by the HOA.

Table 2.2: Residential Attached Townhome Development Standards

Standard	Requirement
Maximum Height	Three (3) Stories and 39’
Max. Building Coverage	None
Minimum Lot Area	None
Minimum Building Setbacks	
To Specific Plan Boundary	10’
To Private Lane	
Front[2] of Building to Back-of-Walk[1]	5’
Side of Building to Face-of-Curb	5’
Minimum Building Separation	
Face of Garage Door to Face of Garage Door	30’
Front to Front/Front to Side[2]	20’
All Other Separations	10’
Private Outdoor Space	
Minimum Area Required	60 SF
Minimum Dimension in any Direction	5’6”

1. Patio walls may encroach into setbacks. Patio walls shall be setback a minimum of 3-feet from back of walk. Please refer to Section 2.3.7 for wall and fence development standards.
2. The front of building shall be defined as the longest edge of the building that provides front-door access to the majority of homes within the building.

Guest parking may be provided as perpendicular or parallel spaces. Perpendicular spaces shall provide a minimum dimension of 9’x20’ while parallel spaces shall be a minimum dimension of 9’ x 22’.

Guest parking shall be permanently maintained. Parking of commercial, recreational, and nonoperational vehicles in guest parking spaces shall be prohibited by the CC&Rs.

All parking and circulation areas within the specific plan area shall be surfaced with or paved with asphalt concrete, or other surface approved by the City Public Works Department, and shall thereafter be maintained in good condition by the HOA.

2.3.5 Landscape Regulations

All landscape plans shall conform to the landscaping criteria for multiple-family zones as specified in the WCMC, except as contained herein.



For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 2.3: Dimensioned Site Plan

Not to Scale

2.3.6 Mechanical Equipment & Utilities

All utilities shall be placed underground whenever feasible. Above-ground equipment such as back flow preventers, pad-mounted transformers, and other pad-mounted equipment shall be screened to the extent permitted by the utility provider.

No mechanical equipment (air-conditioning, heating units, etc.) shall be mounted on, or attached to, any pitched roof. Ground mounted equipment shall be located in a fenced rear yard, behind patio walls, or otherwise screened with fencing or landscaping to minimize the visual impact of equipment on streetscapes and common open space areas. Mechanical equipment screens are not considered walls or fences and are permitted to encroach into required setbacks. Mechanical devices such as exhaust fans, vents, and pipes shall be painted to match adjacent roof and wall surfaces.

Electrical meters shall be mounted onto the external wall of the building. Builder shall contact the utility provider for minimum clearances.

2.3.7 Walls & Fences

Walls and fences shall comply with the WCMC except as described herein.

(1) The height of all walls shall be measured from finished grade to top of wall. Pilasters may exceed maximum height up to eight (8) feet. Should access be provided between the project and Del Norte Park, portal entries will not exceed twelve-foot, four-inches (12'-4").

(2) All walls shall be architecturally compatible with adjacent buildings and shall be of a consistent type, texture, and color throughout the specific plan area.

(3) Walls adjacent to public rights-of-way shall consist of concrete, masonry, stucco, or decorative block. Tubular steel fencing shall also be permitted. Gates may consist of tubular steel or similar materials.

(4) Patio walls within the required building setbacks along North Nora Avenue and West Del Norte Street and within paseos shall have a maximum height of forty-two (42) inches and shall consist of concrete, masonry, stucco, or decorative block. Patio gates may consist of tubular steel or similar materials. Other materials may be used if approved by the planning director. Patio walls shall be set back a minimum of three (3) feet from any public right-of-way or back of sidedwalk and this setback area shall be landscaped.

(5) All other walls and fences 6-feet in height or taller, adjacent North Nora Avenue, West Del Norte Avenue, and North Sunset Avenue, shall be setback a minimum of three (3) feet from right-of-way. Solid walls shall be screened with landscaping to soften their visual impact on the streetscape and to assist in deterring graffiti.

(6) Except for patio walls, walls and fencing within the specific plan area shall have a maximum height of six (6) feet, unless otherwise required to attenuate sound pursuant to an approved acoustical study.

(7) Walls and fencing adjacent to North Nora Avenue, West Del Norte Street, and North Sunset Avenue shall be maintained by the HOA to ensure they maintain a consistent appearance and remain in good condition.

(8) Should additional protective fencing be needed adjacent to the new open space lot because of the active baseball use, outfield netting may be installed with a maximum height of twenty (20) feet.

(9) Graffiti-resistant coatings shall be used on all walls and fences to assist in deterring graffiti.

2.3.8 Storage

Each unit shall provide a minimum of 160 cubic feet of exclusive and secure storage. The storage area shall be located within a garage or in closets within the unit. Storage may be distributed in multiple location; however, no inside dimension of such storage area shall be less than two (2) feet. The storage of furniture, appliances, and other similar equipment shall be within permanent buildings and completely screened from public view. Storage areas shall not obstruct any garage parking space's vertical or horizontal minimum dimensions as specified in Section 2.3.4.

All trash, garbage, recycling, and refuse carts shall be stored in a garage or private fenced yard such that they are screened from public view.

2.3.9 Lighting

Lighting shall be evaluated as part of the development review process and shall comply with following requirements:

(1) Lighting devices shall be protected by weather resistant and vandalism resistant covers.

(2) All lighting of buildings, landscaping, parking areas, or similar facilities shall be hooded and directed to reflect light away from adjoining properties and to minimize skyglow.

(3) Lighting shall be designed to provide the lowest level of illumination required, to the extent feasible, to minimize skyglow.

(4) Aisles, passageways, and recesses within the specific plan area shall be illuminated with an intensity of 0.25 footcandles at the ground level during the hours of darkness.

(5) Open parking lots shall be provided with a maintained minimum of 0.5 footcandle of light on the parking surface during the hours of darkness, in accordance with the Dark Sky Society's recommendations for private parking lots.

2.3.10 Signage

All signage shall comply with the WCMC. Graffiti-resistant coatings shall be used on sign structures, glass panels or similar structures to assist in deterring graffiti.

3 - ARCHITECTURAL DESIGN GUIDELINES

3.1 PURPOSE

The purpose of this section is to ensure that all development within the Del Norte Specific Plan fulfills the specific plan objective of providing high quality architecture that responds to the adjacent neighborhood and corridor conditions.

3.2 DESIGN GUIDELINES

The following design guidelines provide general design guidance to all architecture with the specific plan area. These design guidelines are intended to be flexible such that alternative designs are permitted as long as they meet the level of quality and character envisioned by this specific plan. All floorplans, elevations, and color schemes contained herein are conceptual in nature and may vary at final design.

3.2.1 Elevations

All publicly visible elevations shall incorporate building form, massing, roof designs, authentic details, and accent features at a comparable level of detail as those expressed on the elevations contained herein. The features of the elevation should be consistent with the intended architectural style of the home and coordinate together to create a balanced and harmonious composition.

3.2.2 Roof Forms

A variety in roof forms, ridge and eave heights, and direction of hips or gables shall be required to avoid a monotonous roof lines as viewed from neighborhood streets, open space, and other public and common outdoor spaces

Roof materials should consider authenticity of style while balancing durability and building code requirements. Fascia elements should be consistent with the architectural style of the building.

3.2.3 Windows

Window details, including header, sill and trim elements shall be consistent with the architectural style of the building.

Window shapes and mullion patterns shall be consistent with the architectural style of the building. The shape and size of shutters shall be compatible with the window opening.

3.2.4 Details & Lighting

Exposed gutters and downspouts shall be colored to either match or complement the surface to which they are attached.

Carriage lights are permitted and shall be consistent with the architectural style of the building.

3.2.5 Sustainability

New homes shall be designed in accordance with the California Building Code, the most sustainable building code in the nation. The code requires features that promote energy and water efficiency, the use of alternative modes of transportation, improved indoor air quality, and more.

3.3 DETACHED RESIDENTIAL

Detached homes are intended to create a transition between existing single-family neighborhoods to the west and south and the proposed townhomes and flats within the specific plan area. These homes are plotted along the southerly and westerly boundaries, adjacent to single-family neighborhoods, as illustrated in **Exhibit 3.2: Detached Residential Conceptual Plotting Plan**.

Detached residential homes shall be designed to engage North Nora Avenue and West Del Norte Street and reflect the existing traditional single-family character of this neighborhood as illustrated **Exhibit 3.1: Detached Residential Streetscene**. This shall be achieved as follows:

- Orient homes to provide an inviting front door presence along North Nora Avenue and West Del Norte Street.
- Include porches, stoops, or similar design features that engage the sidewalk and provide pedestrian scale.
- Design homes in traditional styles such as Seaside and Spanish as illustrated in **Exhibit 3.3b** and **Exhibit 3.4b**. Other complementary traditional styles are permitted, subject to review and approval of the planning director.

There shall be a minimum of two (2) detached floor plans, two (2) elevations per floor plan, and two (2) color schemes per elevation style. This will create 16 different variations of detached homes that will be plotted in both standard and mirrored, i.e. reversed, orientations to ensure diversity along the streetscene.



Exhibit 3.1: Detached Residential Streetscene
Not to Scale

LEGEND

Plan 3222 = 16 Homes

Plan 3522 = 18 Homes

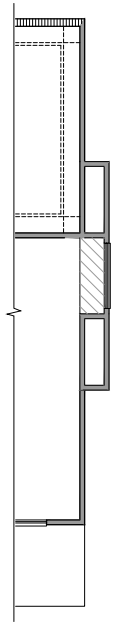
Total = 34 Homes



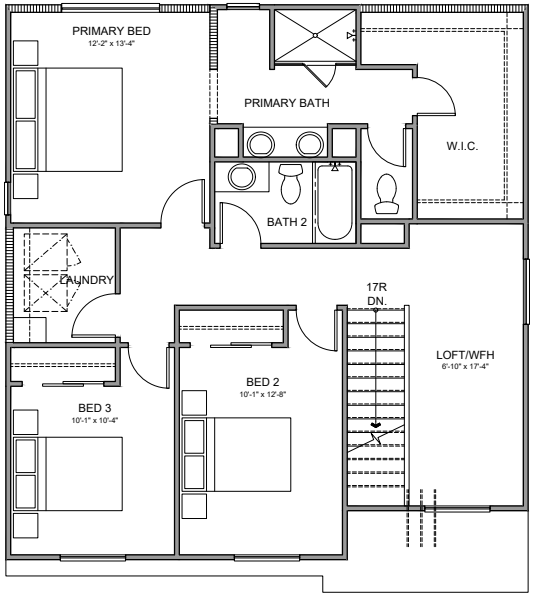
For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 3.2: Detached Residential Conceptual Plotting Plan

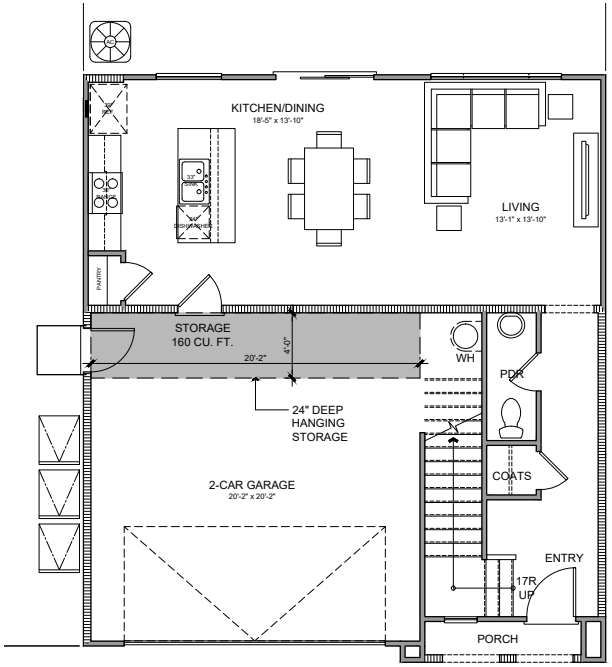
Not to Scale



Second Floor
Enhanced occurs at
Units 7, 12 and 34



Second Floor



First Floor

PLAN 3222
3 BEDROOM, 2.5 BATH, LOFT

Exhibit 3.3a: Plan 3222 Floor Plan

Not to Scale

LEGEND

1. Stucco
2. Low Profile Concrete "S" Roof Tile
3. Round Faux Clay Gable End Vent
4. Fascia
5. Stucco Sill Trim
6. Vinyl Window
7. Stucco o/ Foam Corbel
8. Trellis
9. Stucco Arched Soffit
10. Metal Railing
11. Fiberglass Entry Door
12. Decorative Exterior Lights & Address Sign
13. Metal Sectional Garage Door
14. Shutter
15. Sliding Door
16. Faux Finial
17. Line of Fence



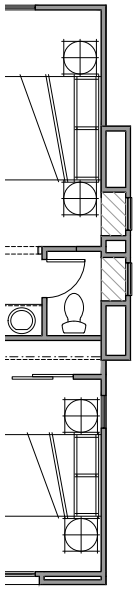
Spanish - Elevation



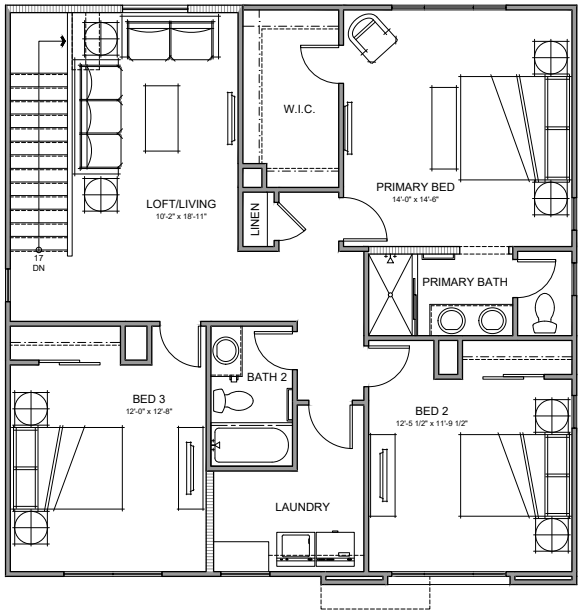
Seaside - Elevation

Exhibit 3.3b: Plan 3222 Elevations

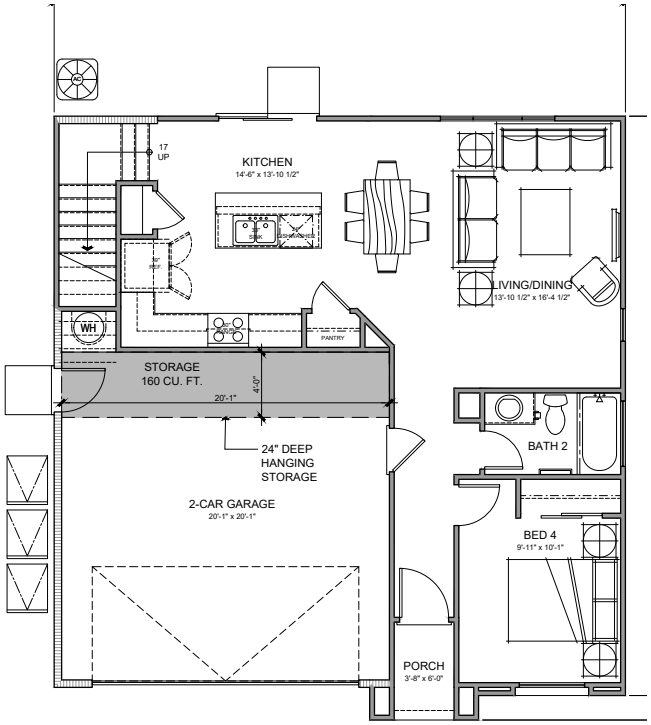
Not to Scale



Second Floor
Enhanced occurs at
Units 1, 8, 27 and 28



Second Floor



First Floor

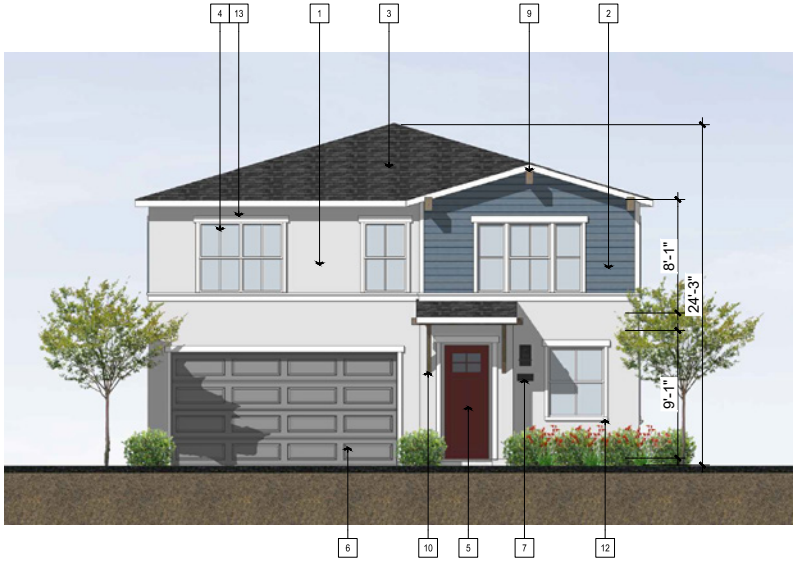
PLAN 3522
4 BEDROOM, 3 BATH, LOFT

Exhibit 3.4a: Plan 3522 Floor Plan

Not to Scale

LEGEND

1. Stucco
2. Low Profile Concrete "S" Roof Tile
3. Round Faux Clay Gable End Vent
4. Fascia
5. Stucco Sill Trim
6. Vinyl Window
7. Stucco o/ Foam Corbel
8. Trellis
9. Stucco Arched Soffit
10. Metal Railing
11. Fiberglass Entry Door
12. Decorative Exterior Lights & Address Sign
13. Metal Sectional Garage Door
14. Shutter
15. Sliding Door
16. Faux Finial
17. Line of Fence



Seaside - Elevation



Spanish - Elevation

Exhibit 3.4b: Plan 3522 Elevations

Not to Scale

3.4 ATTACHED RESIDENTIAL

The following provides design guidance that is specific to the Attached Residential: Townhome uses.

North Sunset Avenue is a busy street with residential and commercial uses along its corridor. This corridor provides a connection between existing single-family neighborhoods and a public park located north and east of the specific plan area to multi-family uses, retail, downtown, and Interstate-10 located south of the specific plan area. Attached residential homes shall be designed to engage North Sunset Avenue and Del Norte Park to create a more urban streetscape. This shall be achieved as follows:

- Orient buildings to create a semi-public wall that defines the edges of Del Norte park and still allows a visual barrier of a private community as illustrated in **Exhibit 3.6: Attached Residential Conceptual Plotting Plan**.

- Design homes to provide as a transition from the single family detached homes along West Del Norte Street and North Nora Avenue as illustrated **Exhibit 3.5: Attached Residential Streetscene**.

The Spanish and Seaside architectural style used for attached residential buildings combines traditional design features with contemporary design features as illustrated in **Exhibits 3.7a** through **3.9d**. Other transitional styles are also permitted, subject to review and approval of the planning director.

Within the community, buildings should be oriented toward internal streets and common open space areas. Front patios may be included, where appropriate, to provide additional private open space areas and create a transition between private and common areas. Buildings may be plotted in both standard and mirrored, i.e. reversed, orientations to provide diversity.



Exhibit 3.5: Attached Residential Streetscene

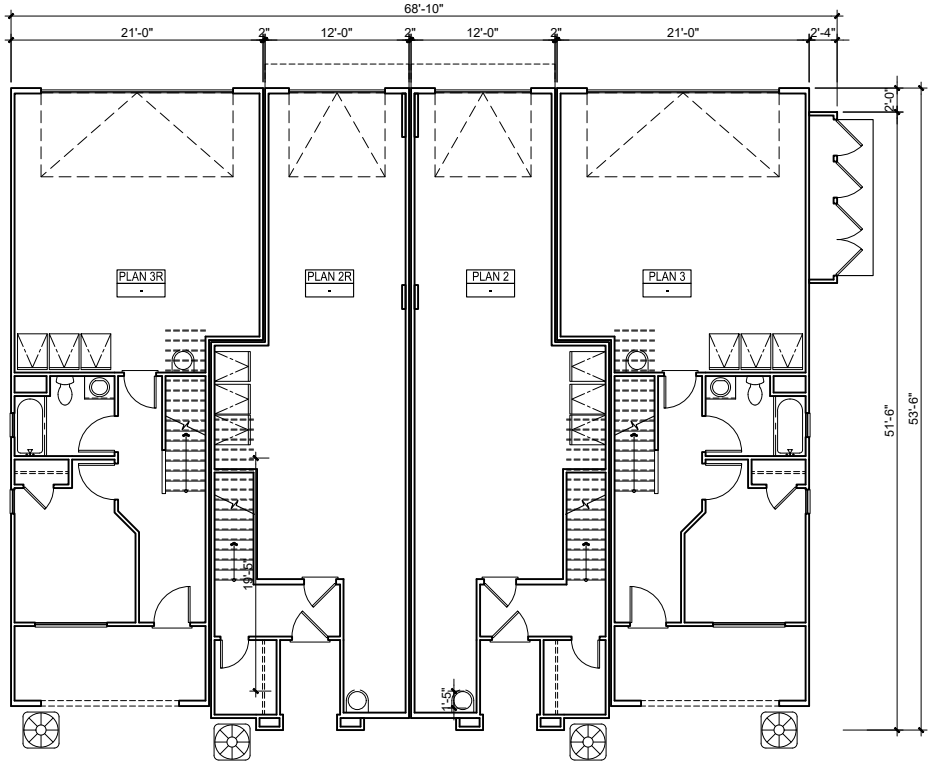
Not to Scale



For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 3.6: Attached Residential Conceptual Plotting Plan

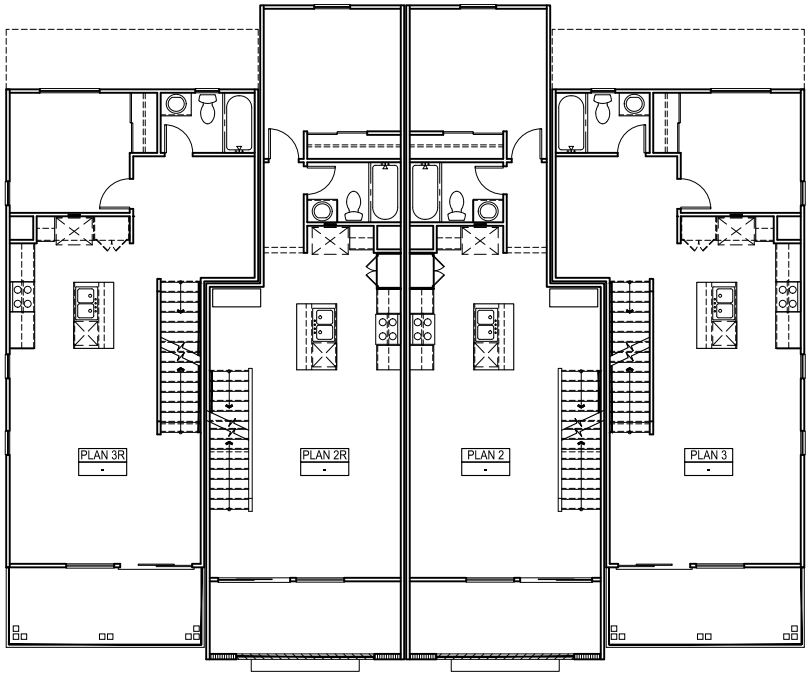
Not to Scale



FIRST FLOOR

Exhibit 3.7a: Composite A (4-Plex) Townhome Floor Plans

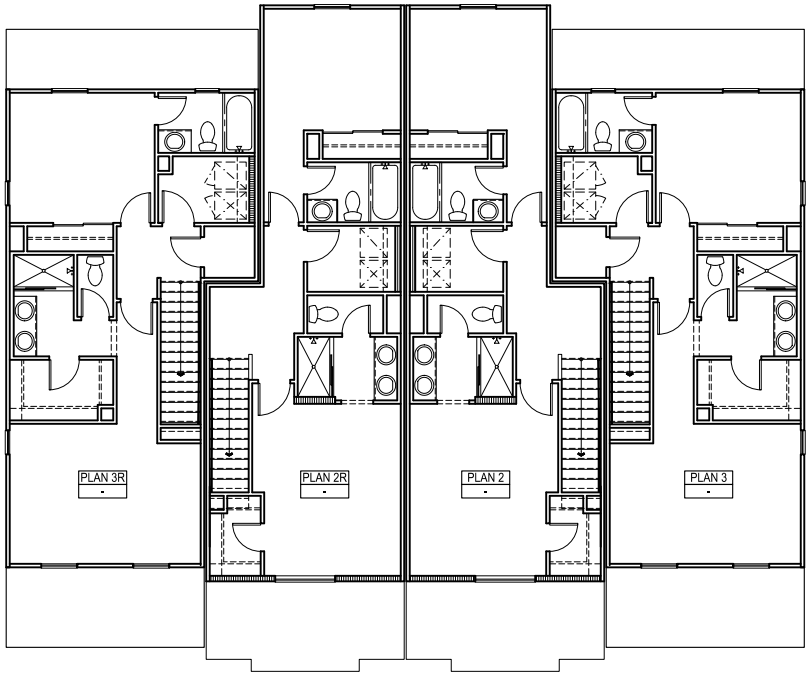
Not to Scale



SECOND FLOOR

Exhibit 3.7b: Composite A (4-Plex) Townhome Floor Plans

Not to Scale



THIRD FLOOR

Exhibit 3.7c: Composite A (4-Plex) Townhome Floor Plans

Not to Scale

LEGEND

1. Stucco
2. Low Profile Concrete "S" Roof Tile
3. Round Faux Clay Gable End Vent
4. Fascia
5. Stucco Sill Trim
6. Vinyl Window
7. Stucco o/ Foam Corbel
8. Trellis
9. Stucco Arched Soffit
10. Metal Railing
11. Fiberglass Entry Door
12. Decorative Exterior Lights & Address Sign
13. Metal Sectional Garage Door
14. Shutter
15. Sliding Door
16. Faux Finial
17. Line of Fence



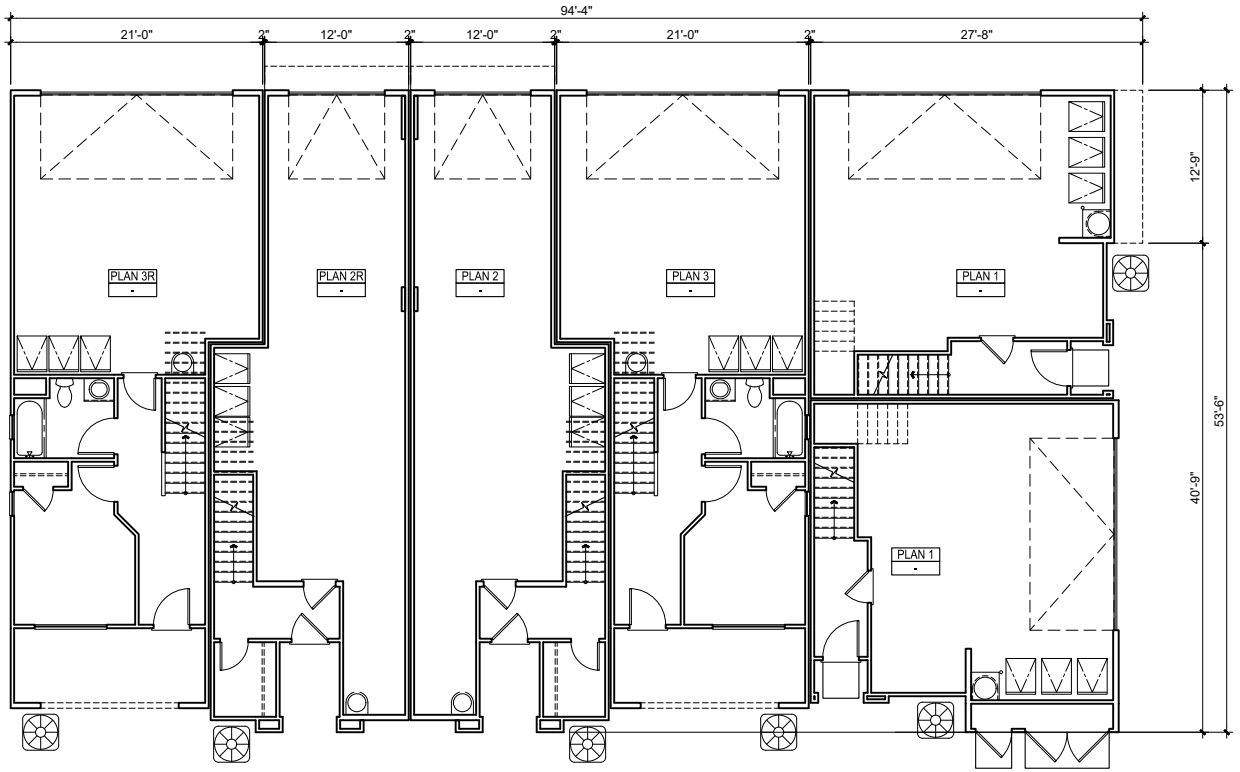
Seaside - Elevation



Spanish - Elevation

Exhibit 3.7d: Composite A (4-Plex) Townhome Elevations

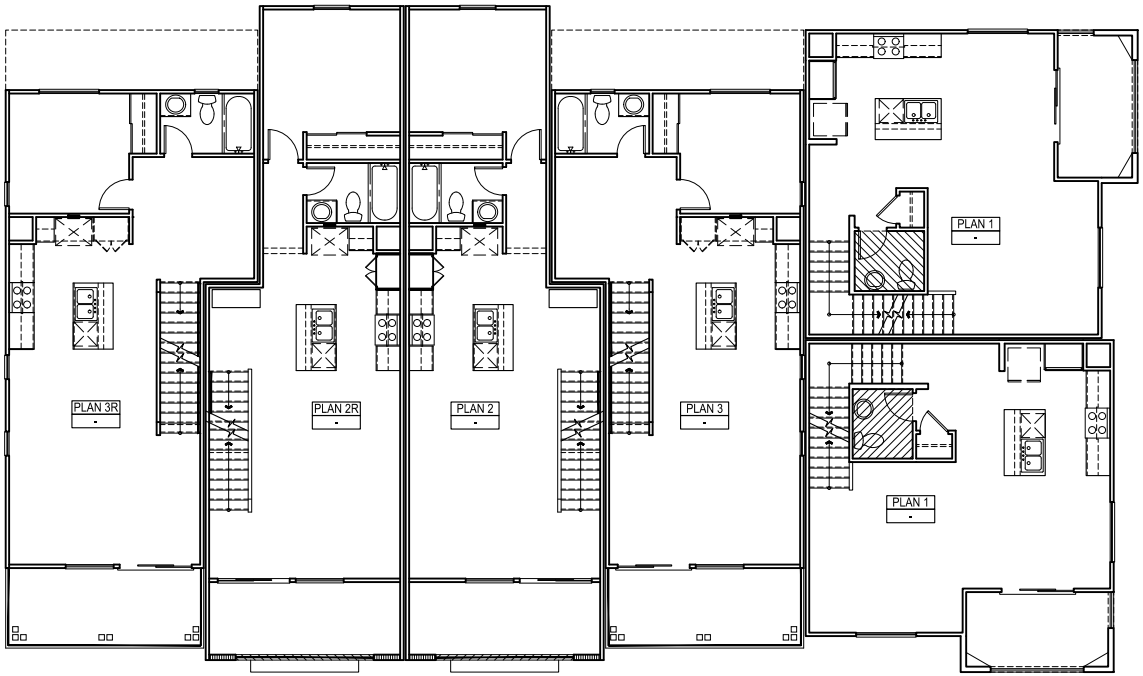
Not to Scale



FIRST FLOOR

Exhibit 3.8a: Composite B (6-Plex) Townhome Floor Plans

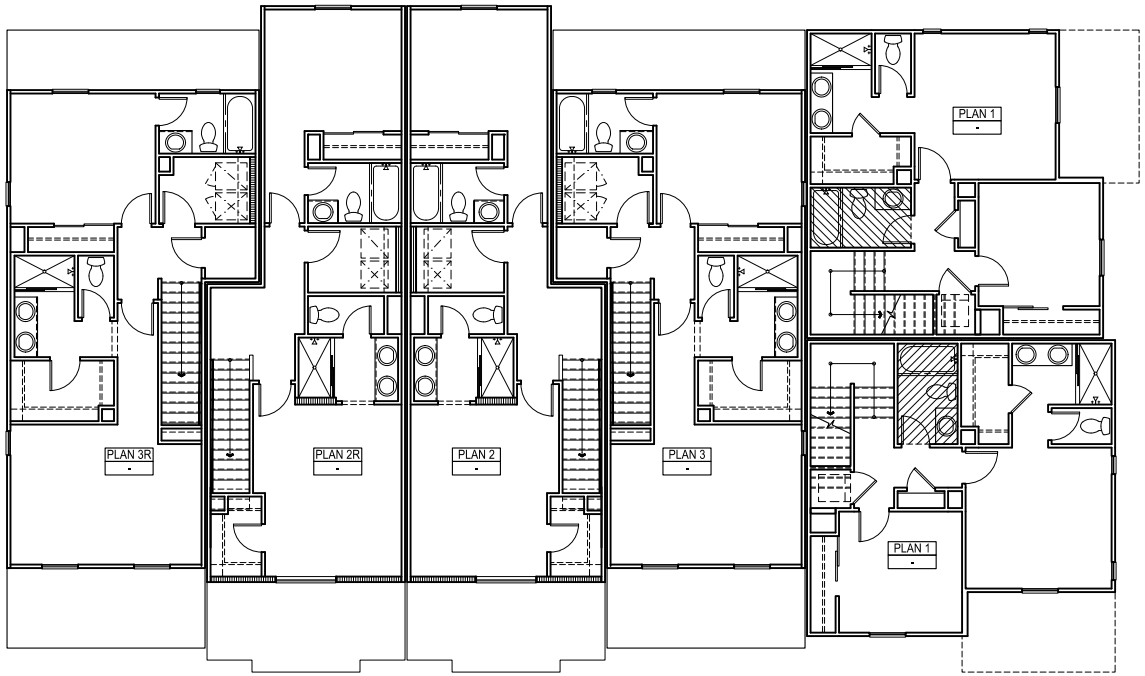
Not to Scale



SECOND FLOOR

Exhibit 3.8b: Composite B (6-Plex) Townhome Floor Plans

Not to Scale



THIRD FLOOR

Exhibit 3.8c: Composite B (6-Plex) Townhome Floor Plans

Not to Scale

LEGEND

1. Stucco
2. Low Profile Concrete "S" Roof Tile
3. Round Faux Clay Gable End Vent
4. Fascia
5. Stucco Sill Trim
6. Vinyl Window
7. Stucco o/ Foam Corbel
8. Trellis
9. Stucco Arched Soffit
10. Metal Railing
11. Fiberglass Entry Door
12. Decorative Exterior Lights & Address Sign
13. Metal Sectional Garage Door
14. Shutter
15. Sliding Door
16. Faux Finial
17. Line of Fence



Seaside - Elevation



Spanish - Elevation

Exhibit 3.8d: Composite B (6-Plex) Townhome Elevations

Not to Scale

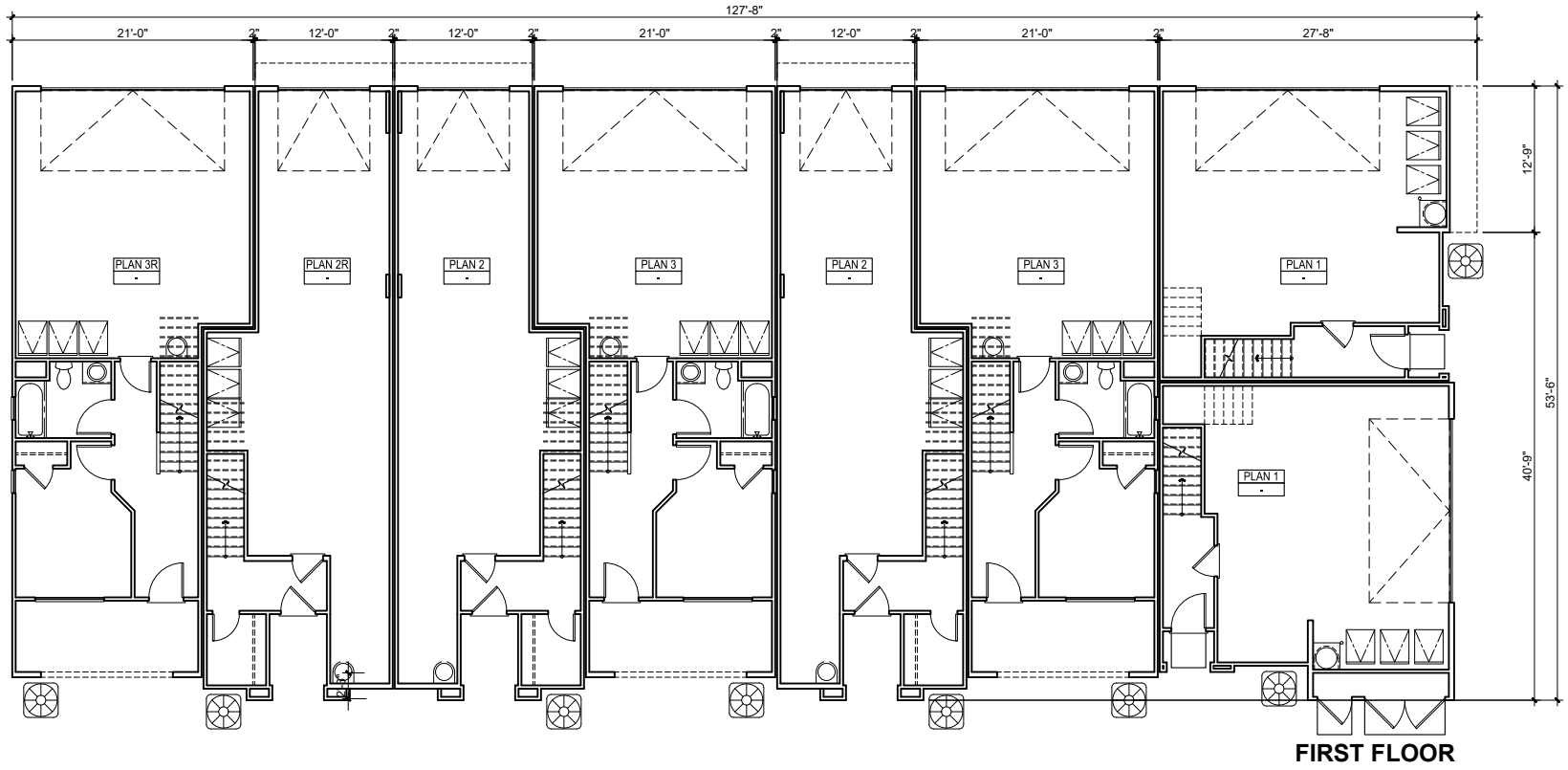


Exhibit 3.9a: Composite C (8-Plex) Townhome Floor Plans

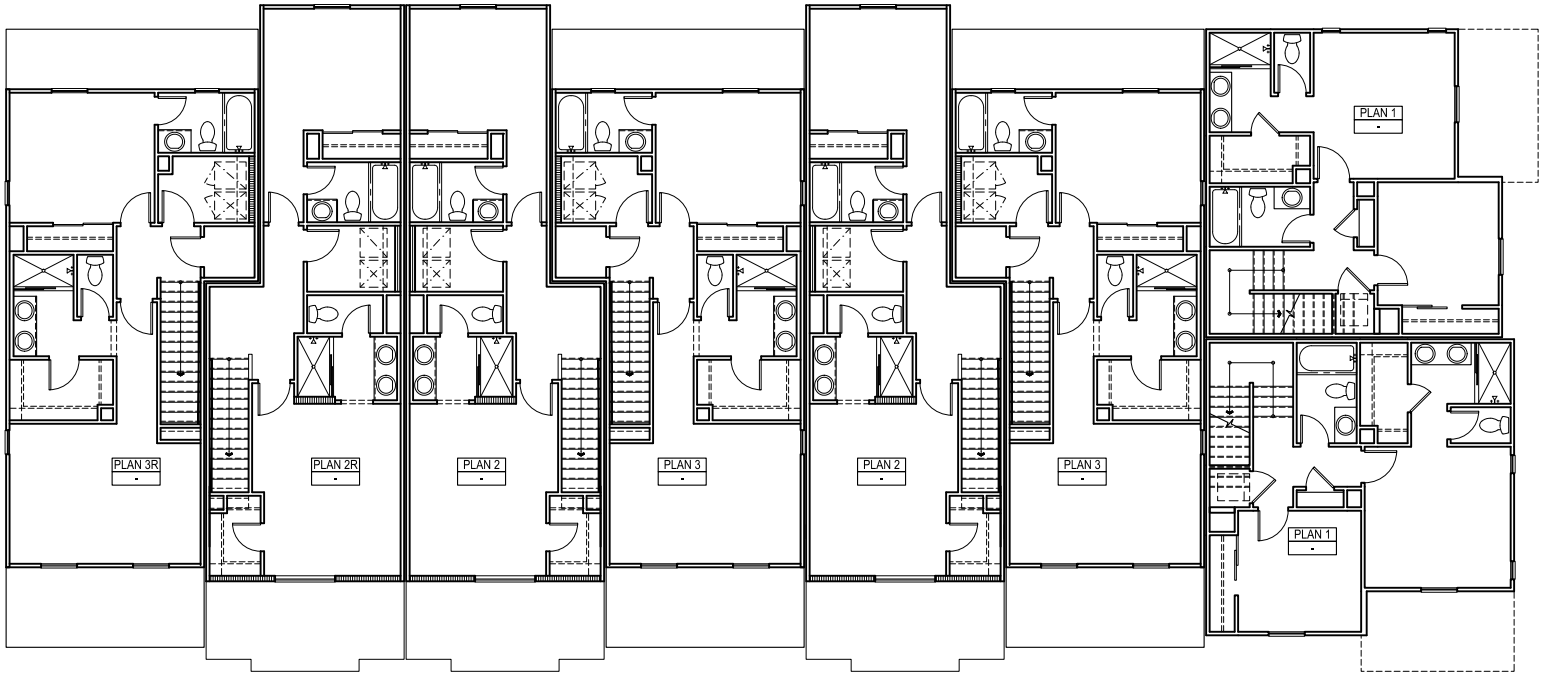
Not to Scale



SECOND FLOOR

Exhibit 3.9b: Composite C (8-Plex) Townhome Floor Plans

Not to Scale



THIRD FLOOR

Exhibit 3.9c: Composite C (8-Plex) Townhome Floor Plans

Not to Scale

LEGEND

1. Stucco
2. Low Profile Concrete "S" Roof Tile
3. Round Faux Clay Gable End Vent
4. Fascia
5. Stucco Sill Trim
6. Vinyl Window
7. Stucco o/ Foam Corbel
8. Trellis
9. Stucco Arched Soffit
10. Metal Railing
11. Fiberglass Entry Door
12. Decorative Exterior Lights & Address Sign
13. Metal Sectional Garage Door
14. Shutter
15. Sliding Door
16. Faux Finial
17. Line of Fence



Seaside - Elevation



Spanish - Elevation

Exhibit 3.9d: Composite C (8-Plex) Townhome Elevations

Not to Scale

4 - LANDSCAPE DESIGN GUIDELINES

4.1 PURPOSE

The purpose of this section is to ensure that all landscaping within the Del Norte Specific Plan fulfills the specific plan objective of enhancing community design through landscape and recreational amenities that promote a high-quality living environment. These design guidelines are intended to be flexible such that alternative designs are permitted as long as they meet the level of quality and character envisioned by this specific plan.

4.2 LANDSCAPE CHARACTER

Exhibit 4.1a: Conceptual Landscape Plan illustrates the overall landscape design concept for the community, which is described in greater detail in this chapter. In accordance with state and local requirements, plants will consist of drought tolerant, non-invasive species. Please refer to **Exhibit 4.2a Conceptual Planting Palette** for a list of species that are permitted within the specific plan area. Mulching, hydrozoning, and smart irrigation controllers will be used to maximize water efficiency, implementing Objective 6 of this specific plan.

4.3 OPEN SPACE DEDICATION

Though not included as part of this specific plan, a portion of the project site that includes an existing baseball field in the northeast corner of the property will be established as a separate lot and dedicated to the City of West Covina. Existing improvements in this area will remain and be preserved as is. This dedication will add an additional 1.45 acres to the existing Del Norte Park owned and maintained by the City of West Covina.

4.4 PUBLIC STREETSCAPES

Streetscapes immediately adjacent to the specific plan area should be designed to support and enhance the architectural design character of each corridor as described herein.

Five-foot sidewalks will be separated from the street by a five-foot landscaped parkway. Behind the sidewalk, private front yards will be layered with groundcovers, low shrubs, flowering and accent plants and grasses, with a mix of larger trees (Tipu Tree or similar) and smaller trees (Strawberry Tree or similar) to create compositions that complement the traditional character of the adjacent architecture. Individual walks will connect front porches and entries to the sidewalk to create a welcoming and charming entry. Walls that define private yards will consist of concrete, masonry, or decorative block that will maintain a consistent design along the street.



Exhibit 4.1a: Conceptual Landscape Plan

Not to Scale

For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

LEGEND

1. Project Entry with Enhanced Paving (Refer to L-2)
2. Entry Signage Pilaster
3. Pocket Park (Refer to L-4)
4. Concrete Sidewalk
5. Townhome Private Patio
6. Pool Area (Refer to L-3)
7. Social Area (Refer to L-3)
8. Green Paseo (Refer to L-4)
9. Mailbox Cluster
10. Transformer
11. Perimeter Wall and Fence (Refer to Sheet L-5)
12. Entry Specimen Tree
13. Street Tree
14. Accent Tree
15. Shade Tree
16. Screen Hedge
17. Vine Planting to Screen Wall
18. Gutter per Civil Engineer

Exhibit 4.1b: Conceptual Landscape Plan Key

Not to Scale



Exhibit 4.2a: Conceptual Planting Palette

Not to Scale

TREE SCHEDULE:

BOTANICAL NAME	COMMON NAME	SIZE
Arbutus unedo	Strawberry Tree	15 gal min
Archontophoenix cunninghamiana	King Palm	15 gal min
Cercidium 'Desert Museum'	Desert Museum Palo Verde	15 gal min
Cercis occidentalis	Western Redbud	15 gal min
Chilopsis linearis	Desert Willow	15 gal min
Cupressus sempervirens	Italian Cypress	15 gal min
Dracaena draco	Dragon Tree	15 gal min
Magnolia g. 'St. Mary's'	Magnolia	15 gal min
Olea europaea 'Swan Hill'	Swan Hill Olive	15 gal min
Podocarpus gracilior	Fern Podocarpus	15 gal min
Platanus racemosa	California Sycamore	15 gal min
Pyrus calleryana 'Chanticleer'	Chanticleer Callery Pear	15 gal min
Quercus agrifolia	Coast Live Oak	24" box min
Quercus ilex	Holly Oak	24" box min
Quercus virginiana	Southern Live Oak	24" box min
Rhus lancea	African Sumac	15 gal min
Tipuana tipu	Tipu Tree	15 gal min
Tristania conferta	Brisbane Box	15 gal min
Ulmus parvifolia	Chinese Elm	15 gal min

SHRUB SCHEDULE:

BOTANICAL NAME	COMMON NAME	SIZE
Agapanthus 'Peter Pan'	Dwarf Lily of the Nile	1 gal
Agapanthus 'Queen Anne'	Lily of the Nile	1 gal
Agave desmettiana 'Variegata'	Variegated Smooth Agave	15 gal
Aloe vera	Aloe Vera	5 gal
Bougainvillea 'Oo La La'	Bougainvillea	5 gal
Calliandra haematocephala	Pink Powder Puff	5 gal
Carissa m. 'Boxwood Beauty'	Boxwood Beauty Natal Plum	5 gal
Dietes bicolor	Fortnight Lily	5 gal
Hesperaloe parviflora	Red Yucca	1 gal
Lavandula dentata	French Lavender	5 gal
Leucophyllum f. 'Green Cloud'	Green Cloud Texas Sage	5 gal
Lomandra longifolia	Spiny-headed Mat Rush	5 gal
Prunus caroliniana 'Bright n Tight'	Cherry Laurel	15 gal
Rhaphiolepis i. 'Clara'	Clara Indian Hawthorn	5 gal
Rhaphiolepis i. 'Majestic Beauty'	Majestic Beauty Hawthorn	5 gal
Rosa x 'Radrazz'	Knock Out Shrub Rose	5 gal

GROUNDCOVER SCHEDULE:

BOTANICAL NAME	COMMON NAME	SIZE
Lantana montevidensis 'Alba'	White Trailing Lantana	1 gal
Lonicera japonica 'Halliana'	Hall's Honeysuckle	1 gal
Rosmarinus 0. 'Huntington Carpet'	Rosemary Huntington Carpet	1 gal
Senecio mandraliscae	Blue Chalk Sticks	1 gal

Note: 1. Plant selection and landscape/irrigation design should comply with the Water Efficient Landscape requirements and ordinances.

Exhibit 4.2b: Conceptual Planting Palette Legend

Not to Scale

4.4.1 Corner Landscape

The eastern edge along North Sunset Avenue and West Del Norte Streeet is a highly visible corner and provides an opportunity to provide enhanced landscaping or community signage. If signage is not provided as part of the wall design, landscaping should be used to soften the walls appearance and define the corner.

4.4.2 West Del Norte Street

The West Del Norte Street streetscape will consist of public sidewalk and parkway with layering of trees, shrubs, plants, and ground cover.

4.4.3 North Nora Avenue

The North Nora Avenue streetscape will consist of public sidewalk and parkway with layering of trees, shrubs, plants, and ground cover.

4.5 ENTRIES

The proposed community is required to provide two entires: a Primary Entry on West Del Norte Street and a Secondary Entry on North Nora Avenue, as described in the following sections.

4.5.1 Primary Entry

Primary access to the site is provided from West Del Notre Street. As illustrated in **Exhibit 4.3: Conceptual Primary Entry,** the primary entry will be defined enhanced landscaping, paving, and potential community monumentation. The entry will have parkways and sidewalks on both sides. Parking will not be permitted. Behind the sidewalk, landscaping will soften the appearance of community walls on either side of the entry.

4.5.2 Secondary Entry

The N Nora Avenue entry functions as the secondary entry to the community. This entrance will be less formal and will include pilasters, enhanced paving, and landscaping that complements the main entry design.

4.6 PRIVATE CIRCULATION

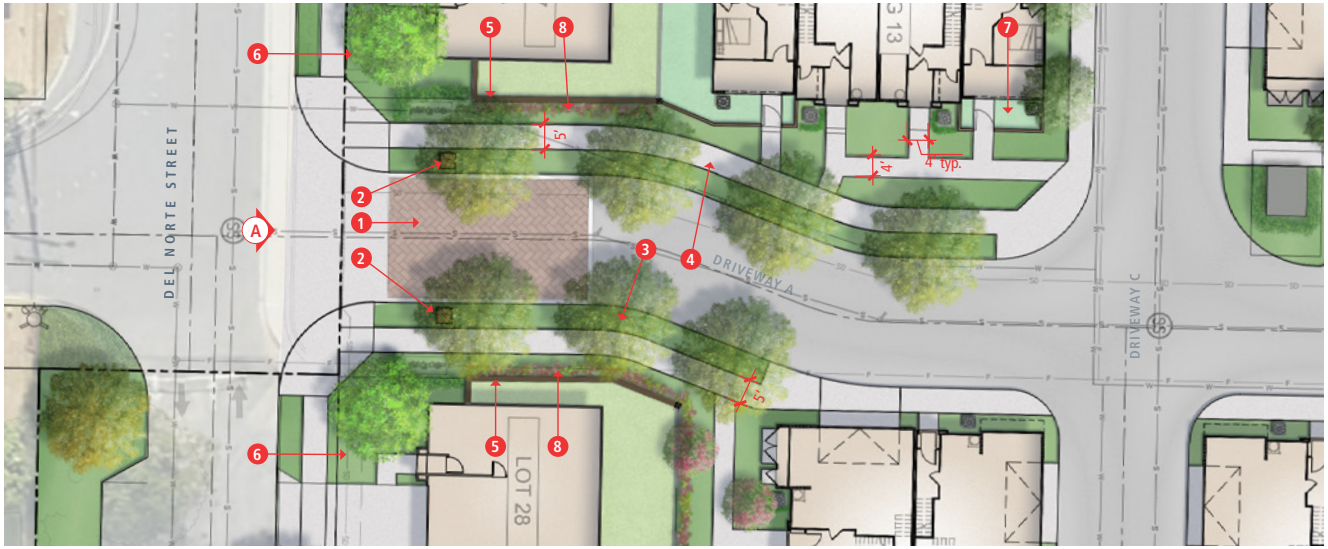
Within the community, landscaping of private lanes and alleys will enhance the livability of the community by creating a pleasant walking and driving experience for residents and visitors.

4.6.1 Lanes

Lanes provide the primary vehicular and pedestrian circulation through the specific plan area. Lanes include sidewalks that will be enhanced with trees to provide shade and pedestrian comfort along sidewalks and to shade parked cars. The planting pattern is modified based upon the design condition of the lane, which varies throughout the site. Where sidewalks are separated from the curb by parkway, trees are planted generally 30 feet on center. Where sidewalks are immediately adjacent to the curb, tree are planted where appropriate behind the sidewalk. When adjacent to parking stalls, trees are planted to shade park cars and complement the design of adjacent common recreation areas. Pedestrian portal of arbors are provided at the city park connection point to further enhance the design of the community.

4.6.2 Alleys

Alleys provide access to townhome garages. For residents, alleys are the primary vehicular entry to their home and should therefore be designed to enhance their daily experience. Where feasible alleys should be enhanced with small shrubs and vines between garages to soften the feel of the alley.

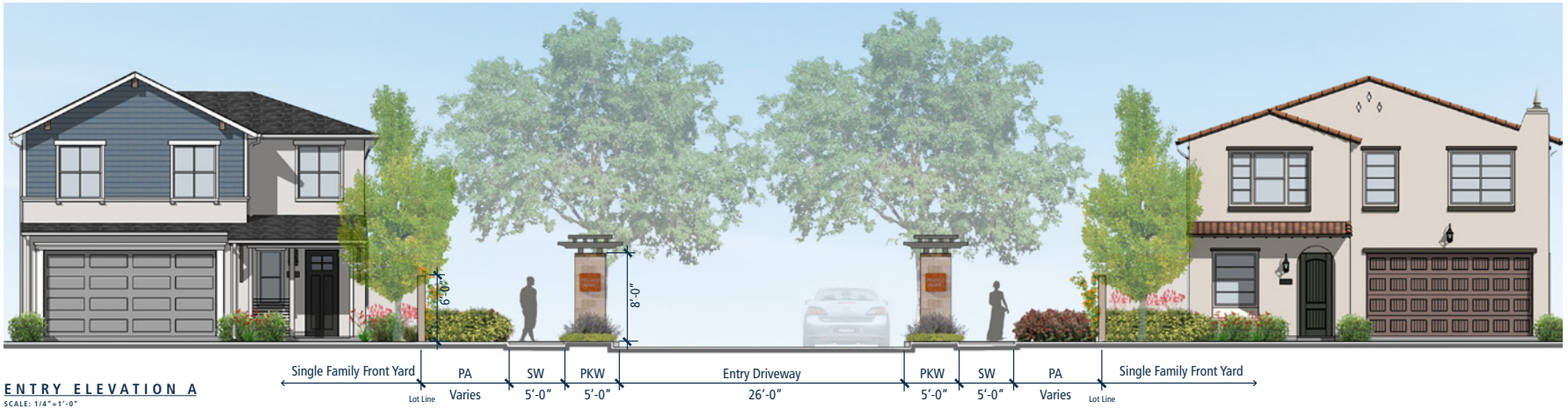


LEGEND

1. Project Entry with Enhanced Paving
2. Entry Signage Pilaster
3. Entry Specimen Tree
4. Concrete Sidewalk
5. Single Family Side Yard Wall
6. Single Family Front Yard
7. Townhome Private Patio
8. Screening Vine

KEYMAP





ENTRY ELEVATION A

SCALE: 1/4"=1'-0"

For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 4.3: Conceptual Primary Entry

Not to Scale

4.7 COMMON AREAS

Common areas provide an outdoor living space where people can relax, recreate, or gather as a community. Landscaping of these areas should reflect the anticipated activities for each space.

4.7.1 Central Recreation

The central recreation area consists of open space and amenities at the center of the community.

Exhibit 4.4: Conceptual Central Community Space illustrates the proposed concept for this space. Alternative designs are permitted as long as the proposed amenities are equivalent or better than those illustrated in this specific plan.

Landscaping in the common recreation area should enhance the proposed amenities. Turf should be limited to areas intended for passive and active play. Shade should be provided for table and benches.

4.7.2 Secondary Spaces

Secondary spaces, as illustrated in **Exhibit 4.5: Conceptual Secondary Spaces**, provide smaller and more intimate areas that can be enhanced to provide additional community amenities or smaller gathering space.

4.7.3 Paseos

Pasoes are areas between buildings that provide front door access to units. These linear spaces are not intended for active recreation but can include benches, patios, and landscaping that create an attractive and high quality living space.

4.8 WALLS & FENCES

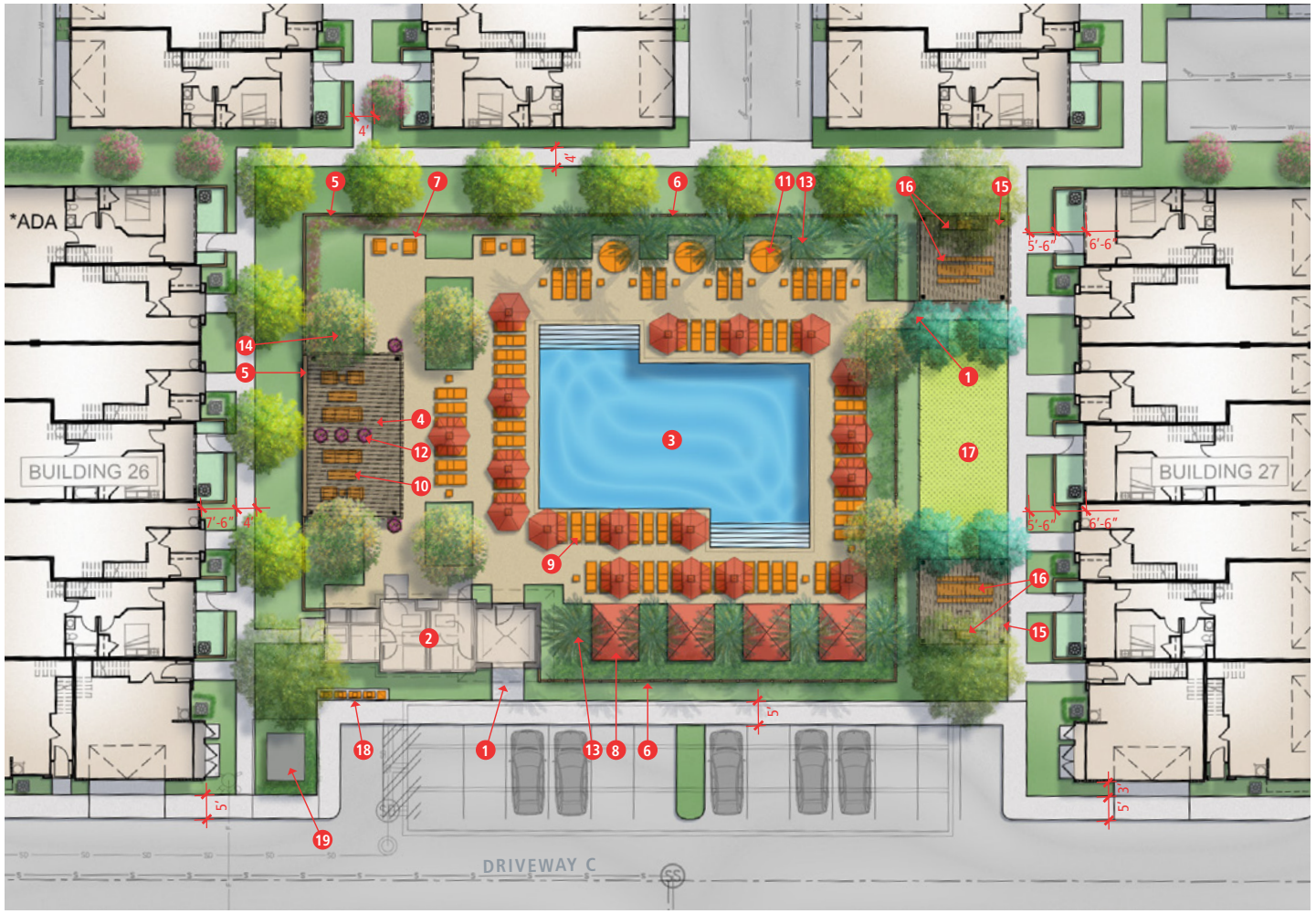
Walls and fences within the specific plan area will be used to define private and semi-private space in accordance with the wall and fence regulations provided in Chapter 2. Community walls will also serve as a unifying design element. **Exhibit 4.6a: Conceptual Wall and Fence Plan** illustrates the anticipated location and design of walls and fences within the specific plan area.

4.9 LIGHTING & OUTDOOR FURNITURE

Lighting along public rights-of-way will consist of City of West Covina Street lighting. Within the community, lighting should be designed at a pedestrian scale. Lighting should be provided at the lowest level to accommodate pedestrian safety and should be designed to minimize disturbances to residential homes and shield lighting from adjacent properties.

Lighting, benches, tables, waste receptacles, mailboxes and similar street furniture should all be coordinated to provide a consistent and complementary palette of elements. These details work together to convey a high quality design character.

Graffiti-resistant coatings should be used on all street furniture to assist in deterring graffiti.



LEGEND

1. Pool Entry
2. Pool Building
3. Pool (34'x 58')
4. Shade Structure at Pool Area
5. Pool Enclosure Wall
6. Pool Enclosure Fence
7. Semi-Private Casual Seating
8. Cabana
9. Lounge Chair with Umbrella
10. Group Seating
11. Daybed
12. Planter Pot
13. Palm Tree
14. Accent Tree at Pool Area
15. Shade Structure at Social Area
16. BBQ Grill with Picnic Table and Chairs
17. Event Lawn
18. Mailbox Cluster
19. Transformer

KEYMAP



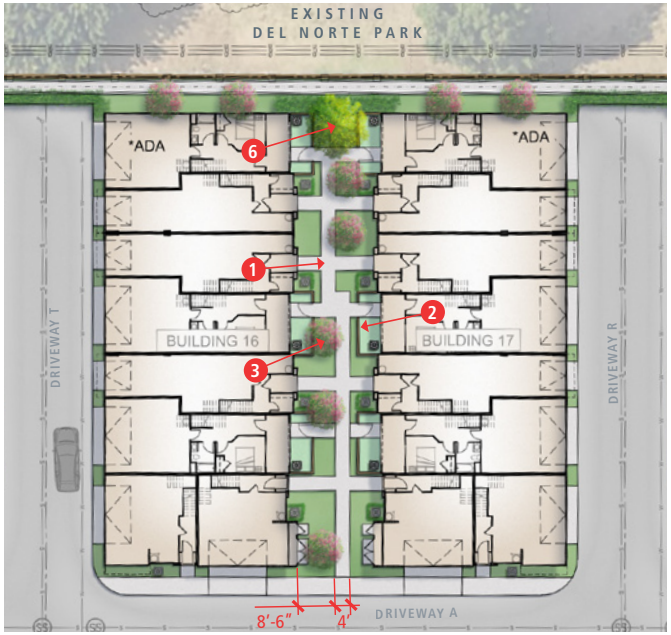
For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 4.4: Conceptual Central Community Space

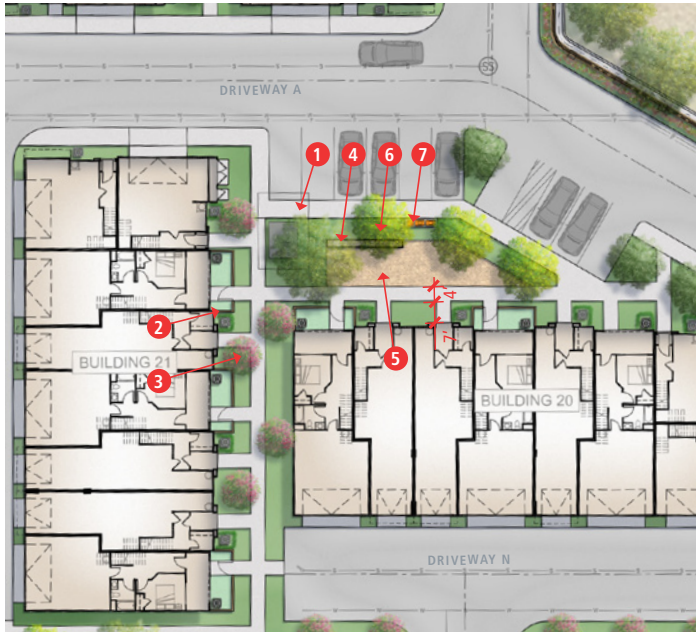
Not to Scale

LEGEND

1. Sidewalk
2. Private Patio Fence
3. Paseo Tree
4. Low Seat Wall
5. DG Paving
6. Accent Tree
7. Mailbox Cluster



A TYPICAL GREEN PASEO



B POCKET PARK

KEYMAP



Exhibit 4.5: Conceptual Secondary Spaces

Not to Scale



LEGEND

- Entry Signage Pilaster - 8'-0"ht.
- Perimeter Wall - 6'-0" ht.
- Perimeter Low Wall (3'ht.) with Tubular Steel Fence (3'ht.) - Total 6'-0"ht.
- Single Family / Townhome Side Yard Fence - 6'-0"ht.
- Townhome Private Patio Fence - 3'-6" ht.
- Pool Enclosure Wall - 6'-0"ht.
- Pool Enclosure Fence - 6'-0"ht.
- Existing Wall to Remain (+/- 6'-0"ht.) (Paint color to match proposed wall.)
- Single Family / Townhome Side Yard Gate
- Townhome Private Patio Gate
- Pool Enclosure Gate
- Maintenance Gate

For conceptual purposes only. Site Plan may vary at Final provided it is in substantial conformance with the specific plan. Please refer to Chapter 6.

Exhibit 4.6a: Conceptual Wall & Fence Plan

Not to Scale

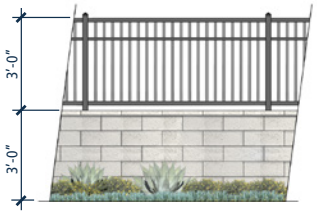
Entry Signage Pilaster

Shot Blast CMU (or Equal)



Perimeter Low Wall with Tubular Steel Fence

Slump Block - Gray (or Equal)



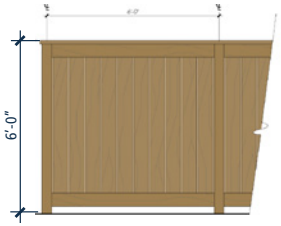
Perimeter Wall

Slump Block - Gray (or Equal)



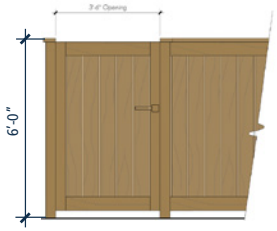
Single Family/ Townhome Side Yard Fence

Vinyl Fence with Paint Color: SW7048 Urban Bronze (or Equal)



Single Family/ Townhome Side Yard Gate

Vinyl Fence with Paint Color: SW7048 Urban Bronze (or Equal)



Townhome Private Patio Fence
Townhome Private Patio Gate

Wood Fence
Color to Match Architecture



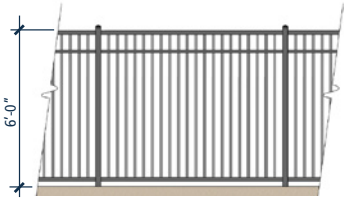
Pool Enclosure Wall

CMU Wall with Stucco finish.
Color to match pool building.



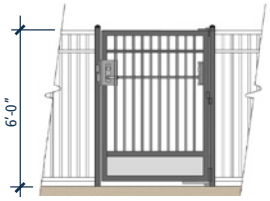
Pool Enclosure Fence

Tubular Steel



Pool Enclosure Gate

Tubular Steel



Maintenance Gate

Tubular Steel

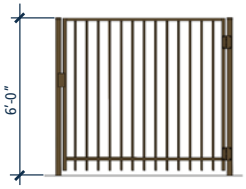


Exhibit 4.6b: Conceptual Wall & Fence Imagery

Not to Scale

5 - UTILITIES & SERVICES

5.1 INTRODUCTION

This chapter provides an overview of the grading plan, utility plans, and services necessary to support development proposed by the Del Norte Specific Plan. The intent is to provide the basic utilities and services needed to ensure the community functions properly. It also seeks to conserve resources and protect natural ecosystems by implementing best management practices, low impact development practices, water and energy conservation measures, and adequate public services such as schools, fire protection, and public safety.

5.2 GRADING & DRAINAGE

Both the City of West Covina and the County of Los Angeles manage and maintain storm drain systems within the City to collect storm runoff and help prevent flooding of developed areas. The stormwater systems consist of channels, gutters, drains, catch basins, and pipes which convey the runoff to receiving water bodies. Receiving water bodies include Walnut Creek Wash and San Jose Creek, which flow to the San Gabriel River. The San Gabriel River flows to the San Pedro Bay on the Pacific Ocean coast.

5.2.1 Grading

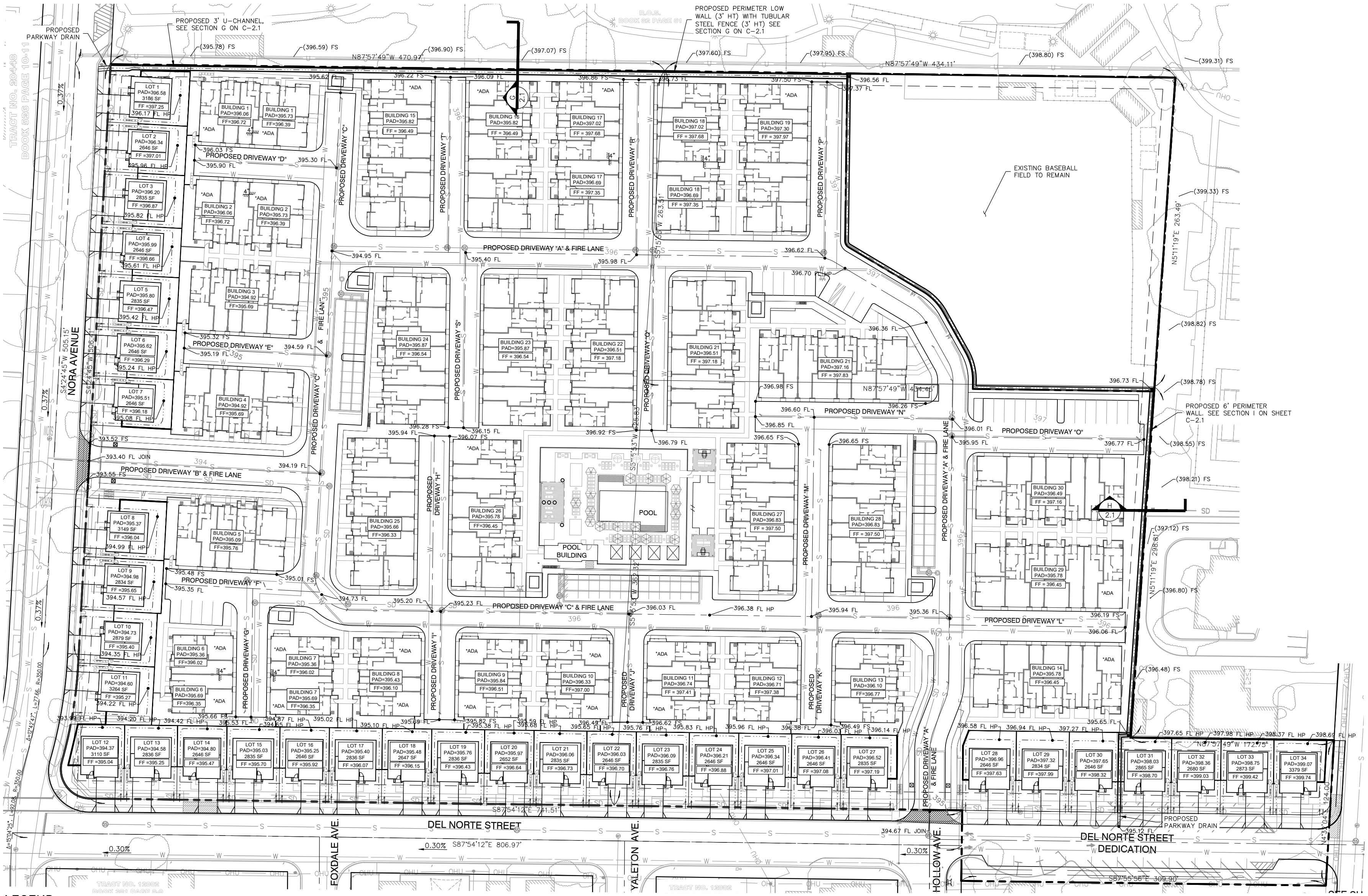
Exhibit 5.1: Conceptual Drainage & Grading Plan illustrates the proposed grading and drainage concept for the specific plan area.

To prevent flooding in the northeast corner, the conceptual grading plan proposes to slope towards the southwestern corner of the site. On-site surface drainage is directed to the underground stormdrain system. Because the existing Del Norte Park slopes towards the project site, a concrete channel will be provided along the shared property lines to collect runoff from the park. The runoff will be collected in inlets and directed into an existing County of Los Angeles Storm drain line in West Del Norte Street and North Nora Ave.

Grading adheres to the City of West Covina's grading standards unless otherwise shown and as recommended by the geotechnical engineer.

5.2.2 Stormwater Drainage & Treatment

Stormwater runoff collected from the specific plan area may contain high sediment loads and many types of pollutants, including oil and grease, chemicals, pesticides, heavy metals, bacteria, viruses, and oxygen-demanding compounds. The City's strategy and policy direction is to reduce discharges of these pollutants into the stormwater conveyance system through implementation of low impact development (LID) structural and non-structural best management practices (BMPs), source control BMPs; and structural and non-structural BMPs for all new development. LID requires that all stormwater be collected and treated on-site prior to entering the storm drain system.



LEGEND:

EXISTING LOT LINE	PROPERTY LINE
EXISTING ROW	EXISTING SEWER
LOT LINE	EXISTING WATER
BACK OF CURB	PROPOSED CONTOUR MAJOR
CENTERLINE	PROPOSED CONTOUR MINOR
FACE OF CURB (FC)	PROPOSED FENCE
PROPOSED FLOW LINE	

Exhibit 5.1: Conceptual Drainage & Grading Plan

The grading plan is designed to drain all stormwater into an infiltration system onsite as illustrated in **Exhibit 5.2: Conceptual Storm Drain Plan**. The typical path of travel for the onsite runoff are as follows: flows overland and gets intercepted by either catch basin, trench drain, or area drains. Flows through a storm drainpipe to a hydrodynamic separator for pretreatment, then to the infiltration chambers located underneath the guest parking spaces. Storm drain manholes will provide access to the infiltration chambers for maintenance. The infiltration chambers have been designed to capture flows from the 85th percentile storm event, high flows will bypass the catch basins, trench drain, area drains and will flow out to the North Nora Avenue and West Del Norte Street. No direct connections to the public storm drains are proposed. The Q25 on-site and off-site flows will surface flow via street and ultimately discharge to Pacific Ocean.

5.3 DOMESTIC WATER

The specific plan area is situated within the service boundaries of Azusa Light & Water (ALW). ALW is the incumbent water purveyor for this area. The water produced by Azusa Light & Water currently meets all State and Federal Standards relating to domestic water quality. The proposed water system shall comply with all current and future rules and regulations of ALW applicable water conservation requirements contained in the City of West Covina Municipal Code.

The water system proposed for the specific plan area consists of a series of public 6-inch pipes, as illustrated in **Exhibit 5.3: Conceptual Domestic Water Plan**, to create a looped system that serves all homes within the site. The proposed water system connects to an existing 8-inch pipe in West Del Norte Street and North Nora Avenue. The project will connect all proposed services and laterals to the new public water main. All new services shall be connected to the new public water main. The proposed 8-inch water main in West Del Norte will connect to the 8-inch line in North Nora Avenue and both will connect into the existing 12-inch line in North Sunset Avenue.

A proposed fire water line will be added adjacent to the water line within the project site. It will connect to the existing water lines in West Del Norte Street and North Nora Avenue before looping in Private Driveways “A”, “B”, and “C” throughout the project.

Water conservation measures required within the specific plan area include the following:

- Low flow toilets and fixtures per CalGreen standards
- Drought tolerant landscaping
- Smart irrigation controllers
- Mulching
- Hydrozoning
- All other water conservation requirements per CalGreen, the City’s Landscape Efficiency Ordinance, and other applicable State, regional, and local regulations.

5.4 SEWER

Domestic sewage includes wastewater from household and commercial plumbing, such as toilets, showers, and sinks. The City of West Covina operates and maintains the City’s sanitary sewer system, which collects and conveys sewage to Los Angeles County Sanitations District (LACSD) trunk line located on Willow Avenue and Gravey Avenue before connecting to the San Jose Creek East Water Reclamation Plant (WRP) . There, contaminants are removed from the sewage through a multi-stage process, which includes settling, filtering, and

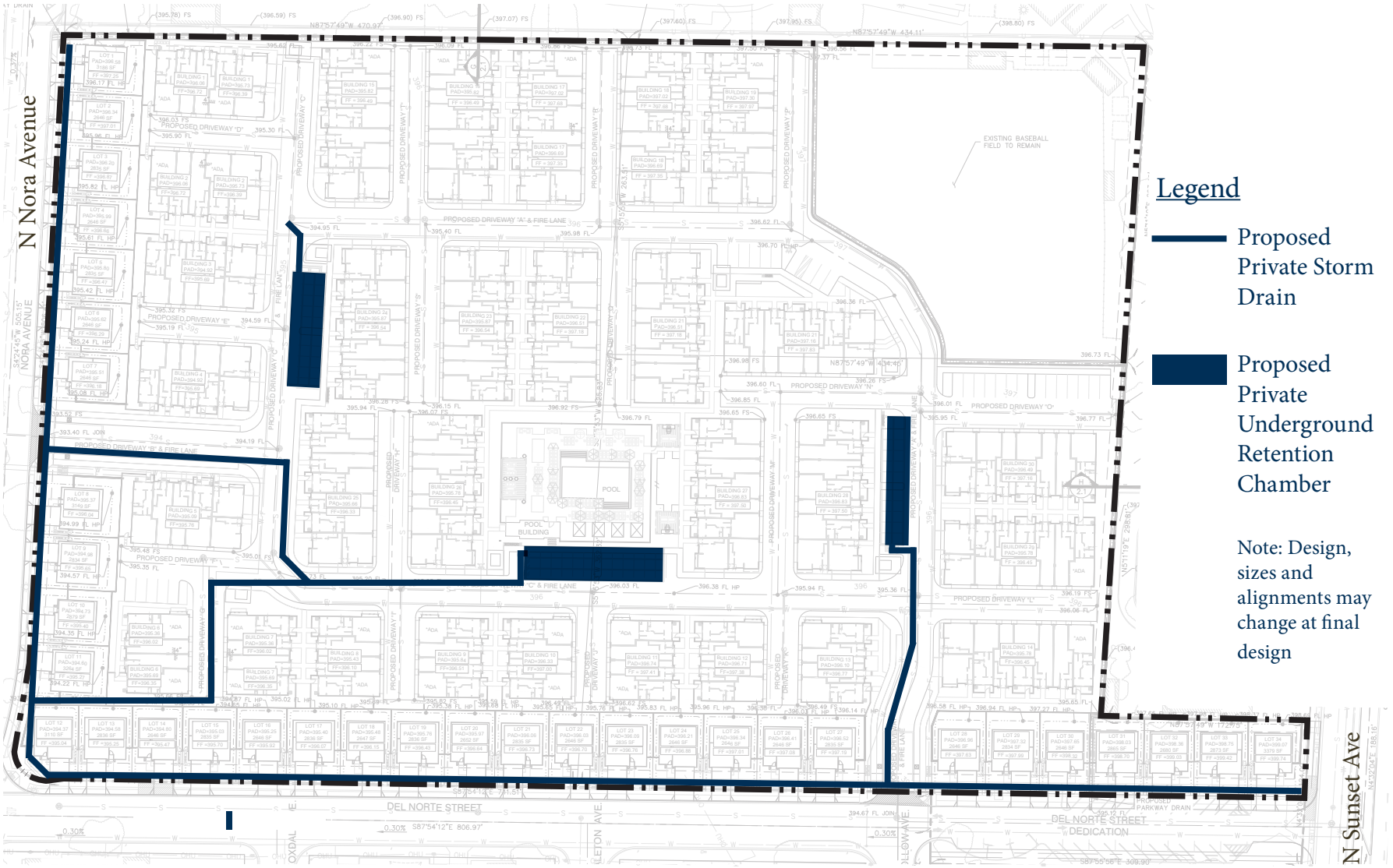


Exhibit 5.2: Conceptual Storm Drain Plan

Not to Scale

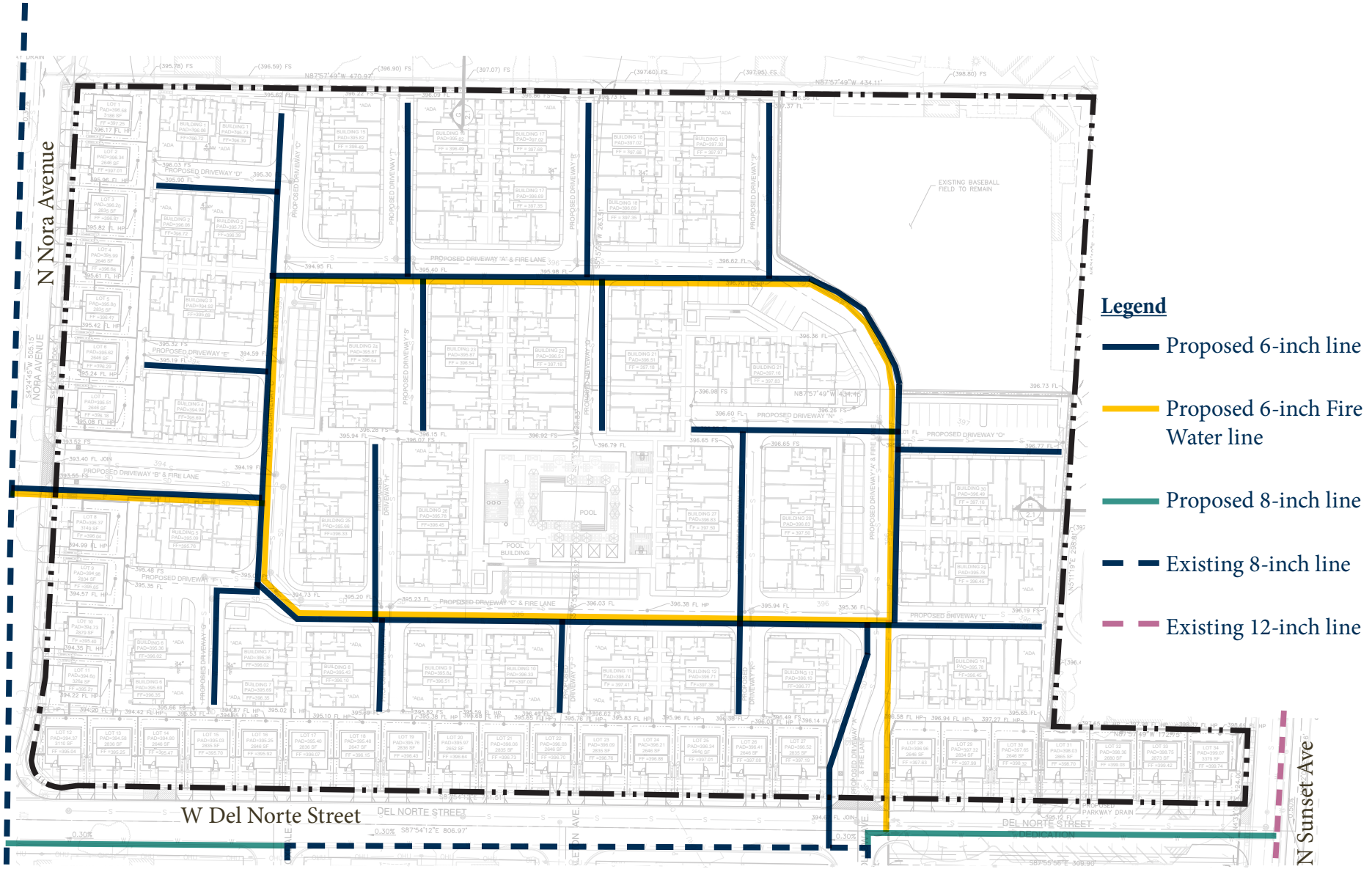


Exhibit 5.4: Conceptual Domestic Water Plan

biological and chemical treatment. The treated water is then discharged into local waterways or used as reclaimed water.

The proposed public sewer system for the specific plan area is illustrated in **Exhibit 5.4: Conceptual Sewer Plan**. The proposed gravity sewer system consist of a series of 8-inch polyvinyl chloride pipe (P.V.C) that convey flows to an existing 8-inch pipe in North Nora Avenue or a new 8-inch pipe in West Del Norte Street that will connect to an existing 8-inch pipe in North Sunset Ave. Pursuant to a sewer capacity study prepared for this project, no additional off-site mitigation is required.

5.5 SOLID WASTE

The City contracts with a private hauler, Athens Services, for residential and commercial solid waste and recycling pickup and disposal. Each home will be provided with three individual carts: a black cart for trash, recycling, and a green can for organic waste. Carts will be stored in garages or in private fenced yards on non-collection days. On collection day, residents will be required to place their carts along the designed collection route for collection by Athens Services. Waste collected from the specific plan area is taken to a materials recovery facility.

Non-hazardous construction and demolition waste shall be recycled or salvaged pursuant to CalGreen. Prior to issuance of building permits, a Waste Management Plan (WMP) for Construction and Demolition shall be provided. Additionally, documentation and approval from the WMP Compliance Official shall be required prior to final inspection and approvals to demonstrate that the waste diversion requirement have been met.

5.6 ELECTRICITY & NATURAL GAS

Electrical power is provided by Southern California Edison. No major improvements to the local distribution networks will be needed to support the growth facilitated by this specific plan. All new lines are required to be installed underground. No natural gas connection is proposed for the project.

New development within the specific plan area will be required to meet the requirements of the California Energy Code (Title 24) and CalGreen. Title 24 and CalGreen include the most stringent requirements for energy conservation in the country. To meet these requirements, all new development within the specific plan area will include rooftop photovoltaic (PV) solar panels, energy efficient lighting and appliances, cool roofs, energy efficient windows, and other design features that significantly conserve energy.

5.7 BROADBAND & TELECOM.

Broadband and telecommunications services are provided by Spectrum, Frontier, Direct TV and AllConnect (Direct TV). All new dry utilities are required to placed underground to the extent feasible.

5.8 SCHOOLS

The specific plan area falls within the boundaries of the West Covina Unified School District. The assigned elementary school (Grades K-5) for the specific plan area is Monte Vista Elementary School. The assigned Middle School (Grades 6-8) for the specific plan area is Edgewood Middle School. The assigned High School (Grades 9-12) for the specific plan area is Edgewood High School.

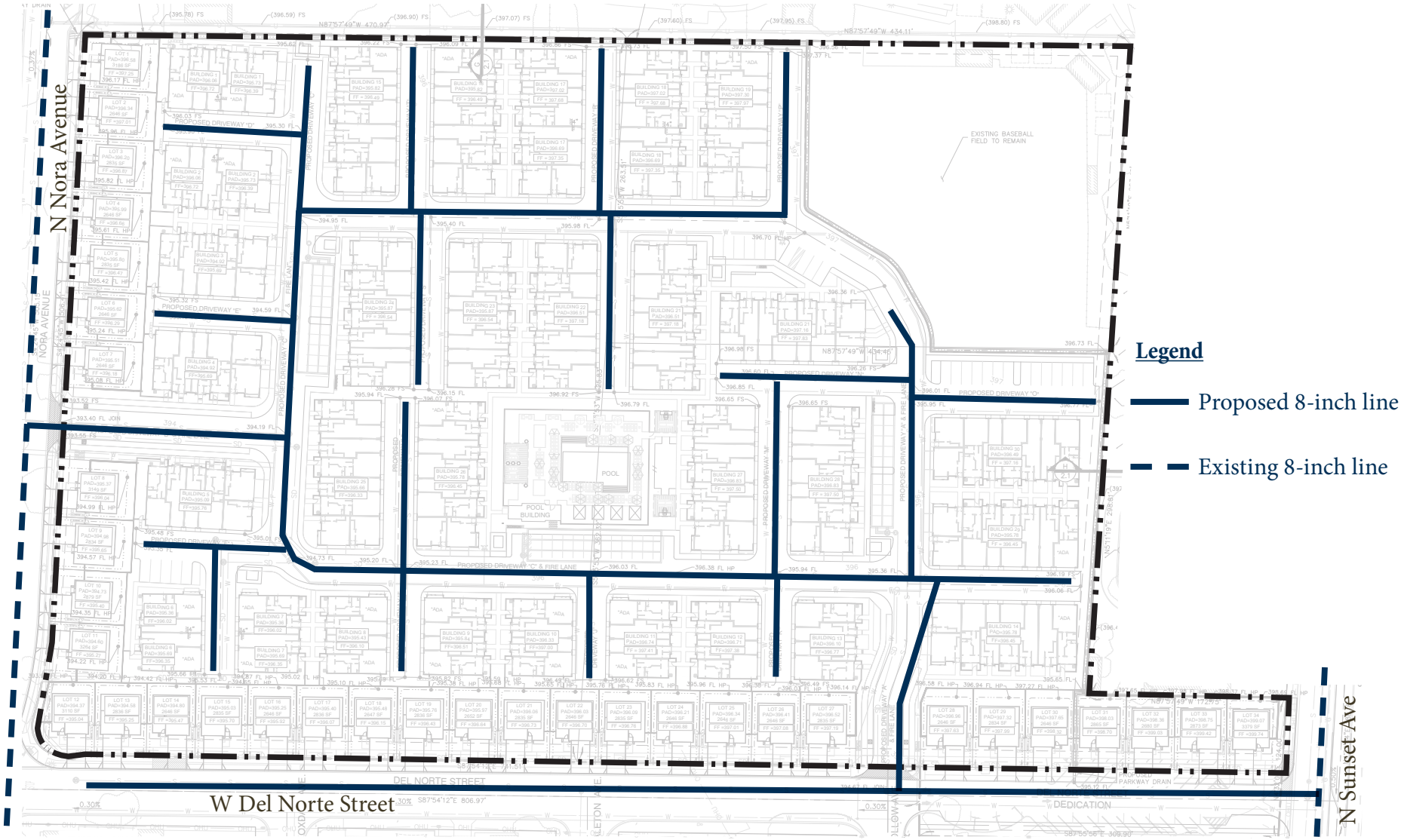


Exhibit 5.4: Conceptual Sewer Plan

5.9 PUBLIC SAFETY & EMERGENCY SERVICES

Public Safety services are provided by the City of West Covina Police Department. The community has been designed with Crime Prevention Through Environmental Design (CPTED) principles in mind. Buildings are oriented with front doors and windows facing public sidewalks and common areas to allow for natural surveillance. The landscape plan utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. These way-finding features include entry monumentation at both vehicular entrances and pedestrian portals in key locations. Walls, fences, bollards, and shrubs are also used to reinforce public areas from private spaces. Finally, the requirement for an HOA will ensure that properties are properly maintained to prevent the specific plan area from becoming an attractive nuisance.

The West Covina Fire Department provides fire emergency services throughout the City. The specific plan area is located within the Fire Station 3 District. Fire Station No. 3 is located at 1433 West Puente Avenue, approximately 1.2 miles from the site to the east. Response time to the specific plan area is less than three (3) minutes.

The proposed community is designed to accommodate emergency access to the site as illustrated in **Exhibit 5.5: Conceptual Fire Access Plan**. Fire access routes have been designed to meet the minimum width and turning dimensions as required by the fire department. Furthermore, all buildings will be constructed to meet the current building code requirements for fire safety.

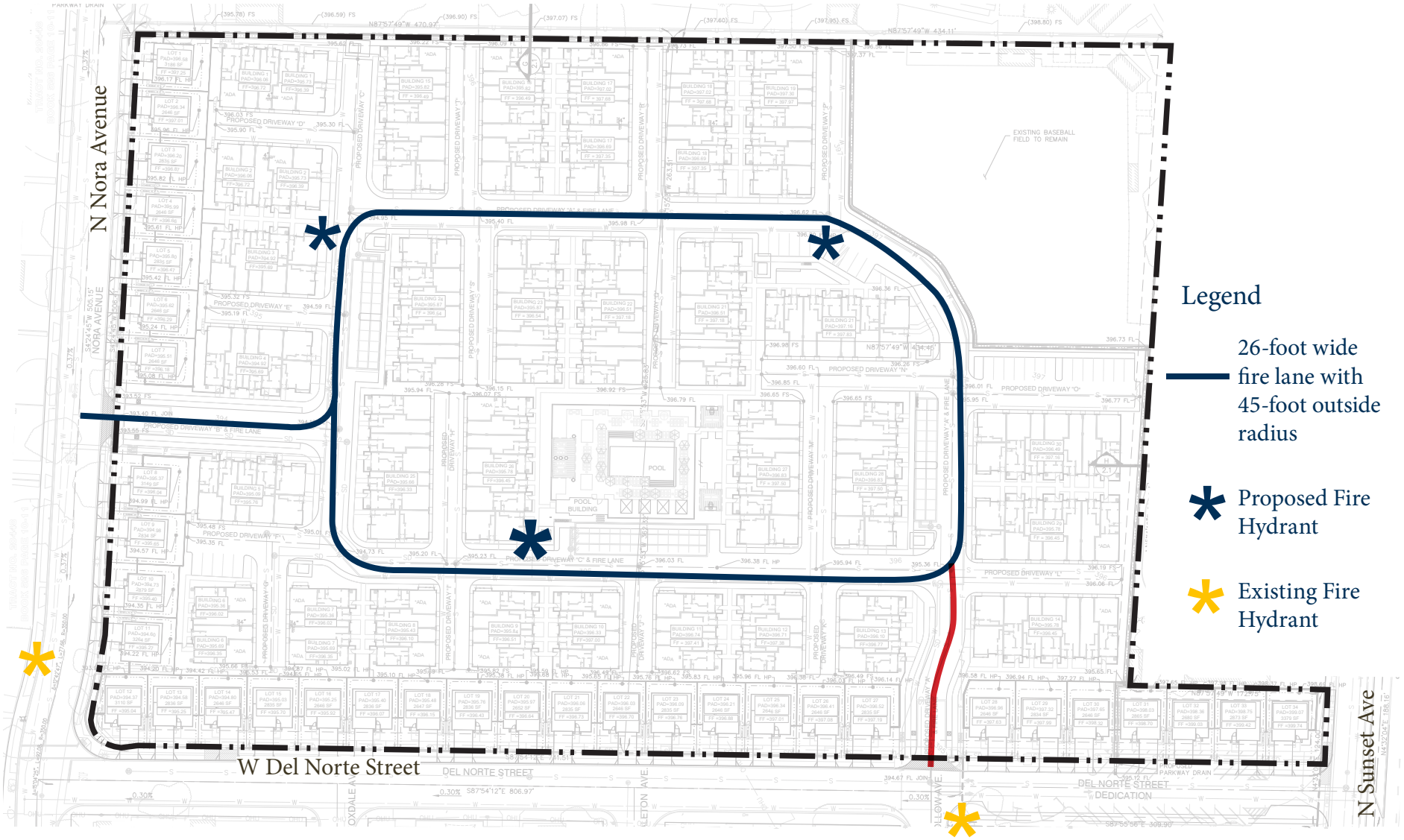


Exhibit 5.5: Conceptual Fire Access Plan

6 - ADMINISTRATION & IMPLEMENTATION

6.1 Administration

The Del Norte Specific Plan shall be adopted by ordinance. At the time of adoption of the Del Norte Specific Plan, concurrent applications shall be approved for overall site development through General Plan Amendment, Zone Change, Precise Plan, and Tentative Tract Map.

The Administration section is intended to provide the regulatory framework for any subsequent entitlements that shall be required and is consistent with the WCMC.

All other ordinances and sections of the WCMC shall also apply, unless such standards are inconsistent with the provisions and objectives of the Del Norte Specific Plan in which case, the Specific Plan shall apply.

6.1.1 Interpretations

The Planning Director of the City of West Covina, or their designee, shall have the responsibility to interpret the provisions of the Del Norte Specific Plan.

6.1.2 Substantial Conformance

"Substantial conformance" means that any proposed activity, construction, and development complies with the Del Norte Specific Plan, adopted mitigation measures, and project conditions of approval; where no additional units, property, or parcels beyond that provided by the specific plan or approved map are involved; approved minimum lot sizes and setbacks are maintained; proposed construction is consistent with the architectural guidelines provided in the specific plan; no grading beyond substantial conformance limits is proposed; and no significant environmental impact is created. The Planning Director or their designees shall make a determination of substantial conformance prior to the issuance of any permits or approval of plans. No written determination is required provided that plans submitted to the city for approval exhibit substantial conformance with the Del Norte Specific Plan.

6.1.3 Modifications & Minor Adjustments

In order to provide flexibility to the review process, the Planning Director, without a public hearing, may approve through a Minor Site Plan Review any minor adjustments to the project of a development standard for yards, setbacks, and architecture.

6.2 Implementation

The following section describes how the Del Norte Specific Plan will be built and financed.

6.2.1 Phasing

The community shall be developed in two (2) phases:

- Phase 1 shall include demolition of all structures and clearing of the site, grading, and installation of all utilities and roadways. Phase one is anticipated to last approximately six (6) months.

- Phase 2 shall include the construction of all buildings. Phase 2 may be further divided into sub-phases and is expected to last approximately twenty-four (24) months depending upon market conditions.

All new development shall provide the appropriate level of public improvements, services, and utilities to adequately serve the proposed uses for each phase of development. Confirmation by the Public Works Department of adequate facilities shall be provided prior to the issuance of building permits.

If needed, temporary on-site private streets and drive aisles shall be provided subject to the approval of the Public Works and Fire Departments.

Each undeveloped phase shall be maintained in a weed free condition.

6.2.2 Financing

All private infrastructure improvements shall be funded entirely by the developer of the community. Public improvements shall be conditioned to be completed by the developer as determined appropriate by the City of West Covina. The developer shall pay any applicable fees to the City of West Covina or other applicable agencies if required for connection and/or capacity expansion fees (or other similar fees). The City of West Covina shall ensure and developer shall install adequate facilities available to serve the project prior to issuance of an occupancy permit for any portion of the project consistent with the phasing policies describes in section 6.2.1.

Consistent with the City of West Covina's requirements or mitigation measures identified in the Mitigated Negative Declaration, the project developer shall be required to pay fees or contribute to public service facilities on a prorated share based on the project impacts to public services. Confirmation that the project has met it's fair share contribution to public services shall be required prior to the issuance of a building permit or occupancy permit, as determined by the Public Works Director.

6.2.3 Maintenance

The Del Norte Community shall have a private Homeowners Association (HOA). The association shall provide maintenance of all private common area improvements, including landscape, fence, and wall repairs. The HOA shall also be responsible for all private streets, alleys, and motor courts. Lastly, the HOA shall be responsible for all front yard landscape improvements.

All improvements within the specific plan area shall comply with maintenance of standards, buildings, and structures for Multi-Family Zones as specified in the WCMC.

6.2.4 Conveyance of Land

The conveyance of the 1.45 acres of open space land and extension of West Del Norte Street to the City of West Covina will occur during or after the final map is recorded. Land area involved shall comply with the standards specified the WCMC.

APPENDIX A - GENERAL PLAN CONSISTENCY ANALYSIS

GENERAL PLAN CONSISTENCY ANALYSIS

The General Plan Consistency Analysis provides a summary of applicable goals, policies, and actions to demonstrate the specific plan's compliance with the General Plan as required by State law. Related policies and actions have been grouped together, where appropriate, to provide a more concise discussion. Policies and actions, indicated with a "P" and "A" prefix respectively, are highlighted in orange and are followed by a brief analysis of the how the specific plan implements them.

General Plan Part 2 – 1. Natural Community

"Our goal is to live in balance with our natural environment by preserving the existing open spaces; improving the quality of natural resources; and greater access to open space."

P1.1 Promote alternative transportation modes like walking, biking, and transit that reduce emissions related to vehicular travel.

The Del Norte Specific Plan promotes alternative modes in a variety of ways. Biking is supported by providing bicycle parking in compliance with CalGreen. Transit is located at the intersection of W Rowland Avenue and N Sunset Ave and at the intersection of N Sunset and W Workman Ave, less than a quarter mile south of the site.

P1.2 Promote the use of energy-efficient vehicles.

The project supports the use of energy efficient vehicles by providing EV charging in compliance with CalGreen.

P1.3 Minimize the adverse impacts of growth and development on air quality and climate.

The project minimizes the adverse impacts of growth and development on air quality and climate by providing high density housing within walking distance of transit stops and local parks. Proximity to these uses may reduce the number of vehicle miles traveled and promotes the use of alternative modes of travel. Furthermore, the project with comply with CalGreen and the current energy code, which requires the provision of EV charging, bicycle parking, energy efficient appliances, increased insulation, high performance windows, solar roof panels, water efficient landscaping, and more. These design features all contribute to a reduction in energy use and vehicle emissions, which help minimize impacts on air quality and climate.

P1.5 Where appropriate, new development shall minimize impervious area, minimize runoff and pollution, and incorporate best management practices.

In accordance with regional and local regulations, Best Management Practices have been implemented as part of the stormwater treatment plan for the site to prevent pollutants from entering the storm drain system. The typical path of travel for the onsite runoff are as follows: flows overland and gets intercepted by either catch basin, trench drain, or area drains. Flows through a storm drainpipe to a hydrodynamic separator for pretreatment, then to a storm drain manhole and then to the infiltration chambers located underneath the guest parking spaces.

P1.6 Preserve, conserve, and add to public open space.

A1.6b Continue to add public open spaces through developer dedication, in-lieu fees, or conservation easements.

The developer will be dedicating a 1.45 acre area to the City of West Covina. The existing baseball field improvements will remain, providing more public open space to West Covina residents.

The developer is required to pay in-lieu fees for parkland obligations not met by land dedication. In addition, the project provides on-site recreational amenities, which will reduce the demand on public parks and open space areas.

P1.9 During the review of public and private development projects, analyze potential impacts to views of natural areas from public streets, parks, trails, and community facilities.

There are no views from or through the site and the proposed project will not impact any views.

P1.10 To preserve nighttime views within and immediately adjacent to single family residential zones, require property owners within and directly adjacent to these zones to utilize shielding and directional lighting methods to direct lighting away from adjoining properties.

A1.10 Adopt development standards that prevent glare and light trespass and assess the impact of outdoor lighting during the development review process

Section 2.3.9 of the specific plan requires that site lighting be evaluated as part of the design review process and includes lighting standards designed to minimize skyglow and reduce light trespass onto adjacent properties.

P1.11 Plant to maximize the social, economic, and environmental benefits of trees.

A1.11a Develop a street tree master plan for the downtown area as part of the Downtown Plan and Code. Develop urban design strategies with unique palettes of trees that add character to the street space. Consistency and variation in tree form, color, and seasonal display can be used to create dynamic and harmonious streetscapes.

A1.11c Pursue an expanded and equitable distribution of trees

and greening throughout the City. Fill in the gaps in canopy cover, address aging tree population, and identify vacant and new planting spots. Target planting where pedestrian and public realm improvements are prioritized such as safe streets to schools and parks. Set a citywide tree canopy coverage goal.

The projects landscape concept has been designed to plant and replace street trees along both the North Nora Avenue and West Del Norte Street frontages. This new landscape plan will greatly increase the number of street trees. Within the site, a tree survey was conducted.

General Plan Part 2 - 2. Our Prosperous Community

"Our goal is to maintain and monitor West Covina's fiscal health, reinforce the West Covina's image as a great place to Live, Work and Play in the San Gabriel Valley, and nurture local businesses and attract non-retail jobs."

P2.1 Maintain and enhance the City's current tax base

A2.1 While the City of West Covina has a significant inventory and variety of retail space, there should be continuing efforts to improve the performance of retail establishments in terms their generation of taxable sales for the City. The City is fortunate enough to capitalize on its location along the I-10 corridor with a regional mall, several big box stores, and a cluster of auto-dealers, and numerous neighborhood and community serving retail centers. Strategies and actions to enhance retail performance may include:

- Attract unique eating and drinking, and ethnic dining establishments to the downtown area that can capture a greater share of local food and beverage dollars. Local and regional eating and drinking establishments (as well as some national fast-casual chains) drive visitation and can add to the 'authenticity' of a vibrant downtown district around Plaza West Covina. Carefully curate the retail and dining offer of downtown West Covina with targeted retail recruitment in a manner that complements new developments, public realm investments, and existing and on-coming retail in established retail centers.

- Improve connections to the Mall from Surrounding Areas. In order for the mall visitors to support other complementary retail and dining in the downtown area and vice versa, creating strong connections to both the Glendora Avenue Corridor and the Civic Center from the Mall location can help create a more integrated downtown district.

- Explore Opportunities to Reposition Underperforming Strip Centers along Corridors. While as of 2015, some of the neighborhood and community serving retail centers are doing well, the City has a significant inventory of undifferentiated retail centers and stand-alone retail, many of which compete with each other, driving down sales performance. The City should explore opportunities to encourage the repositioning of

some of these underperforming retail real estate, which either achieve rents below that in comparable retail markets, or have not been renovated within the past 15 to 20 years. In addition to renovation and reinvestment in the capital facilities some of the existing under-performing retail real estate can be repositioned with a mix of other employment of residential uses and possibly smaller but higher performing retail footprints.

The proposed project supports nearby retail uses by diverse housing opportunities within a area that is predominately single-family residential.

A2.1c Ensure that new development is not a fiscal burden to the City. The City should adopt a clear set of policies to ensure that new development does not impose any fiscal burdens to the City and does not take away resources from providing the current level of services. This is typically achieved by requiring proponents of new developments to provide a fiscal impact analysis of proposed projects, and have it peer reviewed by an independent consultant (compensated by the project proponents), prior to approving final entitlements. While it is not suggested that all projects be fiscally positive as a requirement for approval, as there may be projects considered by the City for their strategic importance or catalytic potential, it is important that the fiscal impacts of new projects are publicly circulated and reviewed as part of the City's decision making process.

The proposed project will have a positive fiscal impact for the City. Impact fees will be paid by the applicant. These fees help will help to ensure that the new infrastructure and services are available through the City. In addition, residents of the project will be paying property taxes that will generate a net fiscal benefit for the City.

P2.3 Focus new growth in the Downtown Area to create vibrancy and invest in key public improvements. West Covina should capitalize on developer interest in Downtown, with targeted improvements that will encourage further investment.

A2.3a Invest in infrastructure and improve the public realm. A cohesive "sense of place" and aesthetic appeal is increasingly important to a broad range of demographics and implementing public realm improvements will be essential to capturing new development. West Covina should prioritize realizing the improvements identified in the General Plan update during regular streetscape upgrades, as well as investing in targeted improvements. In addition to streetscape, signage, and lighting improvements, the City should consider aesthetic improvements to the Walnut Creek Wash in partnership with County and other regional partners. The improved Wash can become a recreational and leisure hub for residents and visitors. The City should create a targeted downtown infrastructure implementation plan as part of the City's capital development and public works plan, and prioritize investments based available resources.

P2.5a Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Avenue, and Interstate 10.

Although the project is not located in the downtown, the specific plan area serves as a gateway to the residential area off of Interstate 10. As such, improvements to the North Sunset Avenue corridor will benefit the downtown and will encourage additional future investment in the downtown area.

P2.6 Create a diversity of housing options. Younger demographics are increasingly drawn toward urban-style, walkable living, as are baby boomers who value their independence, but anticipating limited mobility, are moving to multifamily homes in close proximity to transit, retail, food and dining, and entertainment choices.

A2.6a Support higher-intensity and high-quality multifamily development in the downtown. Encourage multifamily projects that are urban in design and facilitate a pedestrian oriented environment by utilizing ground-floor retail, and active and vibrant streetscapes. West Covina should promote opportunities, engage developers, and support higher-intensity, mixed-use multifamily residential development. The City can work to familiarize the development community with the City's General Plan and Vision for Downtown, and emphasize the City's commitment with a priority list of infrastructure investments, and expectations in terms of development/design quality.

P2.7 Target employment based uses to downtown. West Covina's employment base as of 2015 is dominated by retail trade, which as an industry, is projected by the Southern California Association of Governments (SCAG) to have relatively slow growth over through 2025. Education, healthcare and professional services, however are expected to have above-average growth, and capturing one or more major employers in these sectors could not only improve the City's economic strength and provide high-quality jobs for residents, but could also anchor one of many key currently underutilized sites in West Covina's downtown, and support the City's fiscal health.

The Del Norte Specific Plan provides new medium-density housing options in walking distance of retail, food and dining, and entertainment choices, which are appealing to a young professional demographic. Offering new, attractive, and economical housing options for these buyers within walking distance of downtown can create an employment base for the type of businesses the City seeks to attract.

General Plan Part 2-3. Our Well Planned Community

"Our goal is to direct new growth to the downtown area where development pressures are the greatest and change is desired, while protecting the stable residential areas; target housing and job growth in strategic areas along the corridor; and encourage pedestrian-oriented mixed-use development, while providing vibrant public gathering places."

P3.1 Preserve existing housing stock.

A3.1 Incorporate standards in the development code to preserve the existing form and character of stable residential areas and prevent encroachment of incompatible land uses and intensity.

P3.2 Support vibrant, economically strong neighborhoods through education and enforcement of property maintenance regulations.

A3.2 Establish incentives to upgrade the appearance of poorly maintained or otherwise unattractive sites, and enforce existing land maintenance regulations.

P3.3. New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.

A3.3. Adjust regulations for the neighborhoods, districts and corridors to reflect the nature of intended change.

The Del Norte Specific Plan is designed to redevelop an aging school site with new, high quality residential uses that are designed to complement the adjacent established residential neighborhood. By adopting a specific plan, the accompanying development regulations are designed specifically to complete, enhance, and reinforce the character of the neighborhood The specific plan also requires the implementation of a HOA who will be responsible for enforcing CC&Rs and maintaining commonly owned parcels, including the front yards along North Nora Avenue and West Del Norte Street. This maintenance entity will ensure that the proposed improvements to this property will remain attractive and in good repair for the long-term, thereby supporting the stability of the neighborhood.

P3.4 Direct new growth to downtown area and the corridors. Adapt economically underused and blighted buildings, consistent with the character of surrounding districts and neighborhoods, to support new uses that can be more successful. Provide opportunities for healthy living, commerce, employment, recreation, education, culture, entertainment, and civic.

The specific plan area is currently owned and operated by the West Covina Unified School District. The District's decision to sell the property indicates that this location is no longer needed to serve the educational needs of the community; therefore, a new use must be assigned to allow the property to be developed to its highest and best use. As an infill site, residential uses offer the most compatible use. New homes will replace aging school buildings and new landscaping and street trees will revitalize both corridors, improving walkability and the character of the area. The proximity to transit, shopping, entertainment, and services as well as convenient freeway access make this an ideal opportunity for higher density housing; however, adjacencies to existing single family neighborhoods require a more moderate density to preserve the character of these established neighborhoods. The Specific Plan proposes a blend of residential densities that appropriately address the single-family adjacencies with limited height and density while allowing for the increased densities that are appropriate for the northeast portions of the site. This proposal offers the City an opportunity to implement general plan goals for more efficient and sustainable development that capitalizes on transit and walkability while also supporting the goal of preserving established neighborhoods.

A3.2 Adopt form-based codes for the Downtown area and Corridors that:

- Utilize clear development requirements tailored to the community's vision;
- Increase land use choices and encourage community vitality;
- Foster a rich public realm, with engaging private frontages, complete streets, and access to a range of open spaces;
- Insist on the highest standards of quality in architecture, landscaping, and urban design; and
- Offer predictable streamlined development review process and produce predictable outcomes.

Although the Specific Plan is not form-based, it fulfills the intent by providing a clear vision for the property with accompanying development standards designed to foster improved corridors along North Nora Avenue and West Del Norte Street with private frontages that engage the sidewalk and street. Design Guidelines provide high standards of quality for architecture and landscaping with clear direction and a defined development review process for implementing the Specific plan.

P3.6 Reduce West Covina's production of green-house gas emissions and contribution to climate change and adapt to the effects of climate change.

A3.6 Key land use adaptation strategies to reduce greenhouse gas emissions are:

- Promoting transit-oriented infill development, and
- Providing incentives for high-performance buildings and infrastructure.

The Specific Plan proposes infill residential development within walking distance to transit, retail, entrainment, and services. These adjacencies promote a reduction in vehicle trips, thereby reducing emissions that contribute to climate change. Buildings will also be constructed to current building code standards that require high-performance net-zero buildings, water efficient landscaping, parking for bicycles, charging for electric vehicles, and more that significantly reduce greenhouse gas emissions when compared to existing housing and the uses that currently exist on site.

Part 2 – 4. Our Accessible Community

Our goal is to provides safe access for all users—pedestrians, cyclists, public transit users, and motorists—of all ages and abilities. Design streets that consider both the existing and future context of transportation and land use and seek to be in harmony with the adjacent area's history, environ-mental resources, and overall aesthetic.

P4.1 Coordinate and integrate land use, economic and transportation planning policies.

A 4.1 Adopt a new land-use oriented system of street classifications as described in the City¬wide Thoroughfare Plan.

The proposed land uses support the vision of integrated landscape and transportation by providing higher densities of housing within walking distance of transit, shopping, entertainment, and services.

P4.8 Implement "green" streetscape elements for purposes of beautification, carbon reduction and stormwater runoff management.

A4.8 As part of the green infrastructure plan, develop a strategy to increase the tree canopy along existing arterial streets by 25 percent.

The West Del Norte Street and North Nora Avenue frontages currently have minimal street trees. Both frontages will be planted with new street trees spaced approximately 30 feet on center, thereby increasing the tree canopy by more than 90%, beautifying these two corridors, increasing carbon sequestration, and shading sidewalks to reduce heat island effect and provide pedestrian comfort.

P5.4 Buildings, lots, and blocks primarily scaled around the pedestrian and transit, creating a human-scaled spatial enclosure. Buildings should be informed by surrounding physical context, the adjacent landscapes, structures, local conditions, building traditions, and the microclimate.

A5.4 Adjust development regulations and review processes to require assessment and appropriate response to local context.

The project was designed with the local context in mind and development standards including density, height, setbacks, and more were specifically designed to reflect these adjacencies. Homes are required to provide front doors along West Del Norte Street and North Nora Avenue and will be enhanced with porches, patios, and other design features that provide pedestrian scale and engage the sidewalk. Street trees are also required to shade sidewalks and provide pedestrian comfort.

P5.6 Continue existing beneficial energy conservation programs, including adhering to the California Energy Code in new construction & major renovations.

Homes will be designed to current Building Code standards, which require the highest level of energy consideration including the installation of photovoltaic panels (solar roofs), increased insulation and low-E windows, energy efficient appliances, and more that result in high performance net-zero energy homes.

P5.7 Manage & develop safe, reliable, economical water supply for existing & planned new customers.

A5.7 Reduce demand through water conservation techniques.

Homes and landscaping will be designed to current Building Code standards, which require energy conservation through the use of smart irrigation controller, low flow toilets, water efficient appliances, and more.

P5.8 Ensure provision of adequate sewer system capacities to serve existing & planned development.

A5.8c Pursue construction of new or replacement sewer lines consistent with the City's Sewer System Management Plan.

As part of the preparation of the Specific Plan a sewer capacity study was completed. No off site improvements are required.

P5.9 Provide adequate facilities & services for the collection, transfer, recycling, & disposal of refuse.

As part of the preparation of the Specific Plan, Athens Services was consulted and a waste collection plan was developed to ensure that adequate waste management services are available and accommodated to serve the waste collection needs of the proposed residential uses.

General Plan Part 2 – 6. Our Healthy and Safe Community

" Our goal is to create environments that encourage safe and healthy lifestyles and maximize the opportunities for physical activity. Well-designed public and semi-public realm foster social interaction, and good programming can draw people out of their homes and into their community."

P6.1 Promote and support transportation decisions that reduce driving and increase rates of transit use, walking, and biking.

A6.1b The development review bodies should con¬sider active living as a development criteria and encourage: Where practical, locating the building near transit and a diverse mix of uses; Siting the building to encourage walking; and Securing bicycle parking, and where feasible, other cycling friendly facilities such as showers and lockers.

The Del Norte Specific Plan promotes alternative modes in a variety if ways. Biking is supported by providing bicycle parking in compliance with CalGreen.

P6.2 New and renovated buildings should be designed and constructed to improve the health of the residents, workers, and visitors.

Homes and landscaping will be designed to current Building Code standards, which include measures for healthy and comfortable buildings including standards for thermal comfort, ventilation, and more.

P6.7 Preserve and strengthen social capital by supporting formal and informal social networks in the community.

A6.7 Increase access to safe, comfortable, and interesting public spaces.

The specific plan requires a minimum amount of common open space areas that must be improved with amenities and landscaping. These areas provide opportunities for people to gather and form formal and informal social networks with their neighbors in safe and comfortable spaces.

Additionally, the project will be increase the size of the existing Del Norte Park with the 1.45 acre dedication that will benefit all West Covina residents.

P6.12 Address safety during development review process.

A6.12a Incorporate Crime Prevention Through Environmental Design (CPTED) principles and best practices into zoning ordinances and development review processes for new development and major rehabilitation.

Public Safety services are provided by the City of West Covina Police Department. The project has been designed with Crime Prevention Through Environmental Design (CPTED) principles in mind. Buildings are oriented with front doors and windows facing public sidewalks and common areas to allow for natural surveillance. The landscape plan utilizes the use of walkways, fences, lighting, signage, and landscape to clearly guide people and vehicles to and from the proper entrances. These way-finding features include entry monumentation at both vehicular entrances and pedestrian portals in key locations. Walls, fences, bollards, and shrubs are also used to reinforce and define public areas from private spaces. Finally, the requirement for an HOA will ensure that properties are properly maintained to prevent the specific plan area from becoming an attractive nuisance.

P6.14 Address fire-prevention during development review process.

Section 5.9 of the Specific Plan addresses fire prevention.

P6.15 Limit the exposure to potential natural hazards through adoption and enforcement of appropriate building standards, land use controls, and environmental review.

A6.15a Require all development to comply with the provisions of the latest California Building Code, including provisions related to design and engineering to mitigate potential impacts from seismic events, fires, and other hazards.

All buildings are required to be constructed to current Building Code requirements.

A6.15c Require CEQA environmental reviews to analyze and as necessary mitigate potential natural hazards on a site-specific basis.

The CEQA review analyzed potential hazards and determined that the potential impact of natural hazards is less than significant. Please refer to the Initial Study - Mitigated Negative Declaration for details.

A6.15d Require Specific Plans to recognize the findings of this Safety Element as critical land use guidelines are developed for specific areas.

The CEQA review analyzed potential hazards and determined that the potential impact of natural hazards is less than significant; therefore, no additional safety guidelines related to natural hazards are required.

P6.23 Ensure that new development is not exposed to excessive noise.

A6.23a Require new developments to reduce exterior noise levels for any usable outdoor area to the "normally acceptable" range in the City's land use/noise compatibility matrix, shown in Table 6.4 of this Noise Element.

A6.23c Require any residential component of all new buildings to comply with the requirements of the residential noise insulations standards of the most recent edition of California's building code.

P6.24 Ensure that new development does not expose surrounding land uses to excessive noise.

A6.24 Through the environmental review process, require applicants for new development proposals to analyze potential noise impacts on nearby noise-sensitive receivers before project approval. As feasible, require appropriate noise mitigation to address any identified significant noise impacts.

P6.27 Minimize the noise impacts of transportation facilities and improvements.

A6.27c Consider, where appropriate, tools for mitigating noise impacts of transportation facilities on new and existing development. Such tools may include noise insulation for interior spaces, site design solutions, and noise barriers such as sound walls and berms. Site design solutions such as setbacks are frequently preferable to barriers, and berms are frequently preferable to sound walls, for reasons of aesthetics and potential noise reflection effects.

The CEQA review analyzed potential noise impacts. The CEQA document includes mitigation measures that reduce all potential noise impacts to less than significant levels. Please refer to the Initial Study - Mitigated Negative Declaration for details.

General Plan Part 2 – 7. Our Creative Community

"Our goal is to become a vibrant cultural center by weaving the arts and local heritage into everyday life."

P7.3 Increase public art and cultural expression throughout the community.

The project is required to pay an in-lieu fee for public art.

P7.7 Assess, avoid, and mitigate potential impacts to archaeological, paleontological, and tribal resources through the CEQA review process for development projects carried out within the City. Comply with existing regulations relating to Native American resources, including California Environmental Quality Act Section 15064.5(d) and (e) and Public Resources Code §5097.98 concerning burial grounds, and Assembly Bill 52 and Senate Bill 18 for consultation with Native American tribes for development projects carried out within the City.

A7.7 Require development to avoid archaeological and paleontological resources, whenever possible. If complete avoidance is not possible, require development to minimize and fully mitigate the impacts to the resources. Notify California Native American tribes and organizations of proposed projects that have the potential to adversely impact cultural resources.

The CEQA review analyzed potential impacts to historic, archaeological, and paleontological resources and includes mitigation measures to reduce all

potential impacts to less than significant levels. Please refer to the Initial Study - Mitigated Negative Declaration for details.

General Plan Part 2 - 8. Our Active Community

"Our goal is to enhance the value of fitness and celebrate healthy living; improve the existing condition of public open spaces and facilities to encourage use; and acquire, develop, and maintain quality of public open spaces and trails."

P8.1	Encourage the distribution of a variety of park types and sizes throughout the City.
A8.1	Develop variety of new park types of different sizes and require them in new development.
P8.2	Encourage the development of non-traditional park types, including green belts, linear parks, urban trails, and pocket parks.
P8.4	Small and frequent open spaces should be dispersed throughout the neighborhood.
A8.4	Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs and require them in new development.

The proposed project dedicating 1.45 acres of open space that will expand the existing Del Norte Park. The area for dedication includes existing baseball field improvements that will remain. The additional land area and amenities for the public park will benefit all West Covina Residents.

Additionally, it should be noted that the proposed project will pay its fair share of park fees for the remaining parkland obligation and will also provide recreational amenities that serve as neighborhood and pocket parks for the specific plan community. These spaces and amenities support healthy living and reduce the need for residents to travel to public parks to enjoy recreational activities, thereby reducing the demand for similar public park facilities.

ATTACHMENT NO. 4

RESOLUTION NO. 2026-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 25-01 AND TREE REMOVAL PERMIT NO. 25-10

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Louisa Feletto of Meritage Land Company, filed with the City verified applications on the forms prescribed in Chapter 26 of the West Covina Municipal Code requesting approval of (a) a General Plan Amendment to change the designation from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space; (b) a Zone Change to change the zoning from "Single Family Residential (R-1)" to "Specific Plan No. 33, the Del Norte Specific Plan and Open Space (O-S)"; (c) a Precise Plan; (d) a Tentative Tract Map (No. 004618) to subdivide the site and create single-family lots and a condominium map to enable sale of the new homes; and (e) a tree removal permit to remove one Coast Live Oak Tree to construct a 282-unit housing development including single family and multiple family residential units (the "Project") on that certain property described as:

Assessor's Parcel No. 8458-020-901, in the records of the Los Angeles County Assessor (the "site"); and

WHEREAS, the applicant subsequently reduced the Project from 282 residential units to 260 residential units and then to 232 residential units; and

WHEREAS, on December 9, 2025, January 27, 2026 and April 28, 2026, the Planning Commission conducted a duly noticed public hearing to consider in part Precise Plan No. 25-01 and Tree Removal Permit No. 25-10 and gave all persons interested therein an opportunity to be heard. At the conclusion of the public hearing, the Planning Commission recommended that the City Council approve Precise Plan No. 25-01 and Tree Removal Permit No. 25-10; and

WHEREAS, on June 16, 2026, the City Council conducted a duly noticed public hearing to consider in part Precise Plan No. 25-01 and Tree Removal Permit No. 25-10; and

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

1. The applicant is requesting approval of a Precise Plan to approve the design and allow the construction of 232-unit single and multi-family residential dwelling units, internal drive aisles, common open space, guest parking spaces, a park dedication, and other associated incidental improvements on the 13.62-acres.

2. Appropriate findings for approval of a Precise Plan of design are as follows:

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

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

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

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

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

WHEREAS, the Project is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration for the Project; and

WHEREAS, prior to adopting this Resolution, the City Council adopted Resolution No. 2026-39, adopting a Mitigated Negative Declaration for the Project and approving a Mitigation Monitoring and Reporting Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA DOES RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein as findings.

SECTION 2. Findings. On the basis of the evidence presented, both oral and documentary, the City Council makes the following findings:

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

The project is a request for a Precise Plan to allow for the construction of a 232-unit residential development with a Specific Plan. There will be 464 garage parking spaces and 66 guest parking spaces onsite as well as 2 parking spaces in each of the driveways of the 34 single-family houses and parallel parking spaces along Del Norte Street and Nora Avenue frontages. The applicant is also requesting approval of a General Plan Amendment from Civic: Schools to Neighborhood Medium Residential (up to 20 units per acre) and Open Space (for the park dedication). The project also requests the approval of a Tentative Tract Map to create individual lots for sale. The proposed project is consistent with the following General Plan policies and actions:

Policy 3.3 New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts and corridors.

The project is surrounded by single family residences, Del Norte Park, and a small office. The applicant is proposing to develop two-story single-family houses along the frontages of Del Norte Street and Nora Avenue. The higher density 3-Story Townhomes would be constructed “behind” the single-family houses. The design of the proposal allows for a transition between the existing single-family homes and the 3-Story Townhomes. A park dedication of an existing ballfield is proposed on the northeastern corner of the property. The project has been designed to be compatible and sensitive to the surrounding single-family residential neighborhood.
The project site is close to Sunset Avenue which is designated as a "Commercial Mixed-Use Thoroughfare" in the General Plan. It is appropriate to locate higher density development near streets such as this to reduce impacts to lower intensity neighborhoods. The project will be urban infill on a site suitable for residential development.

Policy 3.6 Reduce West Covina’s production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.

By promoting infill development, the project creates needed housing without sprawl. This helps reduce impacts to climate change. The site is served by transit, giving residents the option to reduce the use of automobiles.

The proposed project is consistent with the following Housing Element Goals:

Goal 2 Provide a variety of housing types to accommodate all economic segments of the City.

The project will provide detached and attached, for-sale housing. The detached units will be 3 or 4 bedroom units. The attached housing will range from 2 bedroom to 4 bedroom units. The variety of layouts and size will provide a range of price to the buyers and assist the City in meeting housing production requirements of the Housing Element.

The project creates infill residential development and utilizes a variety of architectural styles. It will provide for-sale housing at a density that should support a more affordable product. It will be compatible with the single-family neighborhood that surrounds the subject property.

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

The project will conform to the proposed General Plan designation of Neighborhood Medium Residential, the General Plan designation of Open Space, as well as the standards of the Del Norte Specific Plan, and all other applicable development standards in the Zoning Code.

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

The proposed project is on a rectangular shaped lot that is improved with public school buildings that were previously used for classrooms. The site will be developed according to development standards provided in the Del Norte Specific Plan and standards in the Open Space land use designation. The project is designed to be compatible with adjacent residential development.

The project will include required parking. The site will be landscaped. Mitigation measures and conditions of approval will ensure that the site is developed such that it will not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

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

The proposed project site is 13.62 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking, a park dedication, and all required development standards set forth in the West Covina Municipal Code and the Del Norte

Specific Plan. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

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

The buildings utilize Traditional (Seaside) and Spanish architectural styles with a variety of finishes, materials, and colors. The two-story buildings are designed to be compatible with and complement the existing neighboring single-family residential homes. New open block walls/fencing will be constructed along the Del Norte Park perimeter. The proposed residences will have front doors facing the street, enhancing the sense of connectedness to the existing residential community. The design characteristics create an attractive project with architectural interest and substantial landscaping.

SECTION 3. Approval. Pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the City Council approves Precise Plan No. 25-01 and Tree Removal Permit No. 25-10 subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Deputy Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.

SECTION 4. Affidavit. The Precise Plan and Tree Removal Permit shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Deputy Community Development Director, his/her/its affidavit stating he/she/it is aware of, and accepts, all conditions of this Precise Plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

SECTION 5. Costs of Enforcement. The costs and expenses of any enforcement activities, including, but not limited to, attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 6. Conditions of Approval. The City Council approves the Precise Plan subject to the following conditions:

PLANNING DIVISION

a. Comply with plans reviewed by the City Council on June 16, 2026.

b. Approval of this Precise Plan is contingent upon and shall not become effective unless and until approval of General Plan Amendment No. 25-01, Zone Change No. 25-01, and Tentative Tract Map No. 004618.

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

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

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

f. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval, unless as otherwise allowed to be extended per condition g. below.

g. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to permit expiration, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Department about the pending expiration of the subject entitlement.

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

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

j. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

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

l. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.

m. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.

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

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

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

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

r. All new pole mounted lighting shall be accurately indicated on the grading plan and shall be located within landscaped or hardscaped area. Pole locations shall be accurately staked prior to installation by the Engineer.

s. All parking facilities shall comply with the “Parking Lot Design and Lighting Standards.”

t. A lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.

u. Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building.

v. All garages shall comply with West Covina Municipal Code standards with minimum dimensions of 20 feet by 20 feet or 10 feet by 40 feet for tandem garages.

w. The development shall provide enhanced side elevations for each building on the perimeter of the subject property adjacent to the park and on those indicated on Sheet A1.10 of the approved plans. A total of 23 enhanced side elevations shall be provided.

x. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure-washed as needed to maintain the site in a clean and orderly manner.

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

z. The landscape plan shall include the planting of at least one (1) - 36” box-sized replacement trees pursuant to Tree Removal Permit No. 25-10. The replacement trees shall be identified as such on the landscape plan and shall be installed prior to building permit final.

aa. The applicant shall work with the Engineering Division for the removal of street trees and to identify the proper locations for new street trees. The new street trees shall be identified as such on the landscape plan and shall be installed prior to building permit final. The new street trees shall be a minimum of 36” box-sized trees, unless the City Engineer otherwise requires smaller sized trees.

bb. The additional 11 parking spaces to be added on the new portion of Del Norte shall be striped as shown on the approved plans.

cc. Clinging vines shall be installed on all street facing perimeter retaining or freestanding walls to assist in deterring graffiti. The vines shall be installed prior to building permit final.

dd. Prior to the issuance of building permits, the applicant shall submit a detailed wall and fencing plan to the Planning Director for review and approval. Fences and/or walls shall be constructed around all properties, as determined by the Planning

Director. Said plan shall indicate the locations for all fences and walls, and shall further indicate the height, materials, and colors for all fences and walls. Perimeter block walls/retaining walls shall be constructed of a decorative material, such as slumpstone or split-face block. The wall and fencing plan shall include the location, design, and materials.

ee. Any sidewalk, hardscape, or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.

ff. Prior to requesting a final inspection from the Building Division, the Planning Division shall inspect the development.

gg. All new utilities shall be placed underground prior to issuance of Certificate of Occupancy per WCMC 23-273.

hh. The applicant shall meet any and all monitoring or reporting requirements necessary to ensure compliance with the mitigation measures contained in the Mitigated Negative Declaration of Environmental Impact as those may be determined by the City, including, but not limited to, entering into an agreement to perform and/or for monitoring and reporting during project construction and implementation. The applicant further agrees it will cease construction of the project immediately upon written notice of a violation of such requirement and that such a provision may be part of any agreement of City and applicant.

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

jj. The project shall comply with the provisions of the Art in Public Places ordinance (WCMC Section 17-41) prior to issuance of building permits. New residential developments are required to deposit 0.5% of total project costs, excluding land or provide art in the amount of the deposit.

kk. The applicant shall establish a homeownership assistance program for no less than ten percent of the total proposed homes. The homeownership assistance program shall be made available for first-time home buyers with preference provided to existing West Covina residents/and or low- or moderate-income individuals/families. A minimum of $15,000 per home shall be dedicated to homes in the program. The homeownership assistance program shall be established prior to the approval of the model home marketing complex and shall be reviewed and approved by the Economic Development and Housing Division Manager, Community Development Director and City Attorney’s Office.

ll. Label trash can storage area within the garage on the plans for multi-unit buildings.

mm. Label trash can storage areas in the side yard for detached single family residential units and clarify proposed screening.

nn. All mechanical equipment must be located outside the front setbacks along N Nora Ave and W Del Norte St and must be fully screened.

oo. Monument signs require separate sign permits.

pp. The parking of recreational vehicles including, but not limited to campers, motor homes, trailers, boats, etc., will be prohibited unless a designated storage area is provided, which is fully enclosed and screened from public view. Any such space cannot occupy any other required parking, driveway or required usable open space or area.

qq. CC & R's shall be submitted for review and approval by the City. The CC&R's shall include the following.
    1. Garages must be used to park vehicles to the full extent occupying household has vehicles to place in the garage.
    2. The Homeowner's Association shall be responsible for installation of any netting or fencing adjacent to the baseball fields in Del Norte Park.

rr. The development will have a Homeowner's Association; the applicant shall draft a Prospective Homebuyer's Awareness Package (PHAP) and submit it to the Planning Department for review and approval prior to the issuance of building permits. Copies of signed copies of PHAP for all lots shall be submitted to the Planning Department.

ss. If a Phasing Plan is proposed to phase the beginning or completion of the construction of the units, such Phasing Plan shall cover the phases of construction and improvements at each phase and shall be reviewed and approved by the Planning Division, Building Division and Engineering Division for completeness.

tt. The Planning Division received the SB 330 application to "freeze" applicable fees. The current Park Dedication in lieu fee is $961,350. The Development Impact fees are $2,059 per unit for the detached single-family units and $1,468 per unit for the attached multi-family units. The impact fees will be due at the time of building permit issuance.

uu. Ballfield to be dedicated in an improved condition with improvements in a safe condition.

vv. The amount of guest parking shall be increased.

ww. Address traffic issues from Workman Avenue on Sunset Avenue.

xx. A sidewalk shall be installed on the south side of Del Norte Street from Nora to Sunset.

yy. Provide undergrounding of additional utilities outside of subject property on Sunset Avenue.

BUILDING DIVISION

a. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.
   a. Please be advised that a new code cycle will take effect on January 1, 2026, which may impact design requirements if plans are submitted on or after that date.

c. School Developmental Fees shall be paid to School District prior to the issuance of the building permit.

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

e. The project address is assigned to be 1501 W. Del Norte Street, and an application along with a map to assign unit addresses shall be filed with the City prior to plan check submittal.

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

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

h. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   a) Observation of cleared areas and benches prepared to receive fill;
   b) Observation of the removal of all unsuitable soils and other materials;
   c) The approval of soils to be used as fill material;
   d) Inspection of compaction and placement of fill;
   e) The testing of compacted fills; and
   f) The inspection of review of drainage devices.

i. The owner shall retain the soils engineer preparing the Preliminary Soils and/or

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

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

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

l. The provisions per Section R302.2 of the Residential Code for Double Walls or Common Walls to separate dwelling units shall be satisfied, where they shall be extended continuously from the foundation to the underside of the roof deck, to be considered a townhouse building classified as Group R-3 Occupancy.

m. All State of California disability access regulations for accessibility and adaptability shall be complied with.

n. At least 10 percent but not less than one of the multistory dwellings in condominiums with 4 or more dwelling units in buildings without elevator shall comply with Section 1102A.3.1 of the Building Code. The minimum number of multifamily dwelling units which must comply with this section shall be calculated using the total number of all multistory dwelling units in buildings on a site which are subject to this section. Any fraction thereof shall be rounded to the next highest whole number.

o. Approval is required from the Los Angeles County Health Department for public spas, wading pools, and swimming pools.

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

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

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

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

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

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

v. Project shall comply with the CalGreen Residential mandatory requirements.

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

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

y. Prior to the issuance of building permit, a written consent shall be obtained from the current easement holder(s) for any proposed development encroaching into existing easement(s).

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

aa. Separate permit is required for Fire Sprinklers.

bb. Building permits shall not be issued until the final map has been prepared to the satisfaction of the Building Official.

ENGINEERING DIVISION

The following are Public Works conditions and shall be incorporated into submittal plans, show the conditions on site plans and on grading plans (No handwritten notes, stickers etc. shall be accepted):

a. The second sheet of building plans, grading plans and/or offsite improvement plans is to list all conditions of approval and to include a copy of the City Council Resolution. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Preliminary addressing for the proposed development shall be submitted to the Engineering Division for addressing prior to plan check submittal.

c. Install two new curb ramps at the northwest and southwest corner of West Del Norte Street and North Sunset Avenue in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

d. Replace existing curb ramp at the corner of North Nora Avenue and West Del Norte Street with new curb ramp in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

e. Install new driveway approach in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee. No portion of the driveway and/or parkway drain shall encroach to the frontage of the adjacent property.

f. Close existing driveway aprons along North Nora Avenue, and install necessary improvements (parkway, landscape, sidewalk, curb and gutter, any others as applicable) to the satisfaction of the City Engineer or his/her designee.

g. Close existing driveway aprons along West Del Norte Street, and install necessary improvements (parkway, landscape, sidewalk, curb and gutter, any others as applicable) to the satisfaction of the City Engineer or his/her designee.

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

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

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

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

    1. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee, Or.
    2. Pay in-lieu fee in the amount based on the most recent version of the LA County LDD Bond Calculation Sheet for the required rehab to the City. City will use the in-lieu fees in the future for street rehabilitations as necessary.

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

a) street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.
b) sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.
c) driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.
d) curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

m. Underground all utility services to the property and adjacent to the property. Existing overhead lines along N Sunset Avenue and the W Del Norte Street extension shall remain in place.

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

o. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
a) Observation of cleared areas and benches prepared to receive fill;
b) Observation of the removal of all unsuitable soils and other materials;
c) The approval of soils to be used as fill material;
d) Inspection of compaction and placement of fill;
e) The testing of compacted fills; and
f) The inspection of review of drainage devices.

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

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

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

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

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

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

v. W Del Norte Street right of way, between N. Hollow Avenue and N. Sunset Avenue, shall be dedicated to the City for public street purposes, including associated easements for utility, street lighting, and traffic signing, in the same width as W Del Norte Street to the west, as required by the City Engineer. The legal description and plat for the dedication of the easement shall be prepared by a registered civil engineer licensed prior to January 1, 1982 with a license number below C 33966 or a licensed land surveyor.

General Requirements

w. The required street improvements shall include those portions of roadways contiguous to the subject property and include:

   a. Repair all damaged and off-grade curbs, gutters and sidewalks along property frontage.

   b. Required street dedications shall include those portions of roadways contiguous to subject property be recorded in the Office of the Los Angeles County Recorder prior to the issuance of any Building Permits and/or Engineering Permits to the satisfaction of the City Engineer.

   c. The access rights to interior lots and private streets from public roadways for City maintained improvements shall be dedicated to the City to the satisfaction of the City Engineer.

   d. Sidewalks (with trees in tree wells or in parkways) shall be constructed along roadways contiguous to subject property adjacent to curb or R/W line to the satisfaction of the City Engineer.

   e. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas.

f. Parking lot and driveway improvements on private property for this use shall comply with Planning Commission Resolution No. 2513 and be constructed to the City of West Covina Standards.

g. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.

h. Private street improvements shall comply with Municipal Code Chapter 19, Article 8, and Planning Commission Resolution No. 2519.

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

Tract Map Requirements

a. The proposed subdivision shall conform to West Covina Municipal Code Chapter 20 - Subdivisions.

b. A final tract map prepared by or under the direction of a registered civil engineer or licensed land surveyor shall be submitted to and approved by the City prior to being filed with the Los Angeles County Recorder.

c. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of the final map or prior to issuance of a Building Permit pursuant to Section 20-40 of the Municipal Code. The estimated park fee is approximately $961,350.00 based on the below calculations.
   a) Land required per unit = 438 sq ft
   b) Number of units = 232
   c) Park land value = $25 per sq ft
   d) Park land donated = 1.45 acres
   e) Total required park land; 438 sq ft × 232 units = 101,616 sq ft
   f) Total in-lieu park fee (gross) 101,616 sq ft × $25/sq ft = $2,540,400
   g) Credit for park land dedication 1.45 acres × 43,560 sq ft/acre = 63,162 sq ft
   h) 63,162 sq ft × $25/sq ft = $1,579,050
   i) In-lieu park fee due = $2,540,400 − $1,579,050 = **$961,350.00**

Traffic Conditions

a. Signing and Striping plans will need to be prepared and submitted to Engineering for Review for the connection of Del Norte Street to Sunset Avenue that reflects a cut in the median with a left turn pocket to allow for right turns in, right turns out and left turns into the new intersection.
b. Applicant to install stop signs at each project driveway.
c. Applicant to determine the amount of Red Curb needed on either side of each proposed project driveway for line of sight.

d. Applicant is to prepare conceptual exhibits for potential traffic calming improvements to be constructed along streets surrounding the proposed project. These Traffic Calming Measures will serve to improve pedestrian safety on all streets surrounding the proposed project. Along with the conceptual diagrams an itemized proposed cost for the listed Traffic Calming Measures is to be prepared. The exhibits along with proposed cost are to be presented to the WC Traffic Commission for approval and review. Once reviewed all approved measures are then to be taken to City Council for final approval (following WC Traffic Calming Policy). All approved measures will be funded by the applicant. This is to include the cost for installation all signage, and striping.

   Nora: Workman Ave to Rowland (fronting the project)

   - New 25 mph signs with pavement legends both directions
   - Double Yellow Center Line – Detail 21 CAMUTCD
   - New 25 mph signs with pavement legends
   - RePaint existing crosswalk at Nora Ave and Del Norte NL as Continental Crosswalk White with appropriate Ped Crossing Signs/Downward Arrow and Advance Ped Xing signs and pavement legends both directions – This project removes the school, crosswalk will still be existing, but signage and striping would be for standard pedestrians.

   Rowland N: Sunset to Nora

   - New 25 mph signs with pavement legends – both directions
   - Double Yellow Center Line - Detail 21 CAMUTCD

   Del Norte Street: Sunset to Nora

   - New 25 mph signs with pavement legends - both directions
   - Double Yellow Center Line - Detail 21 CAMUTCD

   Workman Avenue: Sunset to Nora

   - New 25 mph signs with pavement legends – both directions
   - Double Yellow Center Line - Detail 21 CAMUTCD
   - Refresh existing white crosswalks at Workman Ave at Sunset and at Workman Ave at Nora (WL) with continental striping for added visibility.

   Workman Avenue: Nora Ave to Orange Avenue

   - New 25 mph signs and pavement legends – both directions
   - Double Yellow Center Line - Detail 21 CAMUTCD
   - Your Speed Variable Signs one for EB one for WB direction

e. ***Nora Avenue & Driveway 1 (#1)*** - The following improvements are necessary to accommodate site access:
   - Project to install a stop control on the westbound approach and construct a shared left-right turn lane (Project driveway).
   - Project to construct a northbound shared through-right turn lane.
   - Project to construct a southbound shared through-left turn lane.

f. ***Hollow Avenue / Driveway 2 & Del Norte Street (#3)*** – The following

improvements are necessary to accommodate site access:

- Project to install a stop control on the southbound approach and construct a shared left-through right turn lane (Project driveway).
- Project to construct an eastbound shared through-left turn lane.
- Project to construct a westbound shared through-right turn lane.

g. ***Sunset Avenue & Del Norte Street (#6)*** – The Project will be extending Del Norte Street from the existing terminus at Hollow Avenue out to Sunset Avenue to the east creating a new intersection. The project will modify the median to provide a NB left turn pocket into Del Norte Street.
The following improvements are necessary to accommodate site access:
   - Project to install a stop control on the eastbound approach and construct a right turn lane.
   - Project to construct a southbound through-right turn lane.
   - Project to modify the median to provide a NB left turn pocket.

h. As part of the final traffic calming plan the applicants traffic engineer is to prepare a comparison table showing the trip generation of the project units that was assumed in the traffic impact report versus the number of trips that will be generated by the revised project (232 units). Showing that reduced project trips will be entering and exiting the project site which in turn will reduce any project impacts on the adjacent neighborhood from what was initially studied (282 units October 2025 Traffic Analysis).

FIRE DEPARTMENT

Based on the preliminary information received, the Fire Department Requirements for the above-noted event are as follows:

1. Fire Apparatus Roads:

a) Approved fire apparatus access roads shall be provided to within 150 feet of all exterior walls of the first story of each building, measured along an approved route.

b) The turning radius along the fire apparatus road shall meet the requirements as set forth in 2022 CFC Section DI 03.3.

c) All fire apparats roads shall have a minimum unobstructed width of 26 feet (exclusive of shoulders), a vertical clearance of 13 feet 6 inches, and be designed to support a 65,000pound vehicle load with all-weather surfaces. Maximum grade shall not exceed 16%, with transitions limited to 5% slope for the first and last 15 feet.

d) Overhead utility and power lines shall not be located over any fire apparatus access road or between the aerial fire apparatus access road and the building. (2022 CFC Appendix D 104.4)

e) Dead-end roads exceeding 150 feet shall include an approved turnaround (e.g., cul-de-sac with a minimum 96-foot diameter or hammerhead). Turning radii shall accommodate West Covina Fire Department apparatus.

f) "NO PARKING—FIRE LANE" signs and red curbs shall be installed per WCMC and CFC standards to prevent obstruction.

g) Gates, if installed, shall include Knox Box emergency access and comply with UL 325 for electric gates. Gates entering, exiting or installed across the fire apparatus road shall be less than 20 feet wide where a single gate is provided. Where a fire apparatus access road consists of a divided roadway, the minimum shall be 12 feet.

h) All security gates, both vehicle and pedestrian, shall be equipped with a Knox Box emergency entry system to allow first responders immediate emergency access to the property.

i) Access paths to buildings shall be non-pervious, with no barriers exceeding 18 inches without stairs, and slopes not exceeding without steps.

j) Plans for access roads and fire lanes shall be submitted for Fire Department review prior to construction.

k) Include fire lane striping and signage in architectural plan submittal. Fire lane identification, painted red curbs, striping and signage must all be completed prior to final.

l) Three Story Residences-Fire Department Laddering Pad and Setback at Rescue Openings for the four story stacked flats shall be provided in accordance with the 2022 California Fire Code, Chapter 5, Appendix D, Sections D104 and DI 06. A clear, flat space for laddering rescue openings shall be provided beneath each rescue opening. The distance between the nearest edge of this laddering pad and the structure is based on standardized operational procedures and safe practice to achieve a proper laddering angle.
   i Architect to identify laddering pad locations each emergency egress window.

2. Fire Hydrants and Water Supply

a) Hydrant spacing and number shall comply with CFC Appendix C, with flow capacities marked per NFPA 291 (e.g., color-coded tops). A 3-foot clear space around each hydrant shall be maintained, with protection from vehicle impact if necessary.

b) Additional fire hydrants shall be added to the development. Hydrants shall be installed at 225-foot minimum spacing.
   i. At the corner of N. Nora and W. Del Norte ii
   ii. Northeast corner of Driveway "A" and W. Del Norte Ave.
   iii. Southwest corner of Driveway A and Driveway C
   iv. Southwest Corner of Driveway A and Driveway D
   v. Southeast Corner of Driveway D and Driveway E
   vi. Southside of Driveway D at Driveway S.
   vii. Southeast Corner of Driveway E and Driveway C.
   viii. Southwest corner of Driveway C and Driveway K.
   ix. Southeast corner of Driveway B and Nora Ave. X
   x. Northwest corner of W. Del Norte and N. Sunset Ave.

c) Required Fire Flow of 2500 GPM @ 20 psi for 2 hours.

d) New Fire Flow Test Required. Contact local water purveyor to conduct required fire flows.

e) Additional hydrants and water mains will be required and installed prior to any vertical building construction supplies delivered onsite.

f) Annual inspections and flow tests of private hydrants shall be required, with records maintained on-site.

g) Hydrants shall have a minimum 6 x 4 x 2.5 with a minimum of 6-inch main, National Hose outlets, with a reflectorized blue marker (3-inch minimum) located on the pavement or sign marker. Location of marker shall be approved by the WCFD.

h) Recreation Center: Community Space — Fire Access: Knox box access shall be provided for fire department emergency access.

3. Fire Protection and Life Safety Systems

a) Automatic sprinkler systems shall be installed throughout all buildings per CFC Section 903 and California Residential Code (CRC) Section R313. For single-family detached homes and townhomes (Group R-3), sprinklers are required in all new constructions.

b) Sprinkler plans shall be submitted for Fire Department permit and review prior to installation.
   i. Each residential Unit shall have its own submittal, plan review, permit, and inspection process. A single permit and plan for all units will not be accepted.

c) Door between house and garage must be self-closing & self-latching.

d) Hard-wired smoke and carbon monoxide detectors with battery back-up required.

e) Emergency escape and rescue openings shall be provided as forth in 2022 California Building Code Section 1031.

f) Interior located PV ESS- Consult NFPA 855 for specific requirements regarding interconnection of interior smoke alarms.

g) Architectural plans to provide specific location, dimensions, cabinet specifications for housing of all NFPA 13D fire sprinkler systems riser equipment. These shall be approved by fire department prior to construction permit is granted. Each residential unit shall have its own riser and riser cabinet.

h) Architectural plans shall include conditions for subcontractors to protect the NFPA 13D inspectors test outlet and other related fire sprinkler devices.

i) New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high, for residential homes, with a minimum stroke width of 0.5 inch.

j) Portable fire extinguishers shall be provided in accordance with CFC and NFPA 10.
   i. An approved fire extinguisher shall be maintained near the community BBQ in the pool area.

4. Defensible Space and General Fire Prevention

a) Construction-site fire safety plans shall be submitted, including temporary access and water during building phases.

b) Construction Debris and general site cleanliness: in accordance with 2022 CFC Chapter 33 will be required and enforced for the duration of the project.
   i. All combustible site debris will be removed or relocated to a dumpster prior to end of workday.
   ii. Site shall be kept in good order without any accumulation of trash/waste or combustible debris.
   iii. Site shall be protected from unauthorized access that could cause a fire during construction process.
   iv. Site security shall be provided to ensure no unauthorized access is allowed. Unauthorized access could increase the chances of structure fires.
   v. V Site fire safety during demolition and construction shall be in accordance with 2022 California Fire Code Chapter 33.

5. Plan Review, Inspections, and Compliance

a) All plans shall be submitted to the West Covina Fire Prevention Bureau for review per WCMC.

b) Final inspections and certificates of occupancy shall require Fire Department sign-off, including testing of all systems per NFPA standards.

c) Ongoing maintenance of fire systems shall be the responsibility of the property owner or HOA, with annual inspections required.

d) Fire impact fees may be assessed at the discretion of the Fire Chief and/or the City Manager, due to the large number of units being constructed and the number of occupants potentially utilizing fire, medical emergencies, or inspection services in the future.

e) Permitting: Each addressed unit shall have an individual permit, plan review, fees, and inspection process.
   i. Architectural
   ii. Fire Sprinkler System

SECTION 7. Certification; Effective Date. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED on this 16th day of June, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-41 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

ATTACHMENT NO. 5

RESOLUTION NO. 2026-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 004618

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Louisa Feletto of Meritage Land Company, filed with the City verified applications on the forms prescribed in Chapter 26 of the West Covina Municipal Code requesting approval of (a) a General Plan Amendment to change the designation from "Civic: Schools" to "Neighborhood Medium Residential" (up to 20 units per acre) and "Parks and Open Space; (b) a Zone Change to change the zoning from "Single Family Residential (R-1)" to "Specific Plan No. 33, the Del Norte Specific Plan and Open Space (O-S)"; (c) a Precise Plan; (d) a Tentative Tract Map (No. 004618) to subdivide the site and create single-family lots and a condominium map to enable sale of the new homes; and (e) a tree removal permit to remove one significant tree to construct a 282-unit housing development including single family and multiple family residential units (the "Project") on that certain property described as:

Assessor's Parcel No. 8458-020-901, in the records of the Los Angeles County Assessor (the "site"); and

WHEREAS, the applicant subsequently reduced the Project from 282 residential units to 260 residential units and then to 232 residential units; and

WHEREAS, on December 9, 2025, January 27, 2026 and April 28, 2026, the Planning Commission conducted a duly noticed public hearing to consider in part Tentative Tract Map No. 004618 and gave all persons interested therein an opportunity to be heard. At the conclusion of the public hearing, the Planning Commission recommended that the City Council approve Tentative Tract Map No. 004618; and

WHEREAS, on June 16, 2026, the City Council conducted a duly noticed public hearing to consider in part Tentative Tract Map No. 004618; and

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

1. The applicant is requesting approval of a tentative tract map to allow the subdivision of the 11.74-acre Specific Plan site into 34 single-family lots and 198 townhome air space lots, 1.45-acre park space dedication and a 0.43-acre street dedication.

2. Appropriate findings for approval of a tentative tract map are as follows:

a. That the proposed map is consistent with applicable general and specific plans.

b. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.

c. That the site is physically suitable for the type of development.

d. That the site is physically suitable for the proposed density of development.

e. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.

f. Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.

g. That the design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.

WHEREAS, the Project is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration for the Project; and

WHEREAS, prior to adopting this Resolution, the City Council adopted Resolution No. 2026-39, adopting a Mitigated Negative Declaration for the Project and approving a Mitigation Monitoring and Reporting Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA DOES RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein as findings.

SECTION 2. On the basis of the evidence presented, both oral and documentary, for Tentative Tract Map No. 004618, the City Council makes the following findings:

a. The proposed map is consistent with the general plan and any applicable adopted specific plans.

Prior to adopting this Resolution, the City Council adopted Resolution No. 2026-40, adopting General Plan Amendment No. 25-01, redesignating the subject site from “Civic: Schools” to “Neighborhood Medium Residential” (up to 20 units per acre) for 11.74 acres and to “Parks and Open Space” for 1.45 acres, and Resolution No. 2026-41, approving Precise Plan No. 25-01 and Tree Removal Permit No. 25-10. As noted in Finding (a) for the Precise Plan, the project is consistent with a number of Goals, Policies and Actions of both the General Plan and the proposed Del Norte Specific Plan.

b. The design or improvement of the proposed subdivision is consistent with the general plan and applicable adopted specific plans.

The Tentative Tract Map conforms to the proposed General Plan designation of “Neighborhood Medium Residential” and “Open Space,” as well as the standards of the Del Norte Specific Plan, and all other applicable development standards in the Zoning Code.

c. The site is physically suitable for the type of development.

The proposed project site is flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set forth in the West Covina Municipal Code and the Del Norte Specific Plan. The Del Norte School site is 13.62 acres. The proposal includes a street dedication of .43 acres to extend Del Norte Street through to Sunset Avenue. This reduces the developable portion of the site to 13.19 acres. The proposal now includes a 1.45-acre dedication to the City to expand Del Norte park and retain the little league baseball field on the northeast portion of the site. This reduces the developable portion of the site to 11.74 acres. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

d. The site is physically suitable for the proposed density of development.

The subject site is a former school site that is surrounded by single-family houses, Del Norte Park, and a medical office. The proposed development includes single-family houses on the Del Norte and Nora street frontages, across the street from existing single-family neighborhoods. The proposed development will be accessible from driveways along Del Norte Street and Nora Avenue. The site is 13.62 acres and, as conditioned, is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking, park dedication, and all required standards of the proposed Specific Plan subject to the approval of the Zone Change and General Plan amendment. The proposed General Plan

designation is Neighborhood Medium Residential which allows up to 20 units per acre and Open Space for the park dedication. The proposed project density of the developable 13.19 acres is 19.71 units per acre. Additionally, there is a condition that requires that CC&Rs be recorded as a part of this project to ensure orderly operation. The site will be developed in accordance with the grading and construction requirements of the West Covina Municipal Code and the City Engineer.

e. *The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.*

The site consists of a 13.62-acre improved with school facilities that are currently vacant. No known endangered, threatened, rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal, or migration corridors are present on site. A mitigated negative declaration was prepared for the project, which included required mitigation measures for Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, to ensure that the project will not cause substantial environmental damage or injure fish, wildlife, or their habitat.

f. *Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.*

The proposed map and improvements will include access to a public sanitary sewer system for the removal and disposal of wastewater and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the Municipal Code, the Uniform Building Code, and other applicable requirements.

g. *The design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.*

There is one easement located on the site in favor of Southern California Edison. The easement for power lines that run along the south side of the site where Del Norte Street will be extended. These power lines serve the houses to the south of the subject site. The easement will be retained as the power poles will not be modified as part of this project. The project will not conflict with the existing easement.

SECTION 3. Approval of Tentative Tract Map. Pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the City Council approves Tentative Tract Map No. 004618 subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described site shall conform to said map and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the site is commenced and before the Certificate of Occupancy is issued, and the violation of any of which shall be grounds for revocation of said Tentative Tract Map by the Planning Commission or City Council.

SECTION 4. Affidavit. The Tentative Tract Map shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Community Development Director, his/her/its affidavit stating he is aware of, and accepts, all conditions of this Tentative Tract Map, as set forth below. Additionally, no permits shall be issued until the owner of the site involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

SECTION 5. Costs of Enforcement. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 6. Conditions of Approval. The City Council approves Tentative Tract Map No. 004618 subject to the following conditions:

PLANNING DIVISION

a. Comply with plans reviewed by the City Council on June 16, 2026.

b. Approval of this precise plan is contingent upon and shall not become effective unless and until approval of General Plan Amendment No. 25-01, Zone Change No. 25-01, and Tentative Tract Map No. 004618.

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

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

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

f. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval, unless as otherwise allowed to be extended per condition g. below.

g. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to permit expiration, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Department about the pending expiration of the subject entitlement.

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

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

j. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

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

l. Graffiti-resistant coatings shall be used on all walls, fences, sign structures, or similar structures to assist in deterring graffiti.

m. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.

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

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

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

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

r. All new pole mounted lighting shall be accurately indicated on the grading plan and shall be located within landscaped or hardscaped area. Pole locations shall be accurately staked prior to installation by the Engineer.

s. All parking facilities shall comply with the "Parking Lot Design and Lighting Standards."

t. A lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.

u. Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building.

v. All garages shall comply with West Covina Municipal Code standards with minimum dimensions of 20 feet by 20 feet or 10 feet by 40 feet for tandem garages.

w. The development shall provide enhanced side elevations for each building on the perimeter of the subject property and on those indicated on Sheet A1.10 of the approved plans, including a minimum of 23 enhanced side elevations.

x. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure-washed as needed to maintain the site in a clean and orderly manner.

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

z. The landscape plan shall include the planting of at least one (1) - 36” box-sized replacement trees pursuant to Tree Removal Permit No. 25-10. The replacement trees shall be identified as such on the landscape plan and shall be installed prior to building permit final.

aa. The applicant shall work with the Engineering Division for the removal of street trees and to identify the proper locations for new street trees. The new street trees shall be identified as such on the landscape plan and shall be installed prior to building permit final. The new street trees shall be a minimum of 36” box-sized trees, unless the City Engineer otherwise requires smaller sized trees.

bb. The additional 11 parking spaces to be added on the new portion of Del Norte shall be striped as shown on the approved plans.

cc. Clinging vines shall be installed on all street facing perimeter retaining or freestanding walls to assist in deterring graffiti. The vines shall be installed prior to building permit final.

dd. Prior to the issuance of building permits, the applicant shall submit a detailed wall and fencing plan to the Planning Director for review and approval. Fences and/or walls shall be constructed around all properties, as determined by the Planning Director. Said plan shall indicate the locations for all fences and walls, and shall further indicate the height, materials, and colors for all fences and walls. Perimeter block walls/retaining walls shall be constructed of a decorative material, such as slumpstone or split-face block. The wall and fencing plan shall include the location, design, and materials.

ee. Any sidewalk, hardscape, or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.

ff. Prior to requesting a final inspection from the Building Division, the Planning Division shall inspect the development.

gg. All new utilities shall be placed underground prior to issuance of Certificate of Occupancy per WCMC 23-273.

hh. The applicant shall meet any and all monitoring or reporting requirements necessary to ensure compliance with the mitigation measures contained in the Mitigated Negative Declaration of Environmental Impact as those may be determined by the City, including, but not limited to, entering into an agreement to perform and/or for monitoring and reporting during project construction and implementation. The applicant further agrees it will cease construction of the project immediately upon written notice of a violation of such requirement and that such a provision may be part of any agreement of City and applicant.

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

jj. The project shall comply with the provisions of the Art in Public Places ordinance (WCMC Section 17-41) prior to issuance of building permits. New residential developments are required to deposit 0.5% of total project costs, excluding land or provide art in the amount of the deposit.

kk. The applicant shall establish a homeownership assistance program for no less than ten percent of the total proposed homes. The homeownership assistance program shall be made available for first-time home buyers with preference provided to existing West Covina residents/and or low- or moderate-income individuals/families. A minimum of $15,000 per home shall be dedicated to homes in the program. The homeownership assistance program shall be established prior to the approval of the model home marketing complex and shall be reviewed and approved by the Economic Development and Housing Division Manager, Community Development Director and City Attorney's Office.

ll. Label trash can storage area within the garage on the plans for multi-unit buildings.

mm. Label trash can storage areas in the side yard for detached single family residential units and clarify proposed screening.

nn. All mechanical equipment must be located outside the front setbacks along N Nora Ave and W Del Norte St and must be fully screened.

oo. Monument signs require separate sign permits.

pp. The parking of recreational vehicles including, but not limited to campers, motor homes, trailers, boats, etc., will be prohibited unless a designated storage area is provided, which is fully enclosed and screened from public view. Any such space cannot occupy any other required parking, driveway or required usable open space or area.

qq. CC & R's shall be submitted for review and approval by the City. The CC&R's shall include the following.
    1. Garages must be used to park vehicles to the full extent occupying household has vehicles to place in the garage.
    2. The Homeowner's Association shall be responsible for installation of any netting or fencing adjacent to the baseball fields in Del Norte Park.

rr. The development will have a Homeowner's Association; the applicant shall draft a Prospective Homebuyer's Awareness Package (PHAP) and submit it to the Planning Department for review and approval prior to the issuance of building permits. Copies

of signed copies of PHAP for all lots shall be submitted to the Planning Department.

ss. If a Phasing Plan is proposed to phase the beginning or completion of the construction of the units, such Phasing Plan shall cover the phases of construction and improvements at each phase and shall be reviewed and approved by the Planning Division, Building Division and Engineering Division for completeness.

tt. The Planning Division received the SB 330 application to "freeze" applicable fees. The current Park Dedication in lieu fee is $961,350. The Development Impact fees are $2,059 per unit for the detached single-family units and $1,468 per unit for the attached multi-family units. The impact fees will be due at the time of building permit issuance.

uu. Ballfield to be dedicated in an improved condition with improvements in a safe condition.

vv. The amount of guest parking shall be increased.

ww. Address traffic issues from Workman Avenue on Sunset Avenue.

xx. A sidewalk shall be installed on the south side of Del Norte Street from Nora to Sunset.

yy. Provide undergrounding of additional utilities outside of subject property on Sunset Avenue.

BUILDING DIVISION

a. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.
Please be advised that a new code cycle took effect on January 1, 2026, which may impact design requirements.

c. School Developmental Fees shall be paid to School District prior to the issuance of the building permit.

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

e. The project address is assigned to be 1501 W. Del Norte Street, and an application along with a map to assign unit addresses shall be filed with the City prior to plan check submittal.

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

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

h. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   a) Observation of cleared areas and benches prepared to receive fill;
   b) Observation of the removal of all unsuitable soils and other materials;
   c) The approval of soils to be used as fill material;
   d) Inspection of compaction and placement of fill;
   e) The testing of compacted fills; and
   f) The inspection of review of drainage devices.

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

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

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

l. The provisions per Section R302.2 of the Residential Code for Double Walls or Common Walls to separate dwelling units shall be satisfied, where they shall be extended continuously from the foundation to the underside of the roof deck, to be considered a townhouse building classified as Group R-3 Occupancy.

m. All State of California disability access regulations for accessibility and adaptability shall be complied with.

n. At least 10 percent but not less than one of the multistory dwellings in condominiums with 4 or more dwelling units in buildings without elevator shall

comply with Section 1102A.3.1 of the Building Code. The minimum number of multifamily dwelling units which must comply with this section shall be calculated using the total number of all multistory dwelling units in buildings on a site which are subject to this section. Any fraction thereof shall be rounded to the next highest whole number.

o. Approval is required from the Los Angeles County Health Department for public spas, wading pools, and swimming pools.

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

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

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

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

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

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

v. Project shall comply with the CalGreen Residential mandatory requirements.

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

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

y. Prior to the issuance of building permit, a written consent shall be obtained from the current easement holder(s) for any proposed development encroaching into existing easement(s).

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

aa. Separate permit is required for Fire Sprinklers.

bb. Building permits shall not be issued until the final map has been prepared to the

satisfaction of the Building Official.

ENGINEERING DIVISION

The following are Public Works conditions and shall be incorporated into submittal plans, show the conditions on site plans and on grading plans (No handwritten notes, stickers etc. shall be accepted):

a. The second sheet of building plans, grading plans and/or offsite improvement plans is to list all conditions of approval and to include a copy of the City Council Resolution. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Preliminary addressing for the proposed development shall be submitted to the Engineering Division for addressing prior to plan check submittal.

c. Install two new curb ramps at the northwest and southwest corner of West Del Norte Street and North Sunset Avenue in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

d. Replace existing curb ramp at the corner of North Nora Avenue and West Del Norte Street with new curb ramp in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

e. Install new driveway approach in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee. No portion of the driveway and/or parkway drain shall encroach to the frontage of the adjacent property.

f. Close existing driveway aprons along North Nora Avenue, and install necessary improvements (parkway, landscape, sidewalk, curb and gutter, any others as applicable) to the satisfaction of the City Engineer or his/her designee.

g. Close existing driveway aprons along West Del Norte Street, and install necessary improvements (parkway, landscape, sidewalk, curb and gutter, any others as applicable) to the satisfaction of the City Engineer or his/her designee.

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

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

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

k. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as indicated below, and as directed by the City Engineer or his/her designee:
   1. Rehabilitate existing AC street pavement along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee, Or.
   2. Pay in-lieu fee in the amount based on the most recent version of the LA County LDD Bond Calculation Sheet for the required rehab to the City. City will use the in-lieu fees in the future for street rehabilitations as necessary.

l. Should the proposed work generate a cut into any public right of way infrastructure (street, sidewalk, driveway, curb & gutter, etc.):
   a) street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.
   b) sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.
   c) driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.
   d) curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

m. Underground all utility services to the property and adjacent to the property. Existing overhead lines along N Sunset Avenue and the W Del Norte Street extension shall remain in place.

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

o. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   a) Observation of cleared areas and benches prepared to receive fill;
   b) Observation of the removal of all unsuitable soils and other materials;
   c) The approval of soils to be used as fill material;
   d) Inspection of compaction and placement of fill;
   e) The testing of compacted fills; and
   f) The inspection of review of drainage devices.

p. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site

preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

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

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

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

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

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

v. W Del Norte Street right of way, between N. Hollow Avenue and N. Sunset Avenue, shall be dedicated to the City for public street purposes, including associated easements for utility, street lighting, and traffic signing, in the same width as W Del Norte Street to the west, as required by the City Engineer. The legal description and plat for the dedication of the easement shall be prepared by a registered civil engineer licensed prior to January 1, 1982, with a license number below C 33966 or a licensed land surveyor.

General Requirements

w. The required street improvements shall include those portions of roadways contiguous to the subject property and include:

x. Repair all damaged and off-grade curbs, gutters and sidewalks along property frontage.

y. Required street dedications shall include those portions of roadways contiguous to subject property be recorded in the Office of the Los Angeles County Recorder

prior to the issuance of any Building Permits and/or Engineering Permits to the satisfaction of the City Engineer.

z. The access rights to interior lots and private streets from public roadways for City maintained improvements shall be dedicated to the City to the satisfaction of the City Engineer.

aa. Sidewalks (with trees in tree wells or in parkways) shall be constructed along roadways contiguous to subject property adjacent to curb or R/W line to the satisfaction of the City Engineer.

bb. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas.

cc. Parking lot and driveway improvements on private property for this use shall comply with Planning Commission Resolution No. 2513 and be constructed to the City of West Covina Standards.

dd. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.

ee. Private street improvements shall comply with Municipal Code Chapter 19, Article 8, and Planning Commission Resolution No. 2519.

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

Tract Map Requirements

a. The proposed subdivision shall conform to West Covina Municipal Code Chapter 20 - Subdivisions.

b. A final tract map prepared by or under the direction of a registered civil engineer or licensed land surveyor shall be submitted to and approved by the City prior to being filed with the Los Angeles County Recorder.

c. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of the final map or prior to issuance of a Building Permit pursuant to Section 20-40 of the Municipal Code. The estimated park fee is approximately $961,350.00 based on the below calculations.
   a) Land required per unit = 438 sq ft
   b) Number of units = 232
   c) Park land value = $25 per sq ft
   d) Park land donated = 1.45 acres
   e) Total required park land; 438 sq ft × 232 units = 101,616 sq ft
   f) Total in-lieu park fee (gross) 101,616 sq ft × $25/sq ft = $2,540,400

g) Credit for park land dedication 1.45 acres × 43,560 sq ft/acre = 63,162 sq ft
h) 63,162 sq ft × $25/sq ft = $1,579,050
i) In-lieu park fee due = $2,540,400 − $1,579,050 = **$961,350.00**

Traffic Conditions

a. Signing and Striping plans will need to be prepared and submitted to Engineering for Review for the connection of Del Norte Street to Sunset Avenue that reflects a cut in the median with a left turn pocket to allow for right turns in, right turns out and left turns into the new intersection.
b. Applicant to install stop signs at each project driveway.
c. Applicant to determine the amount of Red Curb needed on either side of each proposed project driveway for line of sight.
d. Applicant is to prepare conceptual exhibits for potential traffic calming improvements to be constructed along streets surrounding the proposed project. These Traffic Calming Measures will serve to improve pedestrian safety on all streets surrounding the proposed project. Along with the conceptual diagrams an itemized proposed cost for the listed Traffic Calming Measures is to be prepared. The exhibits along with proposed cost are to be presented to the WC Traffic Commission for approval and review. Once reviewed all approved measures are then to be taken to City Council for final approval (following WC Traffic Calming Policy). All approved measures will be funded by the applicant. This is to include the cost for installation all signage, and striping.

Nora: Workman Ave to Rowland (fronting the project)

- New 25 mph signs with pavement legends both directions
- Double Yellow Center Line – Detail 21 CAMUTCD
- New 25 mph signs with pavement legends
- RePaint existing crosswalk at Nora Ave and Del Norte NL as Continental Crosswalk White with appropriate Ped Crossing Signs/Downward Arrow and Advance Ped Xing signs and pavement legends both directions – This project removes the school, crosswalk will still be existing but signage and striping would be for standard pedestrians.

Rowland N: Sunset to Nora

- New 25 mph signs with pavement legends – both directions
- Double Yellow Center Line - Detail 21 CAMUTCD

Del Norte Street: Sunset to Nora

- New 25 mph signs with pavement legends - both directions
- Double Yellow Center Line - Detail 21 CAMUTCD

Workman Avenue: Sunset to Nora

- New 25 mph signs with pavement legends – both directions
- Double Yellow Center Line - Detail 21 CAMUTCD
- Refresh existing white crosswalks at Workman Ave at Sunset and at Workman Ave at Nora (WL) with continental striping for added visibility.

Workman Avenue: Nora Ave to Orange Avenue

- New 25 mph signs and pavement legends – both directions
- Double Yellow Center Line - Detail 21 CAMUTCD
- Your Speed Variable Signs one for EB one for WB direction

e. ***Nora Avenue & Driveway 1 (#1)*** - The following improvements are necessary to accommodate site access:
   - Project to install a stop control on the westbound approach and construct a shared left-right turn lane (Project driveway).
   - Project to construct a northbound shared through-right turn lane.
   - Project to construct a southbound shared through-left turn lane.

f. ***Hollow Avenue / Driveway 2 & Del Norte Street (#3)*** – The following improvements are necessary to accommodate site access:
   - Project to install a stop control on the southbound approach and construct a shared left-through right turn lane (Project driveway).
   - Project to construct an eastbound shared through-left turn lane.
   - Project to construct a westbound shared through-right turn lane.

g. ***Sunset Avenue & Del Norte Street (#6)*** – The Project will be extending Del Norte Street from the existing terminus at Hollow Avenue out to Sunset Avenue to the east creating a new intersection. The project will modify the median to provide a NB left turn pocket into Del Norte Street.
   The following improvements are necessary to accommodate site access:
   - Project to install a stop control on the eastbound approach and construct a right turn lane.
   - Project to construct a southbound through-right turn lane.
   - Project to modify the median to provide a NB left turn pocket.

h. As part of the final traffic calming plan the applicants traffic engineer is to prepare a comparison table showing the trip generation of the project units that was assumed in the traffic impact report versus the number of trips that will be generated by the revised project (232 units). Showing that reduced project trips will be entering and exiting the project site which in turn will reduce any project impacts on the adjacent neighborhood from what was initially studied (282 units October 2025 Traffic Analysis).

FIRE DEPARTMENT

Based on the preliminary information received, the Fire Department Requirements for the above-noted event are as follows:

1. Fire Apparatus Roads:

a) Approved fire apparatus access roads shall be provided to within 150 feet of all exterior walls of the first story of each building, measured along an approved route.

b) The turning radius along the fire apparatus road shall meet the requirements as set forth in 2022 CFC Section DI 03.3.

c) All fire apparats roads shall have a minimum unobstructed width of 26 feet (exclusive of shoulders), a vertical clearance of 13 feet 6 inches, and be designed to support a 65,000pound vehicle load with all-weather surfaces. Maximum grade shall not exceed 16%, with transitions limited to 5% slope for the first and last 15 feet.

d) Overhead utility and power lines shall not be located over any fire apparatus access road or between the aerial fire apparatus access road and the building. (2022 CFC Appendix D 104.4)

e) Dead-end roads exceeding 150 feet shall include an approved turnaround (e.g., cul-de-sac with a minimum 96-foot diameter or hammerhead). Turning radii shall accommodate West Covina Fire Department apparatus.

f) "NO PARKING—FIRE LANE" signs and red curbs shall be installed per WCMC and CFC standards to prevent obstruction.

g) Gates, if installed, shall include Knox Box emergency access and comply with UL 325 for electric gates. Gates entering, exiting or installed across the fire apparatus road shall be less than 20 feet wide where a single gate is provided. Where a fire apparatus access road consists of a divided roadway, the minimum shall be 12 feet.

h) All security gates, both vehicle and pedestrian, shall be equipped with a Knox Box emergency entry system to allow first responders immediate emergency access to the property.

i) Access paths to buildings shall be non-pervious, with no barriers exceeding 18 inches without stairs, and slopes not exceeding without steps.

j) Plans for access roads and fire lanes shall be submitted for Fire Department review prior to construction.

k) Include fire lane striping and signage in architectural plan submittal. Fire lane identification, painted red curbs, striping and signage must all be completed prior to final.

l) Three Story Residences-Fire Department Laddering Pad and Setback at Rescue Openings for the four story stacked flats shall be provided in accordance with the 2022 California Fire Code, Chapter 5, Appendix D, Sections D104 and DI 06. A clear, flat space for laddering rescue openings shall be provided beneath each rescue opening. The distance between the nearest edge of this laddering pad and the structure is based on standardized operational procedures and safe practice to achieve a proper laddering angle.

i Architect to identify laddering pad locations each emergency egress window.

2. Fire Hydrants and Water Supply

a) Hydrant spacing and number shall comply with CFC Appendix C, with flow capacities marked per NFPA 291 (e.g., color-coded tops). A 3-foot clear space around each hydrant shall be maintained, with protection from vehicle impact if necessary.

b) Additional fire hydrants shall be added to the development. Hydrants shall be installed at 225-foot minimum spacing.

i. At the corner of N. Nora and W. Del Norte ii
ii. Northeast corner of Driveway "A" and W. Del Norte Ave.
iii. Southwest corner of Driveway A and Driveway C
iv. Southwest Corner of Driveway A and Driveway D
v. Southeast Corner of Driveway D and Driveway E
vi. Southside of Driveway D at Driveway S.
vii. Southeast Corner of Driveway E and Driveway C.
viii. Southwest corner of Driveway C and Driveway K.
ix. Southeast corner of Driveway B and Nora Ave. X
x. Northwest corner of W. Del Norte and N. Sunset Ave.

c) Required Fire Flow of 2500 GPM @ 20 psi for 2 hours.

d) New Fire Flow Test Required. Contact local water purveyor to conduct required fire flows.

e) Additional hydrants and water mains will be required and installed prior to any vertical building construction supplies delivered onsite.

f) Annual inspections and flow tests of private hydrants shall be required, with records maintained on-site.

g) Hydrants shall have a minimum 6 x 4 x 2.5 with a minimum of 6-inch main, National Hose outlets, with a reflectorized blue marker (3-inch minimum) located on the pavement or sign marker. Location of marker shall be approved by the WCFD.

h) Recreation Center: Community Space — Fire Access: Knox box access shall be provided for fire department emergency access.

3. Fire Protection and Life Safety Systems

a) Automatic sprinkler systems shall be installed throughout all buildings per CFC Section 903 and California Residential Code (CRC) Section R313. For single-family detached homes and townhomes (Group R-3), sprinklers are required in all new constructions.

b) Sprinkler plans shall be submitted for Fire Department permit and review prior to installation.

i. Each residential Unit shall have its own submittal, plan review, permit, and inspection process. A single permit and plan for all units will not be accepted.

c) Door between house and garage must be self-closing & self-latching.

d) Hard-wired smoke and carbon monoxide detectors with battery back-up required.

e) Emergency escape and rescue openings shall be provided as forth in 2022 California Building Code Section 1031.

f) Interior located PV ESS- Consult NFPA 855 for specific requirements regarding interconnection of interior smoke alarms.

g) Architectural plans to provide specific location, dimensions, cabinet specifications for housing of all NFPA 13D fire sprinkler systems riser equipment. These shall be approved by fire department prior to construction permit is granted. Each residential unit shall have its own riser and riser cabinet.

h) Architectural plans shall include conditions for subcontractors to protect the NFPA 13D inspectors test outlet and other related fire sprinkler devices.

i) New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high, for residential homes, with a minimum stroke width of 0.5 inch.

j) Portable fire extinguishers shall be provided in accordance with CFC and NFPA 10.

i. An approved fire extinguisher shall be maintained near the community BBQ in the pool area.

4. Defensible Space and General Fire Prevention

a) Construction-site fire safety plans shall be submitted, including temporary access and water during building phases.

b) Construction Debris and general site cleanliness: in accordance with 2022 CFC Chapter 33 will be required and enforced for the duration of the project.

i. All combustible site debris will be removed or relocated to a dumpster prior to end of workday.
ii. Site shall be kept in good order without any accumulation of trash/waste or combustible debris.
iii. Site shall be protected from unauthorized access that could cause a fire during construction process.
iv. Site security shall be provided to ensure no unauthorized access is allowed. Unauthorized access could increase the chances of structure fires.
v. V Site fire safety during demolition and construction shall be in accordance with 2022 California Fire Code Chapter 33.

5. Plan Review, Inspections, and Compliance

a) All plans shall be submitted to the West Covina Fire Prevention Bureau for review per WCMC.

b) Final inspections and certificates of occupancy shall require Fire Department sign-off, including testing of all systems per NFPA standards.

c) Ongoing maintenance of fire systems shall be the responsibility of the property owner or HOA, with annual inspections required.

d) Fire impact fees may be assessed at the discretion of the Fire Chief and/or the City Manager, due to the large number of units being constructed and the number of occupants potentially utilizing fire, medical emergencies, or inspection services in the future.

e) Permitting: Each addressed unit shall have an individual permit, plan review, fees, and inspection process.

i. Architectural
ii. Fire Sprinkler System

SECTION 7. Certification; Effective Date. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED on this 16th day of June, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-42 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

April 10, 2026

Jeff Anderson
City of West Covina, Planning Division
1444 West Garvey Avenue South
West Covina, CA 91790

Re: Del Norte Community Outreach Recap

Dear Mr. Anderson,

Meritage Homes has conducted a comprehensive and iterative community outreach program for the Del Norte School Site project beginning in July 2025 and continuing through March 2026. Outreach efforts were designed to inform surrounding residents, solicit meaningful feedback, and respond to community questions through multiple engagement formats. These formats included mailed notifications, on-site open house meetings, formal presentations, and City-hosted Town Hall meetings. Outreach methods evolved over time to reflect increasing community interest and feedback regarding preferred meeting formats.

A total of five (5) public outreach meetings have been held to date, with increasing attendance and expanded notification radii. Project representatives consistently included Meritage Homes staff and key consultant team members to ensure the community received accurate and detailed responses.

1. Community Open House – July 8, 2025
    - Location: On-site Multipurpose Room, 1501 W. Del Norte Street
    - Format: Informal open house with project stations
    - Attendance: 8 signed in

Notices were mailed at least ten (10) days prior to the meeting and included a save-the-date card and FAQ flyer distributed within the surrounding neighborhood radius.

The meeting was held in an open-house format to encourage one-on-one conversations with project team members. Attendees were able to review display boards showing a site context map, conceptual site plan, civil grading plan, architectural elevations, landscape concepts, and copies of the entitlement plans.

Questions and comments focused on:

- Traffic impacts
- Guest parking availability (on-site and along N. Nora Avenue and W. Del Norte Street)
- Gating and fencing
- Preliminary pricing estimates

2. Community Open House – August 13, 2025
    - Location: On-site Multipurpose Room, 1501 W. Del Norte Street
    - Format: Informal open house with staffed display boards
    - Attendance: 26 signed in

This meeting followed a similar format to the July open house and was noticed using the same mailed outreach strategy. Increased attendance reflected growing neighborhood awareness and interest.

Discussions reiterated many of the July concerns, with continued dialogue related to:

- Traffic impacts
- Guest parking availability (on-site and along N. Nora Avenue and W. Del Norte Street)
- Gating and fencing
- Preliminary pricing estimates
- Timing of home availability and interest list sign-ups
- Potential donation of existing school-site items prior to demolition
- Project phasing and schedule

3. City Council District Town Hall – August 21, 2025
    - Location: West Covina City Hall
    - Host: Councilmember Brian Gutierrez
    - Format: Formal presentation with Q&A

Meritage Homes participated in a Town Hall meeting held by Councilmember Gutierrez that included presentations from multiple City departments. Meritage delivered a PowerPoint presentation followed by a structured question-and-answer period.

Community comments included:

- Traffic congestion in the surrounding area
- Removal of Little League fields and access concerns
- Requests for increased on-site guest parking
- Housing affordability concerns
- Perceived lack of amenities relative to project density

4. City Council District Town Hall – February 19, 2026
    - Location: West Covina City Hall
    - Host: Councilmember Brian Gutierrez
    - Format: Formal presentation with Q&A

Meritage Homes participated in a second Town Hall hosted by Councilmember Gutierrez to provide a project update to the district. This included a presentation by Athens Services before pivoting to the Del Norte project where we focused on refinements to the project design and highlighted changes related to open space dedication. Community members were provided an update on how previous input was being addressed and had the opportunity to ask follow-up questions.

5. Community Presentation – March 4, 2026
    - Location: On-site Multipurpose Room, 1501 W. Del Norte Street
    - Format: Formal presentation followed by Q&A
    - Attendance: 45 signed in

For this meeting, Meritage expanded the notification radius to include neighborhoods further north of Del Norte Park and west of the project site. A redesigned postcard-style mailer was used to increase visibility. Councilmember Brian Gutierrez attended the meeting. Meritage changed the format for this meeting, presenting a formal presentation that provided a detailed overview of revised project features, including open space retention and recreational amenities.

Questions and comments received included:

- Quantity of nearby two-story developments
- Availability of RV parking (not proposed)
- Whether the proposed pool could be replaced with a public park
- How the project would benefit Del Norte Park
- Dog park availability (existing dog park located in Del Norte Park)
- Police and fire service funding through Development Impact Fees
- Duration and timing of such fees (one-time fee)
- Construction start timeline (approximately 6–12 months following City Council approval)
- Construction debris controls and Tier 4 compliance per IS/MND
- Parking availability for Little League users
- Traffic analysis at Pacific Lane
- Union labor participation (not proposed)
- Process for increasing City impact fees

Meritage Homes believes that the housing proposed by this project provides the type of workforce housing that is desperately needed in the region and throughout the state. We are excited for the opportunity to bring this project to the City of West Covina and look forward to working with City staff to get this approved.

Sincerely,

Louisa Feletto
Forward Planning Manager
MLC Holdings, Inc.

Response to Comments on the Draft IS-MND

This section includes comments received during public circulation of the Draft Initial Study-Mitigated Negative Declaration (IS-MND) prepared for the 1501 Del Norte Street Residential Project (project).

The Draft IS-MND was circulated for a 30-day public review period that began on October 28, 2025 and ended on December 1, 2025, with five additional days included to accommodate the Thanksgiving holiday. The City received two comment letters on the Draft IS-MND that are included herein, along with responses to the environmental concerns raised by the commenters. The commenters and the page number on which each commenter's letter appear are listed below.

Table 1 List of Comments Received

Letter Number	Commenter	Page Number
1	Los Angeles County Sanitation Districts	2
2	California Department of Transportation	4

The comment letters and responses follow. The comment letters are numbered sequentially, and each separate issue raised by the commenter has been assigned a number. The responses to each comment identify first the number of the comment letter, and then the number assigned to each issue (Response 1.1, for example, indicates that the response is for the first issue raised in Comment Letter 1).

LOS ANGELES COUNTY SANITATION DISTRICTS
Converting Waste Into Resources

Robert C. Ferrante
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
(562) 699-7411 • www.lacsd.org

November 24, 2025

Ref. DOC 7630955

Letter 1

VIA EMAIL JAnderson@willdan.com

Mr. Jeff Anderson, Contract Planner
City of West Covina, Planning Division
1444 West Garvey Avenue S, Room 208
West Covina, CA 91790

Dear Mr. Anderson:

NOI Response to 1501 Del Norte Street Residential Project

The Los Angeles County Sanitation Districts (Districts) received a Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration (MND) for the subject project located in the City of West Covina on October 28, 2025. The proposed project is located within the jurisdictional boundaries of District No. 22. We offer the following comments regarding sewerage service:

Response 1.1

1. The wastewater flow originating from the proposed project will discharge to a local sewer line, which is not maintained by the Districts, for conveyance to the Districts' 22-inch diameter Joint Outfall H Unit 8J Trunk Sewer, located in South Willow Avenue, south of West Ituni Street. This trunk sewer has a capacity of 2.0 million gallons per day (mgd) and conveyed a peak flow of 1.1 mgd when last measured in 2015.

2. The expected average wastewater flow from the project, described in the NOI as 34 single-family detached homes and 248 attached townhomes and stacked flats, is 57,200 gallons per day. A copy of the District's average wastewater generation factors is available on our website at Table 1, Loadings for Each Class of Land Use.

3. The wastewater generated by the proposed project will be treated at the San Jose Creek Water Reclamation Plant (WRP) located adjacent to the City of Industry, which has a capacity of 100 mgd and currently processes an average recycled flow of 62.6 mgd. All biosolids and wastewater flows that exceed the capacity of the San Jose Creek WRP are diverted to and treated at the A.K. Warren Water Resource Facility (formerly known as the Joint Water Pollution Control Plant) in the City of Carson.

4. The Districts are empowered by the California Health and Safety Code to charge a fee to connect facilities (directly or indirectly) to the Districts' Sewerage System or to increase the strength or quantity of wastewater discharged from connected facilities. This connection fee is used by the Districts for its capital facilities. Payment of a connection fee may be required before this project is permitted to discharge to the Districts' Sewerage System. For more information and a copy of the Connection Fee Information Sheet, go to www.lacsd.org, under Services, then Wastewater (Sewage) and select Rates & Fees. In determining the impact to the Sewerage System and applicable connection fees, the Districts will determine the user category (e.g. Condominium, Single Family Home, etc.) that best represents the actual or anticipated use of the parcel(s) or facilities on the parcel(s) in the development. For more specific information regarding the connection fee application procedure and fees, please contact the Districts' Wastewater Fee Public Counter at (562) 908-4288, extension 2727.

5. In order for the Districts to conform to the requirements of the Federal Clean Air Act (CAA), the capacities of the Districts' wastewater treatment facilities are based on the regional growth forecast adopted by the Southern California Association of Governments (SCAG). Specific policies included in the development of the SCAG regional growth forecast are incorporated into clean air plans, which are prepared by the South Coast and Antelope Valley Air Quality Management Districts in order to improve air quality in the South Coast and Mojave Desert Air Basins as mandated by the CAA. All expansions of Districts' facilities must be sized and service phased in a manner that will be consistent with the SCAG regional growth forecast for the counties of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial. The available capacity of the Districts' treatment facilities will, therefore, be limited to levels associated with the approved growth identified by SCAG. As such, this letter does not constitute a guarantee of wastewater service but is to advise the City that the Districts intend to provide this service up to the levels that are legally permitted and to inform the City of the currently existing capacity and any proposed expansion of the Districts' facilities.

Response 1.2

If you have any questions, please contact the undersigned at (562) 908-4288, extension 2742, or phorsley@lacsd.org.

Very truly yours,

Patricia Horsley

Patricia Horsley
Environmental Planner
Facilities Planning Department

PLH:plh

cc: C. Chang
A. Howard

Letter 1

COMMENTER: Patricia Horsley, Los Angeles County Sanitation Districts (LACSD)

DATE: November 24, 2025

Response 1.1

The commenter (LACSD) confirms that the project site is within their service area; provides information regarding the local and regional sewer lines and wastewater treatment facilities serving the project site; the expected increase in average wastewater flow from the proposed project; and fees that the LACSD can charge to help upgrade or expand the sewer system. The capacity amounts noted in the letter are consistent with the capacity noted in the IS-MND.

These comments are informational and do not directly comment on the contents of IS-MND or the CEQA process, and confirm that the project's impacts on utilities will be less-than-significant.

Response 1.2

This comment states that the Districts comply with the requirements of the Federal Clean Air Act and the capacities of the District's facilities are based on regional growth forecasted by the Southern California Association of Governments (SCAG). Further, the comment adds that the letter does not guarantee wastewater service.

As indicated in the Initial Study for the proposed project (see *Population and Housing*), the level of growth associated with the project would not exceed SCAG's regional population projections.

California Department of Transportation

DISTRICT 7
100 SOUTH MAIN STREET, SUITE 100 | LOS ANGELES, CA 90012
PHONE (213) 897-0362 | FAX (213) 897-0360 TTY 711
www.dot.ca.gov

December 1, 2025

Letter 2

Sonia Griego, Contract Planner
City of West Covina, Planning Division
1444 West Garvey Avenue S, Room 208
West Covina, California 91790

RE: 1501 Del Norte Street Residential Project
- Mitigated Negative Declaration (MND)
SCH# 2025101508
GTS# 07-LA-2025-04942
Vic. LA 10 PM: 34.857

Dear Sonia Griego,

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above referenced project. The 1501 Del Norte Street Residential Project (hereafter referred to as "proposed project" or "project"), includes a General Plan Amendment, a Specific Plan, a Zone Change, a Precise Plan, a Tentative Tract Map and a Tree Removal Permit. The proposed project would include the demolition of the existing buildings and structures on the project site (requiring a demolition permit); followed by construction of 34 single-family detached homes and 248 attached townhomes and stacked flats, for a total of 282 residential units. The project site is 13.56 acres, of which 13.19 acres would be developed for residential uses and common space, and 0.37 acre would be used as an extension and dedication of West Del Norte Street from its current terminus east to North Sunset Avenue. Each of the residential units would include a two-car garage and there would also be 77 uncovered parking spaces for guest parking, resulting in 641 total parking spaces. 26-foot private lanes would provide vehicular access to all homes, which would be connected by the primary entrance on West Del Norte Street, and the secondary entrance on North Nora Avenue. Both entries would be defined by pedestrian entry pilasters with project signage, accent trees, enhanced landscaping and paving, and parkways and sidewalks on both sides. In addition, pedestrians will also be able to access the project site via two access points from Del Norte Park.

After reviewing the MND, Caltrans has the following comments:

Response 2.1

As outlined in the Traffic Study Scoping Agreement (Appendix J), a queuing analysis will be conducted to assess freeway off-ramp queues to ensure that project induced trips do not create unsafe conditions at intersections or on the mainline. The study should include, but not be limited to, the following locations: I-10 at Sunset Ave and I-10 at Pacific Ave.

A Multi-Modal Conflict Analysis should also be conducted across the project area and at the above locations. This should include the identification and proposal of complete streets features and related street improvements (ADA curb ramps, sidewalks, bicycle lanes, high-visibility crosswalks, etc.) If any impacts are found to degrade conditions for any road users, they should be mitigated with project design changes and infrastructure investments that reduce trips made by car and induce demand for the safe use of alternative modes of travel.

While Caltrans supports infill development that does not further contribute to suburban sprawl, based the amount of car parking provided and the auto-oriented design of the proposed site plan, the 1501 Del Norte Street Residential Project is currently designed in a way that potentially induces demand for unnecessary personal vehicle trips. For California to achieve its goals, this demand should be addressed with appropriate design and management principles. Caltrans recommends the following:

- Provide for a mixture of land use types within the Project's zoning area to allow for adaptive reuse in the future. This can allow housing, goods, services, and jobs to be created near one another.

Response 2.2

- Increase density, both vertically and horizontally. By bringing the built environment closer together, and building up instead of out, it becomes possible to greatly reduce energy use, improve walkability, allow for adaptive reuse, and generate real value for the community.

- Reducing the amount of parking whenever possible, as research looking at the relationship between land-use, parking, and transportation indicates that the amount of car parking supplied can undermine a project's ability to encourage public transit and active modes of transportation. If surface parking must be built, it is recommended that it not face the street directly. By shifting the parking to the rear or interior of the project site, a more inviting streetscape can be created. A more active frontage, against the sidewalk, can encourage both recreational and transportation walking.

- Create a streetscape that is safe and comfortable for all users. Caltrans encourages the Lead Agency to consider any reduction in vehicle speeds to benefit pedestrian and bicyclist safety, as there is a direct link between impact speeds and the likelihood of fatality or serious injury. The most effective methods to reduce pedestrian and bicyclist exposure to vehicles is through physical design and geometrics. These methods include the construction of physically separated facilities such as Class IV bike lanes, wide sidewalks, pedestrian refuge islands, landscaping, street furniture, and reductions in crossing distances through roadway narrowing. Visual indicators such as, pedestrian and bicyclist warning signage, flashing beacons, crosswalks, signage, and striping should be used in addition to physical design improvements to indicate to motorists that they can expect to see and yield to pedestrians and people on bikes.

- Implementation of Transportation Demand Management (TDM) strategies to reduce transportation impacts, which may include increased transit access, commute trip

reductions such as rideshare programs, shared mobility facilities (bicycle or vehicular), increased bicycle and pedestrian infrastructure.

While the project appears to satisfy the City of West Covina's requirements related to pedestrian and bicycle accommodation, please consider the following improvements:

Response 2.3

- Since the specific location and type of bike parking is not included in the Specific Plan, we recommend you follow the APBP Bicycle Parking Guidelines for effective siting (particularly in common areas) and design: https://www.apbp.org/Publications

- Include a sidewalk in the proposed Del Norte St. extension (south side of Del Norte St. between Hollow Ave. and Sunset Ave.).

- Narrow Del Norte St. and provide traffic calming, since the current 40 feet of width is likely no longer needed with the school closed. Even simply striping the parking lanes could help, similar to Rowland Ave.

- Construct a curb extension on the northeast corner of Nora Ave./Del Norte St. to shorten the crossing distance and slow vehicle turns.

- Make general traffic calming (e.g., speed humps, curb extensions) and crosswalk improvements between the project site and Monte Vista Elementary School, to/from the nearby transit bus stops, and to/from the West Covina Mall & the Civic Center; there will likely be increased pedestrian trips to/from these destinations due to the project.

- Construct curb extensions on both ends of the Sunset Ave./Rowland Ave. crosswalk to shorten this crossing. Evaluate if a Pedestrian Hybrid Beacon is warranted at this crossing due to increased pedestrian trips as a result of the project.

If you have any questions, please contact project coordinator Anthony Higgins, at anthony.higgins@dot.ca.gov and refer to GTS# 07-LA-2025-04942.

Sincerely,

Miya Edmonson

Miya Edmonson
LDR Branch Chief

Cc: State Clearinghouse

Letter 2

COMMENTER: Miya Edmonson

DATE: December 1, 2025

Response 2.1

The letter is a summary of the project details and does not include comments on the adequacy of the IS-MND. The commenter acknowledges that the Traffic Scoping Agreement (Appendix J) outlines that a queuing analysis will take place to assess freeway off-ramp queues. The commenter says that the study should include, at minimum, Interstate 10 at Sunset Avenue and Interstate 10 at Pacific Avenue. The commenter states that a Multi-Modal Conflict Analysis should be conducted at these two locations and across the project area, including complete streets features and related street improvements. The commentor states that if "any impacts are found to degrade conditions for any road users, they should be mitigated" with design changes to reduce vehicle miles traveled (VMT) and to "induce alternative modes of travel."

Urban Crossroads prepared a Traffic Analysis for the project on October 23, 2025, which was scoped and approved by the City of West Covina in accordance with the city's transportation study guidelines and CEQA requirements. The scope did not include freeway ramp queuing or a Multi-Modal Conflict Analysis because these elements were not identified as necessary based on the City's criteria or the results of the analysis. The queuing analysis conducted for the project evaluated driveways and adjacent intersections, including Sunset Avenue and Rowland Avenue (North and South), and confirmed that available stacking distances are adequate with no risk of spillback. Additionally, the project is not anticipated to generate volumes that would materially affect ramp operations. As identified in the Project Trip Generation in the Traffic Study, the Project is expected to generate a total of 131 AM peak hour trips and a total of 154 PM peak hour trips. Of these trips only 30 percent of these are anticipated to use Sunset Avenue south of Workman Avenue towards Interstate, resulting in fewer than 50 peak hour trips.

Additionally, a Multi-Modal Conflict Analysis was conducted for the immediate project area and was included the Traffic Study Scoping Agreement (Appendix K). This analysis included standards for new crosswalks and sidewalks, and also included standards and locations for new accessible curb ramps that would be required to implement the Project. There are also no bicycle facilities in the vicinity of the Project site. Similar to the Traffic Analysis, the scope was only conducted in the immediate vicinity of the Project site due to the limited volumes discussed above. Therefore, potential transportation impacts would be less than significant, and the existing analysis is adequately addresses the transportation impacts under CEQA and City requirements.

Response 2.2

The commenter acknowledges that the project is infill and expressed support for infill development, but expresses concern that the project could potentially include demand for unnecessary vehicles trips due to the high amount of parking included in the project design. To remedy this, the commenter recommends facilitating mixed-use development through zoning on the project site, increasing density, reducing parking whenever possible, siting parking so it does not face the street, creating a more inviting and safe streetscape for all users, reducing traffic speeds, incorporating separated bikes lanes, wide sidewalks, pedestrian islands, street furniture, reductions in crossing distances, and incorporating visual indicators such as lights, signage, and striping.

The commenter also recommends implementation of Transportation Demand (TDM) strategies such as increased transit access, rideshare programs, shared mobility facilities, and increased bicycle and pedestrian infrastructure.

As discussed in Section 17, *Transportation*, of the IS-MND, the potential transportation impacts would be less-than-significant, and would comply with the various applicable policies and regulations of the City of West Covina regarding the circulation system, including transit, roadway, bicycle and pedestrian facilities, each of which serves as a TDM strategy. For example, the project will construct new sidewalks along the site boundary to improve pedestrian connectivity; extend West Del Norte Street to North Sunset Avenue to enhance circulation; install ADA-compliant curb ramps at driveways and intersections; maintain access to nearby Foothill Transit stops; and provide internal private lanes that accommodate emergency vehicles and safe pedestrian movement. These features support multimodal travel and reduce reliance on single-occupancy vehicles, consistent with TDM principles.

Additionally, based on Urban Crossroad's review of applicable VMT screening thresholds as recommended by the San Gabriel Valley Council of Governments, the proposed project would meet the Transit Priority Area Screening and Low VMT Area screening criteria. Despite the increase in VMT resulting from the project, the increase is below the VMT threshold of significance pursuant to standards enacted by the City of West Covina. For these reasons, the existing analysis adequately addressed the transportation impacts under CEQA and City requirements, and additional measures are not necessary.

Response 2.3

The commenter requests that the project incorporates multiple recommendations related to pedestrian and bicycle accommodations, including following Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines, narrowing and including a sidewalk in the Del Norte Street extension, constructing curb extensions to shorten pedestrian crossing time, incorporating traffic calming measures, and evaluating implementation of a Pedestrian Hybrid Beacon.

As discussed in responses 2.1 and 2.2, the project would incorporate a range of TDMs compliant with the City's existing requirements including pedestrian facilities and paths, and would comply with the various applicable policies and regulations of the City of West Covina regarding the circulation system, including transit, roadway, bicycle and pedestrian facilities. The existing analysis adequately addressed the transportation impacts under CEQA and City requirements. Therefore, the potential transportation under the proposed project would be less-than-significant, and additional mitigation measures are not necessary for CEQA compliance.

1 Introduction

This Finding of Consistency evaluates whether the proposed 1501 Del Norte Street residential project (hereafter referred to as the "revised project") is consistent with the findings and assumptions analyzed in the circulated Initial Study – Mitigated Negative Declaration (IS- MND). The IS-MND was circulated for public review and comment from October 28, 2025, through December 1, 2025. Subsequent modifications to the project propose to eliminate the previously analyzed four-story stacked flats and replace with three-story townhome units. As a result of this change, the total number of units would be reduced from 282 to 260 dwelling units, bringing the overall density below 20 du/ac and within the Neighborhood Medium Residential designation. Building height would now be limited to three stories consistent with the townhome product type. Additionally, there would be an increase in open space on site (due to the increase of private open space and reduced building footprint size), as well as an increase in the parking ratio from 2.25 to 2.3 spaces per unit. The revised project would not introduce new land uses, intensify the project beyond previously evaluated levels, or expand the project footprint as analyzed below.

Project Overview

As described in the circulated IS-MND, the revised project includes a General Plan Amendment, a Specific Plan, a Zone Change, a Precise Plan, a Tentative Tract Map and a Tree Removal Permit. The proposed project would include the demolition of the existing buildings and structures on the project site (requiring a demolition permit); followed by construction of 34 two- story single-family detached homes and 226 three-story attached townhomes, for a total of 260 homes. The project site is 13.56-acres, of which 13.19 acres would be developed for residential uses and common space and the additional 0.37 acres would be used as an extension and dedication of West Del Norte Street from its current terminus east to North Sunset Avenue. The total development footprint is the same as the circulated project IS-MND.

The detached single-family homes would be two stories with a maximum height to peak of roof of 24 feet, 6 inches and include three- and four-bedroom homes. These two-story single-family homes would include a private yard, two-car, side-by-side garage and a driveway two cars in width, and would serve as a buffer between the proposed project and the existing single family homes along North Nora Avenue and West Del Norte Street. The attached townhomes would be three stories (maximum height to peak of roof of 37 feet 10 inches) and include a mix of two- to four-bedroom homes. Each townhome unit would contain private open space in the form of a porch and/or deck totaling approximately 31,200 square feet (sf) of private open space. Each of the residential units would include a two-car garage (for a total of 520 enclosed parking spaces) and there would also be 88 uncovered parking spaces provided for guest parking, resulting in 608 total parking spaces, which would be distributed throughout the community. The change in the project description results in an increase in the parking ratio from 2.25 to 2.3 spaces per dwelling unit compared to the circulated IS-MND.

The proposed project would increase the amount of common open space, which includes approximately 120,168 sf of common open space, including an 18,000 sf central community space

which would provide amenities such as a pool and restroom buildings, shade structure with seating, BBQ counter with seating, and a turf area for passive lawn play. Landscaping, including a variety of trees, shrubs, and groundcover would be provided throughout the project site. Fencing and walls would be used throughout the project site and along the project site borders to define private and semi-private spaces and would serve as a unifying design element. Fencing and perimeter walls would range from three feet to six feet in height, with pilasters up to eight feet and portal elements up to twelve feet in height.

In addition, the project approvals include establishing a new Specific Plan for the site, which would provide land use and development standards for the proposed project and would allow the proposed net density of under 20 dwelling units per acre (du/ac). The proposed project also includes the following requests:

- General Plan Amendment (GPA) to change the land use designation from Civic: Schools to Neighborhood Medium Residential (up to 20 units per acre)
- A Zone Change (to Specific Plan) to allow the proposed net density of 20 dwelling units per acre (du/ac);
- A Specific Plan, which provides land use and development standards for the proposed project and would allow a net density of 20 dwelling units per acre; and
- A Precise Plan for site plan layout and design
- A Tentative Tract Map to subdivide the property into multiple parcels
- A Tree Removal Permit to remove one significant tree.

Vehicles would be able to access the proposed project via a primary entrance on West Del Norte Street, and a secondary entrance on North Nora Avenue. Both entries would be defined by pedestrian entry pilasters with project signage, accent trees, enhanced landscaping and paving, and parkways and sidewalks on both sides. In addition, a 26-foot private lanes would provide vehicular access to all homes, which would be connected by the primary entrance on West Del Norte Street, and the secondary entrance on North Nora Avenue. Pedestrians would be able to access the project site via the sidewalks along West Del Norte Street, and North Nora Avenue. Residents will also be able to access the project site via two access points from Del Note Park.

Table 1 summarizes the characteristics of the proposed project. Table 2 summarizes the characteristics of the proposed residential unit types.

1.1.1 Construction Phasing

The construction process would include demolition of the existing buildings located on the project site and construction of up to 260 homes along with associated community amenities on the site. Construction phases would include demolition, site preparation, grading, building construction, paving, and architectural coating. Construction of the proposed project is anticipated to occur over an approximately two year period, beginning in January 2026 and ending in January 2028. Construction would occur Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. pursuant to West Covina Municipal Code construction standards. Construction staging would occur within the project site boundaries. Occupancy is expected to take place in 2028.

Table 1 Project Characteristics

Characteristics	Details
Address	1501 Del Norte Street
APN	8458-020-901
Gross Lot Area	13.56 acres
Net Lot Area	13.19 acres[1]
Residential	
Residential Lot Area	13.19 acres
Number of Residential Units	260 dwelling units
Residential Net Density	19.7 du/ac[2]
Open Space	
Common Open Space	120,168 sf (462 sf/unit)
Private Open Space	46,021 sf (117 sf/unit; min. 60 sf/unit)
Total Open Space	148,333 sf (571 sf/unit)
Parking	
Garage	520 spaces (2 car garage per unit)
Uncovered Guest Parking	88 spaces
Total Parking	**608 spaces**

- sf = square feet
- [1] Upon completion of the proposed project, the residential portion of the site would be reduced to 13.19 acres due to the 0.37-acre extension and dedication of West Del Norte Street from its current terminus east to North Sunset Avenue.
- [2] Residential net density is calculated by dividing the number of proposed units by the net lot size.

Table 2 Townhome Residential Unit Type Summary

Unit Type (Count)	Area (sf)	Bedroom/Bathroom Count	Maximum Height
Detached Single-Family Homes[1]			
Plan 3222 (17)	1,600 sf	3 bedroom, 2.5 bathroom	24'3" (two-story)[1]
Plan 3522 (17)	1,891 sf	4 bedroom, 3 bathroom	24'-6" (two-story)
3-Story Attached Townhomes[2]			
Plan 2532 (52)	1,210 sf	2 bedroom, 2.5 bathroom	37'-10" (three-story)
Plan 1633 (87)	1,497 sf	3 bedroom, 3 bathroom	37'-10" (three-story)
Plan 1638 (87)	1,791 sf	4 bedroom, 4 bathroom	37'-10" (three-story)
Total Housing Units: 260 Homes			

N/A = Not Applicable

[1] Plan 3222 and Plan 3522 include exterior elevations for Spanish and Seaside designs as shown in the Architectural sheets of the Entitlement Package.

[2] All plans for the 3-Story Attached Townhomes would vary among the Spanish and Seaside designs as shown in the Architectural sheets of the Entitlement Package.

2 Environmental Impacts

The following discussion addresses each of the environmental issues studied in the circulated IS-MND, comparing the effects of the proposed project modifications to those analyzed in the circulated IS-MND.

Aesthetics

The circulated IS-MND concluded that the project would have a less than significant impact related to aesthetics. Under the revised project, the elimination of the four-story units with a maximum building height of 37 feet 10 inches would result in reduced overall vertical massing compared to the circulated IS-MND. Accordingly, the revised project would result in reduced impacts relative to the circulated IS-MND regarding scenic vistas, scenic resources within a state scenic highway, lighting or glare, and changes to the City's existing visual character. The revised project maintains the same development footprint; therefore, the revised project would continue to result in less-than-significant aesthetic impacts and would incrementally reduce them relative to the circulated project.

Agriculture and Forestry Resources

The circulated IS-MND concluded project impacts related to agriculture and forestry resources would have no impact. The project site is fully urbanized, developed with vacant school buildings, and is neither zoned nor designated for agricultural use. The California Department of Conservation identifies no Prime, Unique, or Statewide Important Farmland on the site, and the project site is not under a Williamson Act contract. Likewise, the area is not designated as forest land, timberland, or Timberland Production Zone. The revised project would not involve any substantial development changes to land use or changes to construction activities as analyzed in the circulated IS-MND. Therefore, implementation of the revised project would not convert farmland or forest land, nor would it induce surrounding land conversion due to its urban context. Like the circulated IS-MND, no impacts to agriculture and forestry resources would occur.

Air Quality

The circulated IS-MND concluded project impacts to air quality would be less than significant. The revised project would reduce the residential density from 282 units to 260 units, eliminating the four-story stacked flats and replacing them with three-story townhomes. This reduction in unit count and building mass would proportionally lower construction and operational emissions compared to the project analyzed in the circulated IS-MND. Because the overall site layout remains similar and no additional emission generating land uses or equipment is proposed, no new or greater sources of criteria pollutants would occur. Pollutants associated with the revised project would either decrease or remain comparable to those modeled in the circulated IS -MND, remaining below South Coast Air Quality Management District regional thresholds. Likewise, the reduced population and trip generation potential would maintain or improve consistency with the 2022 Air Quality Management Plan growth assumptions. Localized emissions near sensitive receptors would also remain at or below previously analyzed levels due to reduced construction activity and fewer dwelling units. The revised project maintains the same land use type and would not introduce new odor generating uses; construction related odors would remain temporary. Therefore, air quality impacts under the revised project would remain less than significant.

Biological Resources

The circulated IS-MND concluded the project would have a less than significant impact related to biological resources with mitigation included. As discussed in the circulated IS-MND the 13.56-acre project site is urbanized and lacks suitable habitat for special-status plant and wildlife species. Nonetheless, database review of the United States Fish and Wildlife Service (USFWS) Environmental Conservation Online System (ECOS): Information for Planning and Consultation System (IPaC) (USFWS 2025a), USFWS Critical Habitat Portal (USFWS 2025b), USFWS National Wetlands Inventory (NWI) (USFWS 2025c), California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDB) (CDFW 2025a), CDFW Biogeographic Information and Observation System (BIOS) (CDFW 2024b) and California Native Plant Society (CNPS) Online Inventory of Rare, Threatened and Endangered Plants of California (CNPS 2025) identified records or ranges of 35 special status plants and 47 special status wildlife species within the project site vicinity (within a 9-quadrangle search area). Although regional biological databases identify multiple special-status plant and wildlife species in the broader vicinity, the site's disturbed conditions, ornamental vegetation, and lack of native habitat do not support these species. Reduction of the project from 282 units to 260 units, elimination of four-story buildings, and replacement with three-story townhomes would not increase the development footprint and would not introduce new habitat disturbance beyond what was previously analyzed in the circulated IS-MND. Additionally, the revised project minimally increases on-site open space, which would further reduce the potential for ground disturbance impacts.

However, existing ornamental vegetation could support nesting migratory birds protected under the Migratory Bird Treaty Act and California Fish and Game Code, therefore, Mitigation Measure BIO -1 (nesting bird avoidance and pre-construction surveys) remains applicable to the project as revised and would continue to reduce potential impacts to less than significant with mitigation.

The revised project would not introduce new biological impacts, and Mitigation Measure BIO-1 would remain applicable to reduce potential nesting bird impacts to less than significant. Therefore, impacts to biological resources under the revised project would remain less than significant with mitigation incorporated.

Cultural Resources

The circulated IS-MND concluded that the project would have no impact on historical resources, a less than significant impact with mitigation incorporated related to archaeological resources, and a less than significant impact related to disturbance of human remains. The revised project would remove the previously proposed four-story stacked flats which would reduce the total unit count from 282 to 260 and replace them with additional three-story townhomes. This modification would not expand the development footprint and would not introduce new areas of ground disturbance and would not alter the project's land uses or construction activities. Because the revised project would remain within the same site boundaries and construction area, it would not result in a change in the significance of a historical resource, archaeological resource, or human remains.

Furthermore, the revised project would continue to comply with applicable federal, State, and local regulations governing cultural resources. The mitigation measures identified in the circulated IS - MND remain applicable to the revised project. Mitigation Measure CUL-1, which establishes procedures in the event of an unanticipated archaeological discovery during ground -disturbing activities, would continue to apply. Additionally, with adherence to existing regulations (Health and

Safety Code Section 7050.5 and Public Resources Code Section 5097.98), impacts to human remains would be less than significant.

Therefore, with continued adherence to regulatory requirements and implementation of applicable mitigation measures, the revised project would not result in new or more severe cultural resource impacts beyond those identified in the circulated IS-MND.

Energy

The circulated IS-MND concluded that the project would result in less than significant impacts related to energy during both construction and operation. The revised project changes would not expand the development footprint, nor would introduce additional construction activities, and would not add to the operational demand of the project. Rather, the reduction in residential units and building height would reduce or maintain the estimates of energy use associated with construction equipment, hauling, and fuel consumption.

Under the circulated IS-MND, construction activities would be temporary, typical of similar residential developments, and subject to existing fuel-efficiency and idling. These requirements would continue to apply to the revised project. Similarly, project operation would remain subject to California Building Energy Efficiency Standards and CALGreen requirements, including energy - efficient lighting, rooftop solar, high-efficiency appliances, cool roofs, and performance standards that minimize long-term electricity and fuel consumption. Because the revised project would not increase development density and continues to incorporate these design and code requirements, the project would not result in wasteful, inefficient, or unnecessary energy use.

The circulated IS-MND also concluded that the project would not conflict with or obstruct state or local plans for renewable energy or energy efficiency. The revisions would not change land use type, would not alter energy performance commitments, and remain consistent with the intent of the City's Energy Action Plan and statewide energy efficiency regulations. Compliance with CALGreen, Title 24, and the California Energy Code would continue to ensure alignment with applicable energy conservation policies.

Accordingly, the revised project would not result in new or more severe energy impacts beyond those identified in the circulated IS-MND, and no additional mitigation is required.

Geology and Soils

The circulated IS-MND concluded that the project would have less than significant impacts related to geology and soils, including seismic hazards, liquefaction, landslides, unstable soils, expansive soils, and soil erosion, with mitigation incorporated for paleontological resources. The revised project changes would not expand the disturbance footprint, alter grading quantities or depth, nor introduce new construction methods or ground-disturbing activities. As such, the revised project would not increase the risk of geologic or seismic-related hazards beyond those analyzed in the circulated IS-MND.

The project site is not located within an Alquist-Priolo Earthquake Fault Zone, and no known faults traverse the property. Although strong seismic ground shaking could occur regionally, building design would continue to comply with the California Building Code and the recommendations of the Preliminary Geotechnical Due Diligence Study for appropriate structural safety under current seismic standards. The circulated IS-MND also determined that the site has a low liquefaction potential, and the site does not contain slopes capable of landslides and would not create or exacerbate soil instability. The revised project would not modify grading or site topography in a

manner that changes those conclusions, consistent with the circulated IS-MND. During construction, standard regulatory requirements including compliance with the Construction General Permit, preparation of a SWPPP, and implementation of best management practices would continue to minimize erosion and off-site sedimentation. Additionally, subsurface investigations confirmed that on-site soils have very low expansion potential, and the project would connect to the existing public sewer system; no septic systems are proposed. Therefore, risks from expansive soil or wastewater disposal would remain unchanged and less than significant.

As determined in the circulated IS-MND, the potential for unique paleontological resources on site is low due to prior ground disturbance and young alluvium deposits, however there is remote possibility of encountering paleontological resources during excavation. Therefore, with implementation of Mitigation Measure GEO-1 as described in the circulated IS-MND, impacts would be less than significant. Accordingly, the revised project would not result in new or more severe geology, soils, or paleontological impacts compared to the circulated IS-MND, and the previously adopted mitigation would remain applicable.

Greenhouse Gases

The circulated IS-MND concluded that the project would have a less than significant impact related to greenhouse gas (GHG) emissions. Project-generated GHG emissions, including amortized construction emissions and annual operational emissions, would be less than significant and below the SCAQMD screening threshold of 3,000 $MTCO_2e$/yr. The revised project reduces the total unit count from 282 to 260 while increasing on-site open space. These changes would not expand the development footprint or intensify operations and would be expected to maintain or minimally reduce overall GHG emissions compared to the circulated IS-MND. The circulated IS-MND also found the project to be consistent with applicable plans and policies for GHG reduction, including the 2022 CARB Scoping Plan. The revised project would continue to meet these requirements, including meeting CALGreen and Title 24 compliance, infill development, and VMT-reduction strategies. Therefore, the revised project would not result in new or more severe GHG impacts beyond those identified in the circulated IS-MND, and no additional mitigation is required.

Hazards and Hazardous Materials

The circulated IS-MND concluded hazards and hazardous materials impacts to be less than significant with mitigation incorporated for building-related contaminants and potential soil contamination. The revised project changes would not expand demolition areas, increase disturbance, or introduce new hazardous uses. Construction would continue to involve limited quantities of fuels and equipment-related materials subject to existing state and federal handling regulations. Operational hazardous materials would remain typical of residential maintenance. Therefore, the revised project would not create new or more severe hazards related to the routine transport, use, or disposal of hazardous materials.

As previously analyzed, potential building contaminants and unknown subsurface conditions would continue to be addressed through Mitigation Measures HAZ-1 (testing and abatement of asbestos-containing materials, lead-based paint, and polychlorinated biphenyls) and HAZ-2 (phase I ESA and follow-up investigation/remediation as needed). The site is not listed under Government Code Section 65962.5, is not located within 0.25 miles from schools, is not in an airport hazard area, and is not within a wildland fire zone.

Therefore, the revised project would not result in new or more severe hazards and hazardous materials impacts, and Mitigation Measures HAZ-1 and HAZ-2 remain applicable.

Hydrology and Water Quality

The circulated IS-MND concluded that the project would have less-than-significant impacts related to hydrology and water quality. The revised project would not involve any additional development, changes to land uses, or changes to construction activities, as the revised project seeks to eliminate the four-story staked flats and the additional townhomes would be built concurrently with construction of the project as previously analyzed. Because there are no additional construction activities, the revised project would not involve changes in ground disturbance that would violate water quality standards, substantially decrease groundwater supplies, substantially alter existing drainage patterns, or release pollutants in a flood hazard, tsunami, or seiche zone. Furthermore, the revised project would continue to be required to comply with federal, State, and local regulations and policies to ensure a less than significant effect on the environment, including regulations and policies related to hydrology and water quality. Therefore, the revised project would not result in new or more severe impacts related to hydrology and water quality.

Land Use and Planning

The circulated IS-MND concluded that the project would have a less than significant impact related to land use and planning. The project would not physically divide an established community and would be consistent with applicable land use plans and regulations. The revised project reduces overall density bringing the total unit count down from 282 units to 260 units by eliminating the four-story flats for additional three-story townhomes, increasing open space, and maintains the internal circulation and perimeter access points as previously analyzed. These modifications to the project would not introduce new barriers, alter neighborhood connectivity, or change the project orientation in a way that would divide surrounding residential areas.

Similarly, the revised project would continue to be implemented under the Del Norte Specific Plan, which establishes objective development standards that supersede existing zoning. The General Plan Amendment would now apply only to the Residential Medium designation rather than mixed-medium/high densities, and the revised building height cap is lower than the prior analyzed four-story unit type. The revised project changes are more compatible with adjacent single-family neighborhoods and would not create conflicts with land use policies adopted to avoid or mitigate environmental effects. Accordingly, the revised project would not result in new or more severe impacts to land use and planning, and impacts would remain less than significant.

Mineral Resources

The circulated IS-MND concluded there would be no impact related to mineral resources because the site is fully developed, surrounded by urban uses, and not used for or compatible with mineral extraction. Although mapped as MRZ-2, the City's General Plan EIR states that West Covina does not contain mineral resources suitable for recovery. The revised project maintains the same development footprint and land use and would not alter the circulated IS-MND conclusion. No impact would occur.

Noise

The circulated IS-MND concluded that the project would have a less than significant impact related to noise with mitigation incorporated. Construction of the project would temporarily exceed daytime noise thresholds at nearby sensitive receptors to the east and south, requiring mitigation. Short-term construction noise would be reduced to below applicable standards through Mitigation

Measure N-1 (temporary noise barriers) and Mitigation Measure N-2 (restrictions on large equipment near property lines). The circulated IS-MND concluded that operational noise from traffic and residential mechanical equipment would not result in a substantial permanent increase in ambient noise levels, and modeled increases would remain below Federal Transit Administration thresholds and existing ambient conditions. Additionally, groundborne vibration would be less than significant with Mitigation Measure N-2, which avoids the use of heavy bulldozers near adjacent structures. The revised project revisions would not increase duration of construction, equipment needs, or operational noise sources. No new noise-generating land uses are introduced, and mechanical equipment and traffic estimates would remain similar or slightly reduced. Similar to the circulated IS-MND, the revised project would not result in new or more severe noise impacts and Mitigation Measures N-1 and N-2 remain applicable.

Population and Housing

The circulated IS-MND concluded less than significant impacts related to population and housing. The revised project would reduce the total number of units to 260 and, like the circulated IS-MND, would not extend infrastructure beyond that needed to serve the site. Based on an average household size of 3.14 persons, the revised project would generate approximately 816 residents compared to 885 residents analyzed in the circulated IS-MND, representing less than 1 percent of the City's population and well within SCAG 2045 growth forecasts. Additionally, as analyzed in the circulated IS-MND the project would not introduce employment uses or growth-inducing infrastructure. The site does not currently contain housing; therefore, the revised project would not displace any existing residents or dwelling units, and no replacement housing would be required. Impacts would remain less than significant.

Public Services

The circulated IS-MND concluded less than significant impacts related to public services. Like the Circulated IS-MND, the revised project would incrementally increase demand for fire, police, schools, parks, and other public services, but would not require new or expanded facilities that could cause environmental impacts. The revised project reduces total units from 282 to 260, which would decrease population generation compared to the circulated IS-MND and thus the corresponding service demand would also incrementally decrease.

The project site would continue to be served by the West Covina Fire Department and West Covina Police Department. Site access, internal streets, and building design would continue to meet fire code and emergency access standards, and service providers would continue to review plans through the City's permit process. The reduction in units would not increase emergency service needs or necessitate new or expanded facilities.

Public school demand would decrease proportionally and would remain fully mitigated through mandatory school impact fees under Government Code Section 65995. Parks and recreational demand would remain within City service ratios, and the revised project would continue to provide on-site common open space. Therefore, the revised project would not create the need for new or physically altered government facilities, and impacts would remain less than significant.

Recreation

The circulated IS-MND concluded that the project would have a less than significant impact related to recreation. Like the IS-MND circulated, the revised project would not substantially increase demand for existing parks or require new recreational facilities. The revised project reduces the

number of units from 282 to 260, which would further lessen anticipated use of nearby parks. Although the project would replace a portion of former school open space, it would provide approximately 120,168 sf of on-site common open space and would continue to pay the required parkland dedication fees. Therefore, impacts would remain less than significant.

Transportation

The circulated IS-MND concluded the project would have a less than significant impact related to transportation. The revised project would result in fewer dwelling units than analyzed in the circulated IS-MND, lower overall density (<20 du/ac), and reduce building height. These changes would marginally reduce vehicle trip generation, parking demand, and resident population. The site circulation network, driveway locations, and extension and dedication of West Del Norte Street would remain unchanged from the circulated IS-MND, and all required pedestrian and ADA improvements would continue to be provided. Because the revised project maintains the same residential land use, access points, internal circulation, and site plan layout while slightly reducing project density, the revised project would not create transportation related impacts beyond those previously analyzed. Therefore, impacts would remain less than significant.

Tribal Cultural Resources

The circulated IS-MND concluded that the project would have a less than significant impact related to tribal cultural resources with mitigation incorporated. As discussed in the circulated IS -MND, the project has the potential to encounter previously undiscovered tribal cultural resources during ground disturbance, and project-specific tribal consultation under AB 52 and SB 18 with the Gabrieleño Band of Mission Indians–Kizh Nation resulted in requested implementation of additional measures to protect potential intact subsurface resources. Mitigation Measures CUL-1 and TCR-1 through TCR-3 would continue to apply to the revised project, including Native American monitoring, treatment of unanticipated discoveries, and procedures for human remains.

The revised project would result in fewer units within the same development footprint, and construction activities, grading depths, and soil disturbance would remain the same as analyzed in the circulated IS-MND. With implementation of the existing mitigation measures, the revised project would not create impacts beyond those previously analyzed. Like the circulated IS-MND, the revised project would not result in new or more severe impacts to tribal cultural resources, and Mitigation Measures CUL-1 and TCR-1 through TCR-3 would remain applicable.

Utilities and Service Systems

The circulated IS-MND concluded that the project would have a less than significant impact related to utilities and service systems. As analyzed in the circulated IS-MND, the utility and service demands generated by the project would be adequately served by existing infrastructure and available capacity. Additionally, the project site is already served by electric power, natural gas and telecommunications facilities and would not require new or expanded facilities. The revised project would result in fewer units within the same development footprint. Construction activities, utility installation, and demand for water, wastewater, and solid waste services would remain consistent with the circulated IS-MND. Likewise, the revised project would not require or result in the relocation or construction of new or expanded water, wastewater treatment or stormwater drainage, electric power, natural gas, or telecommunication facilities; nor generate demand for water supply or solid waste service. As such, the revised project would not result in new or more

severe impacts related to utilities and service systems and impacts would remain less than significant.

Wildfire

The circulated IS-MND concluded the project would have a less than significant impact related to wildfire. The project site is located in an urbanized area and is not within a State Responsibility Area or any Fire Severity zone. The revised project would develop fewer units within the same disturbed footprint and would not introduce new wildfire risks. The revised project maintains the same development footprint and land use type and would not alter the circulated IS-MND conclusion. No impact would occur.

Mandatory Findings of Significance

The circulated IS-MND found that the project would not substantially degrade the quality of the environment or substantially reduce biological, cultural, or tribal resources with mitigation. The revised project would introduce fewer units within the same development footprint and would not alter grading depths or disturbance areas, consistent with the prior analyzed construction methods and schedule. The site remains urbanized and lacks wildlife corridors or sensitive habitat mitigation measures defined in the circulated IS-MND would remain required. Because the revised project reduces the overall development density and would not expand ground disturbance, the revied project would not create new or more severe impacts compared to the circulated IS-MND, and impacts would remain less than significant with mitigation incorporated.

Conclusion

The revised project would not introduce new land use types or expand the previously analyzed development footprint; therefore, the revised project would not result in any new or increased severity of significant environmental effects beyond those identified in the circulated IS-MND. As such, no additional environmental review or documentation is required for the revised project under CEQA.

List of Preparers

John Moreland, AICP, Director in Charge

Katherine Fikan, Senior Environmental Planner

D R A F T

MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF WEST COVINA
Tuesday, April 28, 2026

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

MOMENT OF SILENT PRAYER/MEDITATION

PLEDGE OF ALLEGIANCE

Commissioner Castellanos Led the Pledge of Allegiance.

ROLL CALL

Present:	Heng, Reyes, Lewis, Becerra
Absent:	Castellanos
City Staff Present:	Cervantes, Rivera, Laymon, Mehta, Anderson

APPROVAL OF MINUTES

1. Regular meeting, March 24, 2026

   The minutes were approved as presented.

ORAL COMMUNICATIONS

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

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

CONSENT CALENDAR

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

NONE

PUBLIC HEARINGS

2. **GENERAL PLAN AMENDMENT NO. 25-01**
ZONE CHANGE NO. 25-01
PRECISE PLAN NO. 25-01
TENTATIVE TRACT MAP NO. 004618
TREE PERMIT NO. 25-10

CEQA MITIGATED NEGATIVE DECLARATION
APPLICANT: Louisa Feletto, Meritage Land Company
LOCATION: 1501 W. Del Norte Street
REQUEST: The applicant is requesting approval of a General Plan amendment, zone change, precise plan, and tentative tract map to construct 34 single-family detached homes, 198 attached townhomes, for a total of 232 residential units. The project includes attached garages, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements on a 13.62-acre site. A tree removal permit is required to remove one significant tree on the site. The applicant is proposing to donate 1.45 acres on the northeast section of the property to the City for park purposes.

The project also involves a request for a General Plan Amendment to change the general plan land-use designation from Civic: Schools to Neighborhood Medium Density and Parks and Open Space. In addition, the project involves a Zone Change to change the zoning from Single Family Residential (R-1) to Specific Plan No. 33 (Del Norte Specific Plan) and Open Space (O-S).

Contract Planner Jeff Anderson presented the staff report.

Chair Becerra opened the public hearing.

The applicant, Louisa Feletto, representing Meritage Homes, delivered a presentation and thanked City staff for their collaboration throughout the process. She concluded her presentation and offered to answer questions from Commission.

PROPONENTS:
3 residents spoke in favor.

OPPONENTS:
6 residents spoke in opposition.

Residents spoke in favor of the project, highlighting the applicant's revisions, reduced density, and return of the baseball field, while asking how impact fees would benefit the area; opponents raised concerns about traffic, parking, safety, and density, questioned neighborhood impacts and public noticing, and urged the City to add traffic calming, manage parking, improve design features, and ensure project funds directly benefit the local community.

The applicant addressed concerns, outlined required project fees, and supported keeping funds within District 1 if feasible. She confirmed traffic calming and safety measures are included and invited the traffic consultant to speak. The traffic consultant explained the proposed traffic calming strategies and addressed traffic related concerns.

Chair Becerra opened the floor for Commissioners' questions to the applicant and traffic consultant.

Commissioner Lewis raised questions on parkland interest, Del Norte sidewalk improvements, CC&R garage requirements, disclosure of adjacent uses, irrigation/utility coordination for future park use, ballfield

design for younger users, and feasibility of partial undergrounding and streetlight service on Nora and Del Norte.

Commissioners discussed the project with the traffic consultant and applicant. The traffic consultant confirmed the developer will fund impact fees toward a future traffic signal at Roland to improve safety and circulation. The housing program includes a 10% set-aside with $15,000 assistance per unit; commissioners noted affordability concerns given the $600K–$800K price range. The park/ball field will remain, with coordination with the school district for safety, and the project includes 66 guest parking spaces in compliance with code.

Chair Becerra closed public hearing after discussion.

Commissioner Lewis and staff held a discussion regarding SB 330 fees.

The public hearing was reopened to allow the applicant to speak on SB 330. Commissioners raised concerns regarding parking. The applicant stated that buyers are informed of parking limitations at the time of purchase.

Commissioner Lewis requested and received clarification from the City Attorney regarding additional public comment. The Commission's discretion was confirmed, and limited testimony was allowed.

Chair Becerra reopened the public hearing with a one-minute limit per speaker.

Six residents provided public comment on fees, parking, traffic, and drainage. The applicant responded to the comments, and the public hearing was then closed.

Commissioner Lewis requested clarification on Housing Element inclusion; staff confirmed the site was not included.

The Commissioners discussed potential recommendations including parking, traffic, sidewalks, field improvements, CC&R, and utility underground.

Commissioner Lewis motioned to not recommend approval by City Council. This motion failed.

A new Motion by Chair Becerra, seconded by Commissioner Heng, to recommend approval to the City Council, subject to additional conditions addressing improvements to the baseball field, increase in guest parking, address traffic issues, underground utilities, and modification to garage parking in CC&R's to the extent feasible and lawful.

Motion passed 3–1 Lewis, with Castellanos absent.

3. **CODE AMENDMENT NO. 26-01**
CEQA GENERAL EXEMPTION
LOCATION: Citywide
REQUEST: The Project includes amendments to Chapter 26 (Development Code) of the West Covina Municipal Code to establish objective and reasonable development standards for supportive housing and transitional housing, amend the land use regulations to limit hotel and motel conversions to the Regional Mixed Use (RMU) zone, and amends the procedures for processing Planning applications, including the establishment of resubmittal deadlines. The proposed code amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

Deputy Community Development Director Cervantes presented the staff report for Code Amendment No. 26-01, proposing updates to Chapter 26 to establish standards for supportive and transitional housing, regulate hotel/motel conversions, and implement application processing deadlines. Staff recommended

adoption of the resolution and CEQA exemption.

There was a discussion by the Commission and staff. Clarification was provided that the amendment does not change State-permitted uses but adds objective standards and identifies hotel conversions in the code.

Chair opened the public hearing.

PROPONENTS:
NONE

OPPONENTS:
NONE

Chair closed the public hearing.

Motion by Lewis, seconded by Reyes, to adopt the resolution recommending City Council approval of Code Amendment No. 26-01, with a modification requiring hotel/motel conversions in RMU zones to be subject to a Conditional Use Permit (CUP), where allowed. Motion passed 4-0 (Castellanos absent) and will be forwarded to City Council.

NON-HEARING ITEMS

4. Fiscal Year 2026-27 Capital Improvement Program Finding of Conformance with the General Plan.

   Deputy Community Development Director Cervantes introduced the item, and CIP Project Manager Roberto presented the Fiscal Year 2026–2027 Capital Improvement Program (CIP), requesting a finding of conformance with the General Plan. Staff recommended approval.

   There was a discussion by the Commission and staff regarding specific projects, including signage, drainage, and carryover items.

   Motion by Lewis, seconded by Heng, to find the CIP in conformance with the General Plan, with noted exceptions and modifications. Motion passed 4–0, with Castellanos absent.

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

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

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

NONE

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Deputy Community Development Director Cervantes provided updates on upcoming City events, including a free compost giveaway May 2 at City Yard, a landscaping workshop May 9 at Cortes Park Community and Senior Cente, a Memorial Day celebration with luncheon May 25 at Civic Center, and the City's first Electric Boba Festival and Night Market May 30 at Civic Center. He also announced that Maria will be leaving her position for another city and was thanked for her service.

Commissioner Reyes was introduced and briefly shared his background in small business ownership and real estate, emphasizing transparency, accountability, and community-focused decision-making.

The meeting was adjourned in memory of Francis Griffith and Dave Stewart, both recognized for their contributions to the West Covina community and public service.

CITY COUNCIL ACTION

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

NONE

ADJOURNMENT

Chair Becerra adjourned the meeting at 10:45 p.m.

Respectfully submitted:
Norma Villalobos
Administrative Assistant II

AGENDA ITEM NO. 11

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **REPORT ON JOB VACANCIES AND RECRUITMENT AND RETENTION EFFORTS PURSUANT TO ASSEMBLY BILL 2561**

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

Effective January 1, 2025, Assembly Bill (AB) 2561 modified the Meyers-Milias-Brown Act ("MMBA") to update California Government Code section 3502.3 ("Section 3502.3"). This modification introduced new requirements for public agencies to annually report vacant positions, recruitment, and retention efforts. Section 3502.3 requires the City to present the status of vacancies and recruitment and retention efforts during a public hearing before the City Council at least once per fiscal year. The presentation must be done prior to the adoption of the City's final budget. Section 3502.3 also requires the City to identify any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process during the hearing and allow bargaining units to make a presentation at the hearing. If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, the City must provide additional information regarding vacancies and recruitments upon request of that bargaining unit.

In adopting (AB) 2561, the Legislature expressly found and declared that: (a) vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements; (b) high job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges; and (c) there is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

DISCUSSION:

In Fiscal Year 2026-27, the City of West Covina is authorized for 330 full-time employees (excludes Council Members). The City's overall vacancy rate is currently 9%. The vacancy rate for each bargaining group is summarized below:

Bargaining Group	FT Employees Budgeted	Vacancies	Vacancy Rate
Confidential	25	1	4.0%
Department Heads	10	2	20.0%
Firefighters Association - FF/FFPM/ENG	66	5	7.6%
Fire Management	3	1	33.3%
General	27	2	7.4%
Maintenance & Crafts	34	6	17.6%
Mid-Management	28	3	10.7%
Non-Sworn Safety Support	31	5	16.1%
Police Management	8	0	0.0%
Police Officers	93	3	3.2%
Total	325	28	9.0%

*(FF-FIREFIGHTER, FFPM-FIREFIGHTER PARAMEDIC, & ENG-ENGINEER
Employee retention remains a key priority, with the City seeking better ways of recruitment and retention of high-quality employees as a strategic goal.

The Fire Management Association Bargaining Unit (BU) has a vacancy rate over 20%. There are 3 budgeted positions in the FMA BU with 1 vacancy in the Fire Department.

Bargaining Group	FT Employees Budgeted	Vacancies	Department	6/8/26 Update
Fire Management Association	Assistant Fire Chief	1	Fire	Recruitment in Process
Total		1		

The Assistant Fire Chief recruitment closed on June 12, 2026, pending examination process.

The Department Head Group also has a vacancy rate over 20%. Department Heads are unrepresented and City Management is in the process of hiring the following vacancies.

Bargaining Group	FT Employees Budgeted	Vacancies	Department	6/8/26 Update
Department Head	Public Safety Director	1	Public Safety	Recruitment Pending
Department Head	Public Works Director	1	Public Works	Recruitment Pending
Total		2		

The City is working to fill these positions. The City Manager is working with Human Resources to get a permanent Public Works Director.

Despite ongoing efforts, maintaining a competitive compensation package remains challenging as other agencies continually update salaries and benefits. To address this, the City is committed to negotiating agreements with bargaining groups to provide competitive pay increases and enhanced benefits. Additionally, market studies play a crucial role in ensuring compensation remains attractive for top talent.

Over the past year, the City has implemented several initiatives to strengthen recruitment and retention, including:

- Exploring new advertising methods and platforms to enhance recruitment initiatives.
- Boosting social media presence to attract and engage prospective employees.
- Enhancing the City's branding as an employer of choice, reinforcing its reputation as a desirable workplace.

These initiatives reflect the City's dedication to attracting and retaining top-tier employees while navigating the challenges of an evolving job market. The City continues to monitor vacancies and assess strategies to assist in recruiting and retaining high-quality employees.

LEGAL REVIEW:

The City Attorney's Office did not review the staff report.

OPTIONS:

The City Council has the following options:
1. Receive and file this report; or
2. Provide alternative direction to staff on the Fiscal Year 2026-27 Proposed FTE budgeted positions through June 30, 2026.

Prepared by: Carmelita Underwood, Human Resources /Risk Management Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Attachments

Attachment No. 1 - AB2561 Public Hearing Presentation

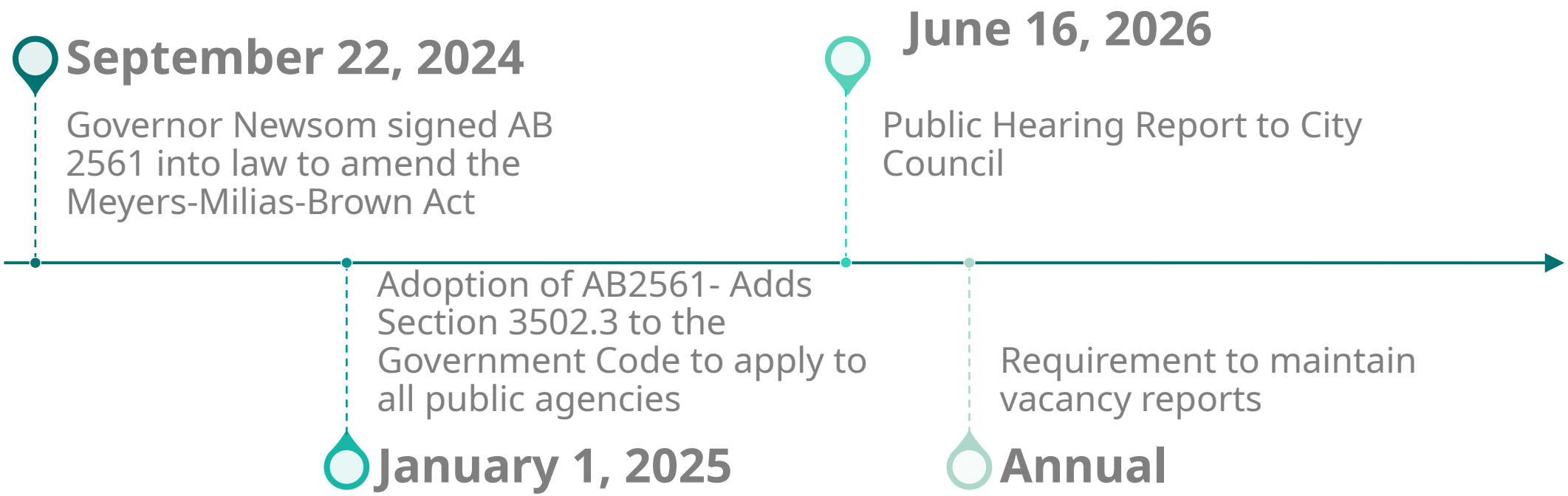
CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

Attachment
No. 1

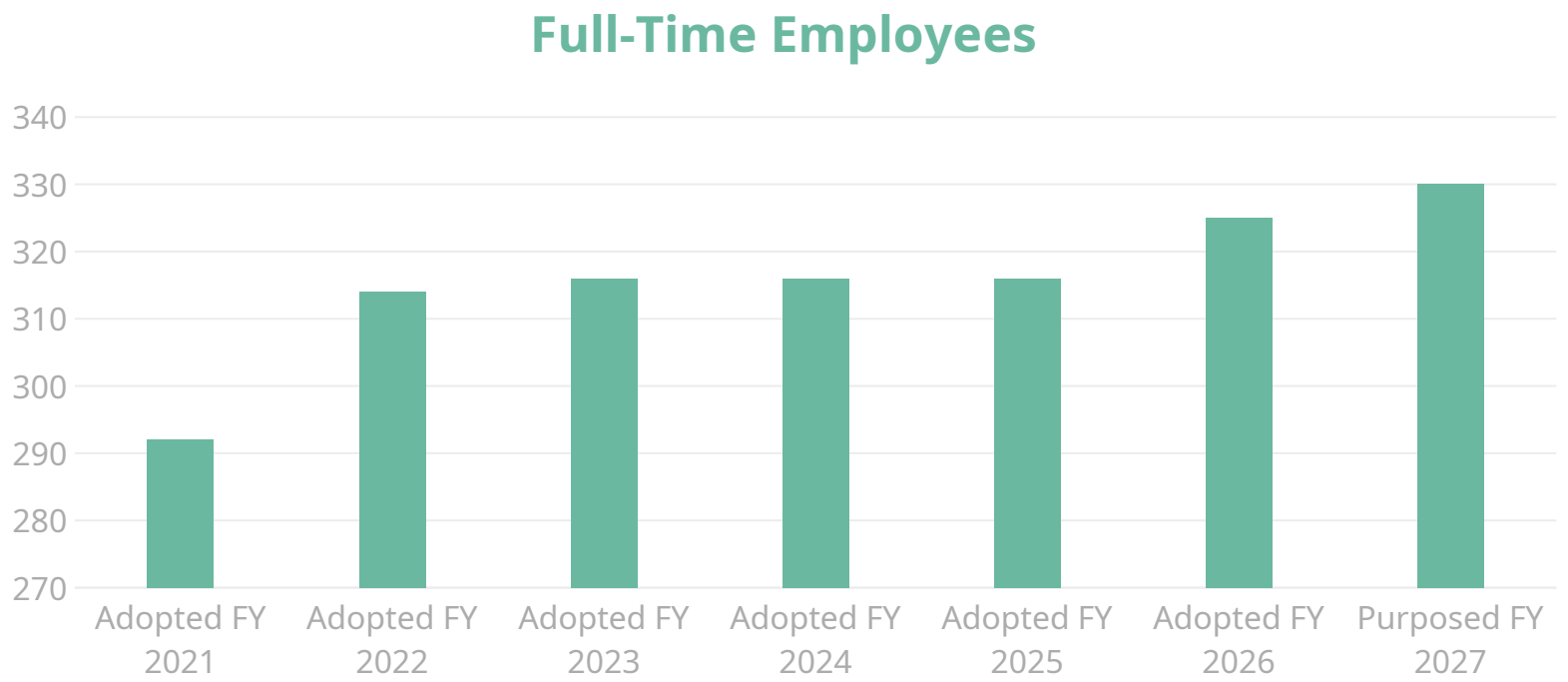
AB2561: Public Hearing on Job Vacancies & Recruitment and Retention Efforts

COUNCIL MEETING 6/16/2026

Background


September 22, 2024
Governor Newsom signed AB 2561 into law to amend the Meyers-Milias-Brown Act
January 1, 2025
Adoption of AB2561- Adds Section 3502.3 to the Government Code to apply to all public agencies
June 16, 2026
Public Hearing Report to City Council
Annual
Requirement to maintain vacancy reports

Citywide Staffing Levels



Requirements



- Presentation at a public hearing at least once per fiscal year prior to adopting an annual budget.
- Required information for presentation:
  1. “Status” of vacancies
  2. “Recruitment and retention efforts”
  3. Identify any necessary changes to polices, procedures, and recruitment activities that “may lead to obstacles in the hiring process”.
- Must allow the recognized employee organization for a bargaining unit to make a presentation at the hearing.

Recruitment Process

Each department requests their recruitment and coordinates with Finance for budgeted FTE.

All job descriptions are reviewed and updated as needed prior to opening a position.

Once the job description is finalized, the position is posted and published to all major job boards.

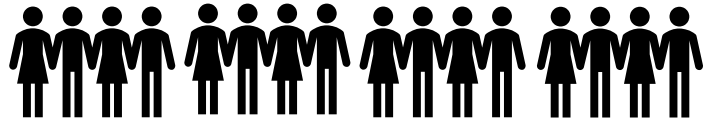
We use an online application tracking system to ensure all candidates are systematically reviewed.

HR pre-screens all candidates and works with the hiring manager to create a screening and interview plan that best suits the position.

After candidates are interviewed, the hiring manager selects a candidate, an offer is created and signed by the Human Resources Director.

- Fiscal Year 2025-26, the City authorized 325 full-time employees.
- Fiscal Year 2026-27, the proposed budget includes 330 full-time employees (new hire and reclassifications).
- The City's overall vacancy rate as of June 16, 2026 is 9%.
- There are 28 vacancies citywide as of June 16, 2026





Vacancies - Overall

Vacancies by Bargaining Group

Bargaining Group	FT Employees Budgeted	Vacancies	Vacancy Rate
GENERAL	27	2	7.4%
MID-MANAGEMENT	28	3	107%
PUBLIC SAFETY SUPPORT	31	5	16.1%
FIREFIGHTER ASSOCIATION FF/FFPM/ENG.	66	5	7.6%
MAINTENANCE & CRAFTS	34	6	17.6%
POLICE OFFICERS	93	3	3.2%
CONFIDENTIAL	25	1	4.0%
FIRE MANAGEMENT	3	1	33.3%
POLICE MANAGEMENT	8	0	0.0%
DEPARTMENT HEADS	10	2	20.0%
TOTAL	**325**	**28**	**9.0%**

Bargaining Group	FT Employees Budgeted	Vacancies
DH	PUBLIC SAFETY DIRECTOR	1
DH	PUBLIC WORKS DIRECTOR	1
FMA	ASSISTANT FIRE CHIEF	1
	Total	**3**

Bargaining Group over 20% Vacancy Rate

FIRE DEPARTMENT

Assistant Fire Chief recruitment is currently open.

Firefighter/Paramedics four (4) pending background investigations

Department	Position	No. of Vacancies
FIRE		6
	ASSISTANT FIRE CHIEF	1
	FIRE ENGINEER	1
	FIREFIGHTER /PARAMEDIC	4

Assistant Fire Chief recruitment has been open and is scheduled to close on June 12, 2026. Upon completion of this recruitment, we will be in compliance with the AB2561.

There are no open recruitment for Fire Engineer.

A total of four (4) Firefighter/Paramedic candidates are currently pending their background investigations.

POLICE DEPARTMENT

There are ongoing recruitments for Officers, Jailer and Public Safety Dispatchers.

Department	Position	No. of Vacancies
POLICE		6
	JAILER	1
	POLICE OFFICER	2
	POLICE SERGEANT	1
	PUBLIC SAFETY DISPATCHER	2

Police Officer Laterals were interviewed June 8, 2026. The E-List has been provided to the department for candidate selection.

Jailer interviews have concluded on June 4, 2026. E-List has been provided to department for candidate selection.

Public Safety Dispatcher position has 2 vacancies. Testing will begin in July 2026.

PUBLIC WORKS

Public Works Director recruitment pending.

Recruitment efforts continue to focus on identifying candidates whose qualifications and experiences is a strong fit.

Department	Position	No. of Vacancies
PUBLIC WORKS		7
	FLEET SERVICES COORDINATOR	1
	MAINTENANCE WORKER II	5
	PUBLIC WORKS DIRECTOR	1

Fleet Service Coordinator specifications are in the process of getting updated for a recruitment.

Maintenance Worker II interviews have been completed; Eligibility list has been prepared.

Public Works Director recruitment was opened on June 9, 2026.



Recruitment & Retention Challenges & Efforts

Challenges

- Maintaining competitive compensation package for all bargaining groups
- Not offering remote or hybrid positions as a general policy

Retention Efforts

- Opportunity for annual merit increase.
- We promote a positive workplace culture with activities like quarterly teambuilding events, potlucks, monthly birthday celebrations, & recognition of other life events.
- Developing an internship program and partnering with local educational institutions.
- Enhancing employee's onboarding experience.
- Encouraging professional development.
- Exploring new advertising methods and enhancing social media presence.
- Continuing to enhance City's branding as an employer of choice.

AGENDA ITEM NO. 12

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-45 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

BACKGROUND:

Article XIII B of the California Constitution imposes an appropriations limit on units of state and local governments. In response to a perception that government spending was increasing without any controls, in 1979, the voters passed Proposition 4, "The Gann Initiative," which is now included in the California Constitution as Article XIII B. This article limits the amount of appropriations (related to tax proceeds) that state or local governments can establish each year.

The appropriations of tax proceeds excludes revenues from the following sources:

- Special Benefit Assessments
- Licenses and Permits
- Franchise Fees
- Developer Fees
- Fines, Forfeitures and Penalties
- Other Governmental Restricted Revenues
- Gas Taxes
- User Fees

The following revenue sources are subject to the appropriations limit:

- Property Taxes
- Sales and Use Taxes
- Business License Taxes
- Transient Occupancy Taxes
- Other Taxes

Appropriations for debt-financed capital outlays (e.g., the Civic Center, Cameron Community Center, Golf Course and Big League Dreams bonds) are not subject to the limit.

Pursuant to Article XIII B and its implementing legislation, set forth in Sections 7901-7914 of the California Government Code, the annual appropriations limit must be calculated by adjusting the prior year's appropriation limit for changes in the cost of living and population growth. Each year, the City must calculate the limit using the following formula:

Fiscal Year 2026-2027 Appropriation Limit
x Cumulative Growth Factor (1)
= Current Year Appropriation Limit

(1) Inflation change factor (change in California per capita personal income from the preceding year or change in the local assessment roll from the preceding year due to the addition of non-residential new construction) multiplied by population change factors (change in population for either the City or the County).

Factors are calculated using the following formula:
(Percentage Change + 100) / 100 = Factor

DISCUSSION:

The City may choose one of the following factors to use for inflationary adjustment: (a) the growth in California per capita personal income from the preceding year, or (b) the growth in the non-residential assessed property valuation due to new construction within the City. For change in population, the City may choose to use either: (a) the change in population within the City, or (b) the change in population within the County. These two adjustment factors (one for inflation and one for population) are both annual elections for the City in determining its appropriations limit for the following Fiscal Year.

For the Fiscal Year (FY) 2026-27 calculation, the City is electing to use the change in population within the City as its population change factor, and the growth in California per capita personal income as its inflation factor, as detailed in Attachment No. 1. Such selections must be reflected in the recorded vote of the City Council per the requirements of Article XIII B and California Government Code section 7901. Therefore, the resolution (Attachment No. 2) reflects such selections. These have been the selections in the last 5 years.

Based on the formula outlined above, staff calculated the FY 2026-27 appropriations limit for the City of West Covina to be $212,879,359. The City's proceeds from taxes are projected at $72,970,730, which is less than the appropriations limit.

Documentation used in the establishment of the appropriations limit was made available for public inspection on June 1, 2026 and is available for public inspection in the Finance Department.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Attachments

Attachment No. 1 - Appropriations Limit Calculations Fiscal Year 2026-27
Attachment No. 2 - Resolution No. 2026-45

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability

ATTACHMENT NO. 1

APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the State Constitution, commonly referred to as the "Gann Limit", was adopted when California's voters approved Proposition 4 in November 1979. The limit has been modified by two subsequent initiatives--Proposition 98 in 1988 and Proposition 111 in 1990--but its basic framework remains in place today.

Article XIII B places an annual limit on the appropriation of tax proceeds that can be made by the state, school districts and local governments in California. These limits are based on the amount of appropriations in the 1978-79 "base" year, as adjusted each year for population growth and cost-of-living factors. State and local governments are precluded from retaining any "excess revenues" above the limit. Article XIII B also requires the state to reimburse local governments for the cost of certain state mandates. The limit is different for every agency and changes each year.

For Fiscal Year 2026-27, the estimated tax proceeds appropriated by the West Covina City Council are under the limit. The Appropriations Limit for Fiscal Year 2026-27 is $212,879,359. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in Fiscal Year 2026-27. The appropriations subject to the limit are $72,970,730 leaving the City with an appropriations capacity under the limit of $139,908,629.

APPROPRIATIONS LIMIT CALCULATION - FISCAL YEAR 2026-27

Part I - Calculation of Appropriations Limit		
Appropriations Limit - Fiscal Year 2025-26:		$ 203,129,159
Change in Per Capita Personal Income (5.95%)	1.0495 [(a)]	
Change in City Population (-0.14%):	0.9986 [(a)]	
Calculation of Growth Factor (1.0595 x 0.9986)		1.0480
Appropriations Limit - Fiscal Year 2026-27:		$ 212,879,359
Part II - Appropriations Subject to the Limit		
Proceeds from Taxes		$ 72,970,730
Less: Debt Service Payments		-
Total Appropriations Subject to the Limit		$ 72,970,730
Part III - Calculation of Appropriations Over/Under the Limit		
Appropriations Limit - Fiscal Year 2026-27:		$ 212,879,359
Less: Appropriations Subject to Limitation		(72,970,730)
Total Appropriations Under the Limit		$ 139,908,629

[(a)] Source: State of California, Department of Finance, Price and Population Information, May 2026

ATTACHMENT NO. 2

RESOLUTION NO. 2026-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, pursuant to Article XIII B of the California Constitution ("Article XIII B") and California Government Code section 7910, the City Council must, by resolution, establish its appropriations limit and make other necessary determinations for the upcoming fiscal year, which commences July 1, 2026 and ends June 30, 2027; and

WHEREAS, pursuant to Article XIII B, as amended, and California Government Code provisions implementing Article XIII B, the total annual appropriations limit must be calculated by adjusting the prior year's appropriations limit for changes in the cost of living and population growth; and

WHEREAS, pursuant to Section 8(e) of Article XIII B, to determine the change in the cost of living, the City may select, by a recorded vote of the City Council, either (a) the percentage change in California per capita personal income from the preceding year, or (b) the percentage change in the local assessment roll from the preceding year due to the addition of non-residential new construction in the City; and

WHEREAS, pursuant to Section 8(f) of Article XIII B and Section 7901(b) of the California Government Code, the City may, by a recorded vote of the City Council, choose to use the percentage change in population within the City or within the County of Los Angeles to determine the change in population; and

WHEREAS, Section 7910 of the California Government Code requires that the City make the documentation used in the determination of the appropriations limit publicly available at least fifteen (15) days prior to the meeting; and

WHEREAS, the City Council has elected to utilize the percentage change in California per capita personal income from the preceding year of 5.95% to calculate the change in cost of living, and the population percentage increase for the City of West Covina of -0.14% to calculate the change in population; and

WHEREAS, such documentation was made available for public inspection at least fifteen (15) days prior to June 16, 2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The appropriations limit for the City of West Covina for Fiscal Year 2026-2027 is established in the amount of $212,879,359.

SECTION 2. The City Council, by recorded vote of the City Council in adopting this Resolution, selects and determines that, for purposes of establishing the appropriations limit for Fiscal Year 2026-2027, “change in the cost of living” shall be the percentage change in California per capita personal income from the preceding year.

SECTION 3. The City Council, by recorded vote of the City Council in adopting this Resolution, selects and determines that, for purposes of establishing the appropriations limit for Fiscal Year 2026-2027, “change in population” shall be the population increase for the City of West Covina.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 16th day of June, 2026.

_____
Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-45 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick, CMC
Assistant City Clerk

AGENDA ITEM NO. 13

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF ADOPTING FISCAL YEAR 2026-27 WEST COVINA COMMUNITY SERVICES FOUNDATION BUDGET**

RECOMMENDATION:

It is recommended that the Board of Directors of the West Covina Community Services Foundation:

1. Approve, adopt, and appropriate the Operating Budget for the West Covina Community Services Foundation for Fiscal Year 2026-27.
2. Authorize the City Manager to approve the reallocation of appropriations from one activity to another within a fund upon review by the Finance Department, provided there is no change in the scope of service delivery level or increase in the appropriation as approved by the Board of Directors.
3. Authorize the City Manager to approve appropriations made for donations and grants received during the 2026-27 Fiscal Year up to $60,000 per source or grantor upon review of the Finance Department, provided there are no matching requirements.

BACKGROUND:

On February 1, 2005, the City of West Covina authorized the formation of the West Covina Community Services Foundation (Foundation), a California Public Benefit Corporation. According to the bylaws, the Foundation was organized for charitable purposes and its primary purposes and objectives consist of: (1) providing services beneficial to the public interest by seeking to offer, improve, or expand services that enhance the quality of life for residents, (2) preserving public buildings, structures, and documents of historical significance to the community; (3) qualifying and being more competitive when seeking to acquire grant funding; (4) receiving gifts of funds for public purposes; and (5) pursuing any other opportunities available that would benefit the public interest.

The Foundation does this by receiving gifts of funds from donors for specific purposes (i.e., 4th of July Celebration, Summer Concerts, etc.).

On May 19, 2026, staff presented the proposed FY 2026-27 budget to City Council, acting as the Board of Directors of the Community Services Foundation, for consideration.

DISCUSSION:

No changes have been made to the FY 2026-27 expenditures since the budget was proposed on May 19, 2026. The attached budget will appropriate funds to allow expenditures in FY 2026-27.

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Provide alternative directions.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

West Covina Community Services Foundation estimated revenues is $204,200 and expenditures of $204,000, which is projected to result in a $200 surplus. Fund Balance is projected at June 30, 2027 at $200.

Attachments

Attachment No. 1 - Foundation Budget FY 2026-27

CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
Maintain Good Intergovernmental Relations
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

West Covina Community Services Foundation, Inc.
PROPOSED BUDGET FY 2026-27

	FY 2024-25 BUDGET	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2025-26 ESTIMATE	FY 2026-27 PROPOSAL	INCREASE/ (DECREASE)
Revenues:						
Donations:						
Police	$ -	$ 210,000	$ -	$ 100	$ 100	$ -
Fire	-	4,480	-	790	100	(690)
Community Services	-	50,145	-	40,000	-	(40,000)
Cal Street Hockey Rink	-	-	-	-	72,000	72,000
Duke "Maverick" Baseball	-	-	-	-	10,000	10,000
State of City	-	-	50,000	28,000	50,000	22,000
Special Events:						
Community Services	60,000	53,952	60,000	10,000	-	(10,000)
State of City	50,000	51,593	-	-	25,000	25,000
Citywide	-	-	-	-	40,000	40,000
Senior Center	-	-	-	-	7,000	7,000
Total Revenues	$ 110,000	$ 370,170	$ 110,000	$ 78,890	$ 204,200	$ 125,310
Expenditures:						
Explorer Program	$ -	$ 5,882	$ -	$ -	$ -	$ -
Fire Donation Expense	-	-	-	1,290	-	(1,290)
Miscellaneous Expense	-	2,462	-	-	-	-
Police Donation Expense	-	-	210,000	207,900	-	(207,900)
Police Wall of Honor	3,300	-	3,300	3,300	-	(3,300)
Senior Center Events	-	-	-	-	7,000	7,000
Special Events:						
July 4th Event	-	37,267	-	-	-	-
Let It Snow	-	-	-	2,258	-	(2,258)
State of the City	-	78,626	-	79,291	75,000	(4,291)
Summer Concerts	-	32,958	-	8,850	-	(8,850)
Super Moon Festival	-	1,160	-	-	-	-
Citywide Events	110,000	612	110,000	286	40,000	39,714
Park/Field Improvements	-	-	-	-	82,000	82,000
Tax Filings	-	1,055	-	810	-	(810)
Total Expenditures	$ 113,300	$ 160,021	$ 323,300	$ 303,985	$ 204,000	$ (99,985)
Revenue over Expenditures	$ (3,300)	$ 210,149	$ (213,300)	$ (225,095)	$ 200	$ 225,295
Fund Balance, Beginning	$ 14,946	$ 14,946	$ 225,095	$ 225,095	$ (0)	
Fund Balance, Ending	$ 11,646	$ 225,095	$ 11,795	$ (0)	$ 200	

AGENDA ITEM NO. 14

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **CONSIDERATION OF ADOPTING FISCAL YEAR 2026-27 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2026-44 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2026-27

BACKGROUND:

The budget sets forth a strategic resource allocation plan and serves as a policy document, financial plan, operations guide, and communication device all in one. Through the budget document, the City demonstrates its accountability to its residents, customers, and community.

This year's budget process began with a budget survey that was made available to the public from January to April 2026. City held three (3) Community Budget Workshops on April 20, 2026, April 22, 2026, and April 23, 2026 regarding the proposed budget and solicited and received input from the public. On May 5, 2026, the proposed FY 2026-27 budget and the Long Range Financial Forecast were presented to City Council.

The FY 2026-27 Proposed budget is available online at:
https://www.westcovina.gov/271/Annual-Budget .

DISCUSSION:

No changes have been made to the FY 2026-27 expenditures since the budget was proposed on May 5, 2026. The attached resolution will appropriate funds to allow expenditures in FY 2026-27 and includes the schedule of authorized positions.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

West Covina's all funds estimated revenues is over $162.0 million and expenditures over $148.4 million, which is projected to result in $13.6 million surplus. All funds projected fund balance at June 30, 2027 is over $172.5 million.

General Fund estimated revenues is over $99.8 million and expenditures over $99.7 million, which is projected to result in approximately $107,896 surplus. General Fund projected ending fund balance at June 30, 2027 is over $26.0 million, which exceeds the minimum reserve requirement of 18% or $15.4 million.

Attachments

Attachment No. 1- 2026-44 Budget Adoption for FY 26-27

CITY COUNCIL GOALS & OBJECTIVES:
Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Address Homeless Issues
A Creative and Active Community
A Well-Planned Community
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities
Enhance City Image and Effectiveness
An Accessible Community

RESOLUTION NO. 2026-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2026-27

The City Council of the City of West Covina finds and declares as follows:

WHEREAS, at its regular meeting on May 5, 2026, the City Council received and filed the proposed Fiscal Year 2026-27 Operating and Capital Improvement Plan Budget, and scheduled it for consideration at the June 16, 2026 City Council meeting; and

WHEREAS, on April 20, 2026, April 22, 2026, and April 23, 2026, the City held Community Budget Workshops regarding the proposed budget and solicited and received input from the public regarding the proposed budget for Fiscal Year 2026-27; and

WHEREAS, the City also solicited and received input from the public in the form of an online Budget Survey, which was available to the public from January 2026 through April 2026; and

WHEREAS, the City Manager has presented to the City Council a proposed budget for Fiscal Year 2026-27 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City Council has considered the proposed budget and input from the public and desires to approve and adopt the Fiscal Year 2026-27 Operating and Capital Improvement Plan Budget for the City, West Covina Public Financing Authority, West Covina Housing Authority and Successor Agency to the Former West Covina Redevelopment Agency; and

WHEREAS, the Operating and Capital Improvement Program Budget for the City of West Covina, West Covina Public Financing Authority, West Covina Housing Authority, and Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2026-27 ("Fiscal Year 2026-27 Budget") is attached hereto as Exhibit A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Fiscal Year 2026-27 Budget, as prepared and submitted by the City Manager and as modified by the City Council, is hereby approved, adopted and

appropriated. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty (30) days and shall be certified by the City Clerk as having been adopted by this resolution.

SECTION 2. The budget for the Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2026-27, as prepared and submitted by the Executive Director and as modified by the Agency Board Members and included in the Fiscal Year 2026-27 Budget, is hereby approved, adopted and appropriated, on the express condition that said budget be published the same as a separate component of the City of West Covina's budget, and further conditioned on the City of West Covina, its General Fund and all its various other accounting funds are not obligated to finance or fulfill any Successor Agency obligations. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk/Secretary within thirty (30) days and shall be certified by the City Clerk/Secretary as having been adopted by this resolution.

SECTION 3. From the effective date of the Fiscal Year 2026-27 Budget, appropriations may be reallocated from one activity account to another within a fund upon review by the Finance Department and approval of the City Manager or his/her designee, provided there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council.

SECTION 4. As necessary, appropriations may be made for donations and grants received during the fiscal year up to $60,000 per source or grantor upon review by the Finance Department and approval of the City Manager or his/her designee. Donations and grant awards with matching requirements, or exceeding $60,000 from a single source or grantor, require City Council approval.

SECTION 5. The approved budgets for the Capital Improvement Program remain as authorized appropriations for the individual capital projects until these capital projects are completed. Any unexpended authorized appropriations for each capital project is automatically carried over from fiscal year to fiscal year, until the funds of the individual capital project are expended or the capital project is canceled. Following the completion of the individual capital projects, the unexpended appropriations of each completed capital project shall be canceled and the capital projects funding sources shall be released from their unexpended funding commitment.

SECTION 6. The City Council hereby authorizes and approves the number and classification of employees in the respective functions, departments and/or activities set forth in the Schedule of Full-Time Positions attached hereto as Exhibit B. No increase shall be made in the number of authorized full-time positions without City Council approval. However, the City Manager is authorized to transfer positions within existing position classifications and reorganize departments under the City Manager's authority, if in the City Manager's judgment such actions will result in a higher degree of efficiency of overall operations of the City.

SECTION 7. At the close of the 2025-26 Fiscal Year, unexpended encumbered

appropriations in the Operating Budget may be carried forward to the 2026-27 Fiscal Year upon review by the Finance Department and approval of the City Manager or his/her designee for the expense of outstanding purchase commitments and programs.

SECTION 8. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED on this 16th day of June, 2026.

_____
Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-44 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 16th day of June, 2026, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick, CMC
Assistant City Clerk

Summary of All Funds

	Estimated Fund Balance 07/01/2026	Estimated 2026-2027 Revenue	Projected 2026-2027 Expenditures	Tranfers In (Out)	Projected 2026-2027 Surplus (Deficit)	Projected Fund Balance 06/30/2027
General Fund						
110 General Fund	25,958,071	99,673,560	85,762,503	(13,803,161)	107,896	26,065,967
TOTAL GENERAL FUND	**25,958,071**	**99,673,560**	**85,762,503**	**(13,803,161)**	**107,896**	**26,065,967**
Special Revenue Funds						
116 State Asset Forfeiture	314,742	6,220	-	-	6,220	320,962
117 Equitable Sharing-USDOJ	1,183,034	245,000	1,427,600	-	(1,182,600)	434
118 Equitable Sharing-Treasury	4,349,552	72,350	3,712,000	-	(3,639,650)	709,902
119 Air Quality Improvement Trust	494,454	155,700	400	-	155,300	649,754
120 Prop A Discretionary	835,475	109,700	-	-	109,700	945,175
121 Prop A	1,911,680	2,781,892	3,050,000	-	(268,108)	1,643,572
122 Prop C	2,638,454	2,444,472	2,285,092	-	159,380	2,797,834
124 Gasoline Tax	701,251	3,013,200	2,014,184	-	999,016	1,700,267
127 Police Donations	25,342	1,800	6,070	-	(4,270)	21,072
128 Transportation Development Act	452,168	95,542	-	-	95,542	547,710
129 AB 939	2,052,033	375,700	29,510	-	346,190	2,398,223
130 Bureau of Justice Asst.	-	23,940	23,940	-	-	-
131 Community Dev. Block Grant	2,841,894	800,000	519,054	-	280,946	3,122,840
133 Safer Grant	-	-	-	-	-	-
138 ABC Grant	-	-	-	-	-	-
140 STP Local	-	2,360,211	-	-	2,360,211	2,360,211
143 LA County Park Bond	(9,045)	75,830	-	-	75,830	66,785
144 Highway Safety Improvement Progran	(1,833,785)	9,709,272	-	-	9,709,272	7,875,487
145 Waste Mgt Enforcement Grant	824,125	39,059	56,926	-	(17,867)	806,258
146 Senior Meals Program	(61,510)	324,900	263,390	-	61,510	(0)
149 Used Oil Block Grant	3,747	16,000	1,730	-	14,270	18,017
150 Inmate Welfare	2,534	70	1,000	-	(930)	1,604
153 Public Safety Augmentation	(191,951)	901,940	820,418	-	81,522	(110,429)
155 COPS/SLESF	17,471	331,510	340,558	-	(9,048)	8,423
156 USDOJ COVID	-	-	-	-	-	-
158 CRV Recycling Grant	93,588	-	-	-	-	93,588
159 Summer Meals Program	-	-	-	-	-	-
179 ARPA Local Fiscal Recovery Funds	-	329,494	329,494	-	-	-
181 Maintenance District #1	4,735,476	836,900	566,861	-	270,039	5,005,515
182 Maintenance District #2	1,449,577	363,200	363,346	-	(146)	1,449,431
183 WC CSS CFD	510,585	122,410	148,600	-	(26,190)	484,395
184 Maintenance District #4	2,163,227	1,209,390	1,197,638	-	11,752	2,174,979
186 Maintenance District #6	257,525	168,530	284,856	-	(116,326)	141,199
187 Maintenance District #7	311,867	179,430	362,847	-	(183,417)	128,450

Summary of All Funds

	Estimated Fund Balance 07/01/2026	Estimated 2026-2027 Revenue	Projected 2026-2027 Expenditures	Tranfers In (Out)	Projected 2026-2027 Surplus (Deficit)	Projected Fund Balance 06/30/2027
188 Citywide Maintenance District	232,091	1,906,180	2,460,244	373,000	(181,064)	51,027
189 Sewer Maintenance	18,980,189	4,721,470	2,621,117	-	2,100,353	21,080,542
190 Auto Plaza Improvement District	90,514	96,370	59,540	-	36,830	127,344
191 General Plan Update	313,944	140,000	-	-	140,000	453,944
197 Measure W Stormwater	5,497,273	1,471,620	917,134	-	554,486	6,051,759
205 PEG Fund	388	290	-	-	290	678
207 OTS Grants	(17,365)	101,620	35,120	-	66,500	49,135
208 Justice Programs (OJP)	-	-	-	-	-	-
210 LA County Grant - 1st District	-	-	-	-	-	-
212 Art In Public Places	773,483	15,530	-	-	15,530	789,013
218 Homeland Security Grant	(45,578)	153,578	108,000	-	45,578	-
220 WC Community Svcs Foundation	5,904	-	1,000	-	(1,000)	4,904
221 Police Private Grants	1,000	-	-	-	-	1,000
222 WC Chamber of Commerce	7,558	150	-	-	150	7,708
224 Measure R	5,835,663	1,913,574	1,539,090	-	374,484	6,210,147
225 CDBG - R	3,445	-	-	-	-	3,445
231 Advanced Traffic Mgt System	-	-	-	-	-	-
232 Non-Federal Grants	-	-	-	-	-	-
233 Taskforce Reg. Autotheft Prev.	31,478	-	-	-	-	31,478
234 Officer Wellness & Mental Health	497	610	-	-	610	1,107
235 Measure M	7,743,438	2,611,640	1,369,540	-	1,242,100	8,985,538
236 Measure A	(1,200)	1,222,100	340,000	-	882,100	880,900
237 SB1 - Road Maintenance Rehab	5,131,586	3,061,700	1,000,000	567,200	2,628,900	7,760,486
238 Law Enforcement Tobacco Grant	214,179	-	-	-	-	214,179
239 CA Bureau of State Comm. Corr.	-	-	-	-	-	-
240 Measure H	370,575	122,255	273,182	-	(150,927)	219,648
241 CASP Certification & Training	122,872	3,390	-	-	3,390	126,262
242 Sportsplex	1,800	558,100	1,248,864	690,764	-	1,800
820 Successor Housing Agency	18,944,560	158,100	432,150	-	(274,050)	18,670,510
TOTAL SPECIAL REVENUE FUNDS	**90,311,804**	**45,351,939**	**30,210,494**	**1,630,964**	**16,772,409**	**107,084,212**

Summary of All Funds

	Estimated Fund Balance 07/01/2026	Estimated 2026-2027 Revenue	Projected 2026-2027 Expenditures	Tranfers In (Out)	Projected 2026-2027 Surplus (Deficit)	Projected Fund Balance 06/30/2027
Capital Project Funds						
160 Capital Projects	7,831,724	-	2,555,000	-	(2,555,000)	5,276,724
161 Construction Tax	242,502	6,300	-	-	6,300	248,802
162 Information Technology	352,442	416,600	84,870	-	331,730	684,172
164 Police Facilities Dev. Impact Fees	149,308	-	-	-	-	149,308
165 Fire Facilities Dev. Impact Fees	156,260	-	-	-	-	156,260
166 Park Facilities Dev. Impact Fees	216,852	-	-	-	-	216,852
167 Admin. Facilities Dev. Impact Fees	48,459	-	-	-	-	48,459
168 PW Facilities Dev. Impact Fees	22,669	-	-	-	-	22,669
169 Park Acquisition Fund	2,406,503	47,900	-	-	47,900	2,454,403
170 PDF A - Del Norte	1,279,333	26,390	-	-	26,390	1,305,723
171 PDF B Palm View	1,704,600	35,330	-	-	35,330	1,739,930
172 PDF C Orangewood - Ca	1,752,695	37,140	-	-	37,140	1,789,835
173 PDF D Walmerado-Cam.	-	-	-	-	-	-
174 PDF E - Cortez	86,620	1,750	-	-	1,750	88,370
175 PDF F - Gal-Wogrov-Cam	344,150	6,910	-	-	6,910	351,060
176 PDF G - S.O./Ging/Shakes	-	-	-	-	-	-
177 PDF H - Friendship	82,865	1,710	-	-	1,710	84,575
180 Future Street Improvements	428,172	171,400	-	-	171,400	599,572
TOTAL CAPITAL PROJECT FUNDS	**17,105,154**	**751,430**	**2,639,870**	**-**	**(1,888,440)**	**15,216,714**
Debt Service Fund						
300 Debt Service - City	19,284,248	1,402,686	16,052,513	13,644,641	(1,005,186)	18,279,062
TOTAL DEBT SERVICE FUND	**19,284,248**	**1,402,686**	**16,052,513**	**13,644,641**	**(1,005,186)**	**18,279,062**

Summary of All Funds

	Estimated Fund Balance 07/01/2026	Estimated 2026-2027 Revenue	Projected 2026-2027 Expenditures	Tranfers In (Out)	Projected 2026-2027 Surplus (Deficit)	Projected Fund Balance 06/30/2027
Internal Service Funds						
361 Self Insurance General/Auto Liab	(453,097)	5,375,890	6,549,100	-	(1,173,210)	(1,626,307)
363 Self-Insurance Workers' Comp	(3,660,887)	4,248,005	4,248,005	-	-	(3,660,887)
365 Fleet Management	263,938	1,615,149	1,615,149	-	-	263,938
367 Vehicle Replacement	1,030,797	20,770	-	100,000	120,770	1,151,567
368 Retirement Health Savings Plan	377,825	7,580	-	-	7,580	385,405
369 Other Post Employment Benefits	1,942,129	38,980	-	-	38,980	1,981,109
TOTAL INTERNAL SERVICE FUNDS	**(499,295)**	**11,306,374**	**12,412,254**	**100,000**	**(1,005,880)**	**(1,505,175)**
Enterprise Funds						
375 Police Enterprise	615,815	663,330	668,594	-	(5,264)	610,551
TOTAL ENTERPRISE FUND	**615,815**	**663,330**	**668,594**	**-**	**(5,264)**	**610,551**
Private Purpose Trust Funds						
810 Redevelopment Obligation Ret.	2,601,219	2,892,544	584,163	(1,675,698)	632,683	3,233,902
811 Successor Agency Merged DS	(2,976,783)	-	-	-	-	(2,976,783)
815 Successor Agency Admin.	-	-	100,809	103,254	2,445	2,445
853 CFD Debt Service	6,504,141	-	1,300	-	(1,300)	6,502,841
TOTAL PRIVATE PURPOSE TRUST FUNDS	**6,128,577**	**2,892,544**	**686,272**	**(1,572,444)**	**633,828**	**6,762,404**
GRAND TOTAL	**158,904,374**	**162,041,862**	**148,432,501**	**-**	**13,609,362**	**172,513,736**

Schedule of Positions

	FY 2023-24 Actual	FY 2024-25 Actual	Original Budget FY 2025-26	Estimated FY 2025-26	Adopted Budget FY2026-27
Administration					
Full-time					
ASSISTANT CITY MANAGER	2	1	2	2	2
ASSISTANT TO THE CITY MANAGER	0	1	1	1	1
CITY MANAGER	1	1	1	1	1
EXEC ASSISTANT TO CITY MANAGER	1	1	1	1	1
SR ADMINISTRATIVE ASSISTANT	1	1	1	1	1
Full-time Total	**5**	**5**	**6**	**6**	**6**
Administration Total	**5**	**5**	**6**	**6**	**6**
City Clerk					
Full-time					
ASSISTANT CITY CLERK	1	1	1	1	1
DEPUTY CITY CLERK	1	1	1	2	2
Full-time Total	**2**	**2**	**2**	**3**	**3**
Part-time					
OFFICE ASSISTANT I	1	1	1	1	1
Part-time Total	**1**	**1**	**1**	**1**	**1**
City Clerk Total	**3**	**3**	**3**	**4**	**4**
Community Development					
Full-time					
ADMINISTRATIVE ASSISTANT I	1	1	1	1	1
ADMINISTRATIVE ASSISTANT II	1	1	1	1	1
ECON DEV PROJECT COORDINATOR	2	2	1	1	1
ECON DEV/HOUSING MANAGER	1	1	1	1	1
PLANNING ASSISTANT	1	1	1	1	1
PLANNING ASSOCIATE	1	1	1	1	1
PROJECT MANAGER	1	1	1	1	1
SR ADMINISTRATIVE ASSISTANT	1	1	1	1	1
COMM DEVELOPMENT DIRECTOR	0	0	0	0	1
DEPUTY COMM DEVELOP DIRECTOR	1	1	1	1	0
Full-time Total	**10**	**10**	**9**	**9**	**9**
Part-time					
INTERN	1	1	1	2	1
OFFICE AIDE III	1	1	1	1	1
PLANNING AIDE	1	1	1	1	1
Part-time Total	**3**	**3**	**3**	**4**	**3**
Community Development Total	**13**	**13**	**12**	**13**	**12**

Schedule of Positions

	FY 2023-24 Actual	FY 2024-25 Actual	Original Budget FY 2025-26	Estimated FY 2025-26	Adopted Budget FY2026-27
Community Services					
Full-time					
ADMINISTRATIVE ASSISTANT I	1	1	1	1	1
COMMUNITY SERVICES COORDINATOR*	5	5	5	5	5
DEPUTY COMM SVS DIRECTOR	1	1	1	1	1
HEAD COOK	1	1	1	1	1
RECREATION SERVICES SUPERVISOR	1	1	1	1	0
COMMUNITY SERVICES MANAGER	0	0	0	0	1
Full-time Total	**9**	**9**	**9**	**9**	**9**
Part-time					
ASSISTANT COOK	1	1	1	1	1
DAY CARE DIRECTOR	3	3	3	3	3
DAY CARE TEACHER	3	3	3	3	3
OFFICE AIDE I	1	1	1	1	1
RECREATION LEADER*	35	35	35	35	43
RECREATION SITE COORDINATOR*	9	9	9	9	11
Part-time Total	**52**	**52**	**52**	**52**	**62**
Community Services Total	**61**	**61**	**61**	**61**	**71**
Finance					
Full-time					
ACCOUNTANT I	0	0	0	1	1
ACCOUNTING TECHNICIAN II	2	2	2	2	2
ACCOUNTANT II	2	2	2	1	1
ACCOUNTING MANAGER	0	0	1	1	1
ASSISTANT FINANCE DIRECTOR	1	1	1	1	1
COMPUTER SERVICES TECHNICIAN	1	1	1	1	1
FINANCE DIRECTOR	1	1	1	1	1
GIS ANALYST	1	1	1	1	1
INFORMATION TECH ANALYST I	1	1	1	1	1
PAYROLL SPECIALIST	2	2	2	0	0
PURCHASING MANAGER	1	1	1	1	1
SENIOR ACCOUNTANT	1	1	0	0	0
SR ADMINISTRATIVE ASSISTANT	1	1	1	1	1
PAYROLL ANALYST	0	0	0	1	1
PAYROLL SPECIALIST II	0	0	0	1	1
MEDIA PRODUCTION SPECIALIST	0	0	0	0	1
INFORMATION TECH MANAGER	1	1	1	1	1
Full-time Total	**15**	**15**	**15**	**15**	**16**
Part-time					
CABLE PRODUCTION ASSISTANT	1	1	1	1	0
INTERN	1	1	1	1	1
USER SUPPORT SPECIALIST	1	1	1	1	1
Part-time Total	**3**	**3**	**3**	**3**	**2**
Finance Total	**18**	**18**	**18**	**18**	**18**

Schedule of Positions

	FY 2023-24 Actual	FY 2024-25 Actual	Original Budget FY 2025-26	Estimated FY 2025-26	Adopted Budget FY2026-27
Fire					
Full-time					
ADMINISTRATIVE AIDE	2	2	2	2	2
ASSISTANT FIRE CHIEF	3	3	3	3	3
FIRE CAPTAIN	15	15	15	15	15
FIRE CHIEF	1	1	1	1	1
FIRE ENGINEER	15	15	15	15	15
FIRE PROTECTION SPECIALIST	1	1	1	1	1
FIREFIGHTER	9	9	9	9	7
FIREFIGHTER/PARAMEDIC	27	27	27	27	29
MANAGEMENT ANALYST I	1	1	0	0	0
SR ADMINISTRATIVE ASSISTANT	1	1	1	0	0
DEPUTY FIRE MARSHAL	0	0	1	1	0
EXE ASSISTANT TO THE FIRE CHIEF	0	0	0	1	1
Full-time Total	**75**	**75**	**75**	**75**	**74**
Part-time					
FIRE PROTECTION SPECIALIST	2	2	1	1	1
DEPUTY FIRE MARSHAL	0	0	0	0	1
Part-time Total	**2**	**2**	**1**	**1**	**2**
Fire Total	**77**	**77**	**76**	**76**	**76**
Human Resources					
Full-time					
HUMAN RESOURCES DIRECTOR	0	0	1	1	1
HUMAN RESOURCES MANAGER	1	1	1	1	1
HUMAN RESOURCES ANALYST I	1	1	1	1	1
SR HUMAN RESOURCES TECHNICIAN	1	1	1	1	1
HUMAN RESOURCES TECHNICIAN	0	1	0	0	0
Full-time Total	**3**	**4**	**4**	**4**	**4**
Part-time					
OFFICE AIDE III	1	1	0	1	1
Part-time Total	**1**	**1**	**0**	**1**	**1**
Human Resources Total	**4**	**5**	**4**	**5**	**5**

Schedule of Positions

	FY 2023-24 Actual	FY 2024-25 Actual	Original Budget FY 2025-26	Estimated FY 2025-26	Adopted Budget FY2026-27
Police					
Full-time					
CODE ENFORCEMENT SUPERVISOR	1	1	1	1	1
COMMUNICATIONS MANAGER	1	1	1	1	1
COMMUNICATIONS SUPERVISOR	4	4	4	4	4
COMMUNITY SERVICES OFFICER	8	8	8	8	8
CRIMINAL JUSTICE RES ANALYST I	1	1	1	1	1
FORENSIC SPECIALIST SUPERVISOR	1	1	1	1	1
JAILER	6	6	6	6	6
LEAD JAILER	1	1	1	0	0
POLICE CAPTAIN	2	2	2	2	2
POLICE CHIEF	1	1	1	1	1
POLICE CORPORAL	17	17	17	17	17
POLICE LIEUTENANT	6	6	6	6	6
POLICE OFFICER	58	58	63	63	61
POLICE OFFICER RECRUIT	5	5	10	10	10
POLICE RECORDS MANAGER	1	1	1	1	1
POLICE RECORDS SPECIALIST I	5	5	5	3	3
POLICE RECORDS SPECIALIST II	2	2	2	4	4
POLICE RECORDS SUPERVISOR	1	1	1	1	1
POLICE SERGEANT	13	13	13	13	13
PUBLIC SAFETY DISPATCHER	8	8	8	8	6
SR ADMINISTRATIVE ASSISTANT	1	1	1	1	1
SR COMMUNICATIONS OPERATOR	4	4	4	4	4
VICTIM ADVOCATE	1	1	1	1	1
POLICE EXECUTIVE ADMINISTRATOR	0	0	0	1	1
POLICE JAIL SUPERVISOR	0	0	0	1	1
SENIOR ADMINISTRATIVE ASSISTANT	1	1	1	0	0
POLICE ADMIN SERVICES MANAGER	1	1	1	0	0
EXEC ASSISTANT TO THE POLICE CHIEF	0	0	0	1	1
Full-time Total	**150**	**150**	**160**	**160**	**156**
Part-time					
OFFICE AIDE III	2	2	2	2	2
PD RESERVE COMMANDER	1	1	1	1	1
PD RESERVE OFFICER - LEVEL 1	1	1	1	1	2
PD RESERVE OFFICER - LEVEL 3	1	1	1	1	1
PD RESERVE SERGEANT - LEVEL 1	1	1	1	0	0
POLICE BACKGROUND INVESTIGATOR	3	3	3	3	3
POLICE CADET	9	9	9	9	9
PD RESERVE OFFICER - LEVEL II	1	1	1	2	2
PD RESERVE LIEUTENANT - LEVEL 1	0	0	0	0	1
Part-time Total	**19**	**19**	**19**	**19**	**21**
Police Total	**169**	**169**	**179**	**179**	**177**

Schedule of Positions

	FY 2023-24 Actual	FY 2024-25 Actual	Original Budget FY 2025-26	Estimated FY 2025-26	Adopted Budget FY2026-27
Public Safety					
Full-time					
CODE ENFORCEMENT DIRECTOR	1	1	1	1	1
CODE ENFORCEMENT MANAGER	0	0	1	1	1
CODE ENFORCEMENT SUPERVISOR	1	0	0	0	1
CODE ENFORCEMENT OFFICER	4	4	4	4	9
Full-time Total	**6**	**5**	**6**	**6**	**12**
Part-time					
CODE ENFORCEMENT OFFICER	6	7	12	12	12
Part-time Total	**6**	**7**	**12**	**12**	**12**
Public Safety Total	**12**	**12**	**18**	**18**	**24**
Public Works					
Full-time					
ADMINISTRATIVE ASSISTANT II	1	1	1	1	0
BUILDING MAINT LEAD WORKER	1	1	1	1	1
ELECTRICIAN I	1	1	1	1	1
ELECTRICIAN II	1	1	1	1	1
EQUIPMENT OPERATOR	1	1	1	1	1
FLEET SERVICES COORDINATOR	0	1	1	0	1
MAINTENANCE LEAD WORKER	2	2	2	2	2
MAINTENANCE SVCS COORDINATOR	3	2	2	3	1
MAINTENANCE WORKER II	22	22	22	22	23
MAINTENANCE WORKER III	4	4	4	4	4
MANAGEMENT ANALYST I	1	1	1	1	1
OFFICE ASSISTANT I	0	0	0	0	1
PUBLIC WORKS SUPERINTENDENT	1	1	1	1	1
STREET MAINTENANCE SUPERVISOR	0	1	1	1	0
PUBLIC WORKS DIRECTOR	0	0	0	0	1
PUBLIC WORKS DEPUTY DIRECTOR	1	1	1	1	0
SENIOR MAINTENANCE SUPERVISOR	1	0	0	0	0
MANAGEMENT ANALYST II	0	0	0	0	1
Full-time Total	**40**	**40**	**40**	**40**	**40**
Part-time					
MAINTENANCE ASSISTANT	1	1	1	1	0
OFFICE AIDE I	3	3	3	0	0
OFFICE AIDE III	0	0	0	2	1
Part-time Total	**4**	**4**	**4**	**3**	**1**
Public Works Total	**44**	**44**	**44**	**43**	**41**
Grand Total	**406**	**407**	**421**	**423**	**434**

*COMMUNITY SERVICES COORDINATOR- Only 4 positions were funded; 1 position remains unfunded.

*RECREATION LEADER- Only 35 positions were funded; 8 position remains unfunded.

*COMMUNITY SERVICES COORDINATOR - Only 9 positions were funded; 2 position remains unfunded.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 16, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, City Manager

SUBJECT: **REVIEW OF COUNCIL'S ALLOWANCE AND COUNCIL EXPENSE AND REIMBURSEMENT POLICY**

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

At the May 19, 2026 City Council meeting, the Council requested to review the City Council allowances and City Council Expense and Reimbursement Policy.

The City Council initially adopted a Council Expense and Reimbursement Policy on April 4, 2006 to comply with Assembly Bill (AB) 1234, which requires a governing body to adopt a written policy, at a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses if the local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties.

The City Council most recently amended the Council Expense and Reimbursement Policy on November 7, 2023 through the adoption of Resolution No. 2023-90 (Attachment No. 1). Pursuant to the Expense and Reimbursement Policy, the amount expensed by City Officials shall not exceed the amount budgeted by the City.

Any unused allowance balance at fiscal year-end may roll over to the following year. Upon expiration of a City Official's term, any remaining balance in the allowance account reverts back to the General Fund. At the November 7, 2023 Council meeting, the City Council also approved a budget amendment that increased City Council allowances to $5,000 through the adoption of Resolution No. 2023-89. The City has budgeted $5,000 for City Council allowances in each fiscal year since.

City Council allowances may be used for expenditures related to conferences, community events, telephone and internet services, City-related travel, and other expenditures necessary for the performance of official City business.

DISCUSSION:

The City's annual budget includes for City Council allowances. The table below lists the Council allowance and expenditures from July 1, 2023 to May 14, 2026 (see Attachment No. 2 for details).

`	Council Member	Allowance – Rollover	Allowance	Expenditures	Available Allowance
FY 2023-24	O Cantos	$(94.94)	$5,000.00	$3,753.34	$1,151.72
	R Diaz	$778.82	$5,000.00	$3,837.28	$1,941.54
	B Guiterrez	N/A	N/A	N/A	N/A
	L Lopez-Viado	$2,614.07	$5,000.00	$0.00	$7,614.07
	T Wu	$2,159.19	$5,000.00	$517.47	$6,641.72
FY 2024-25	O Cantos	$1,151.72	$5,000.00	$3,306.84	$2,544.88
	R Diaz	$1,941.54	$5,000.00	$166.28	$6,775.26
	B Guiterrez	$0.00	$5,000.00	$2,772.43	$2,227.57
	L Lopez-Viado	$7,614.07	$5,000.00	$855.82	$11,758.25
	T Wu	$6,641.72	$5,000.00	$1,116.53	$10,525.19
*FY 2025-26	O Cantos	$2,544.88	$5,000.00	$1,201.08	$6,343.80
	R Diaz	$6,775.26	$5,000.00	$0.00	$11,775.26
	B Guiterrez	$2,227.57	$5,000.00	$4,046.29	$3,181.28
	L Lopez-Viado	$11,758.25	$5,000.00	$1,890.11	$14,868.14
	T Wu	$10,525.19	$5,000.00	$186.47	$15,338.72

* July 1, 2025 to May 31, 2026

As reflected in the table above, annual allowance balances vary among Council Members based on individual expenditure levels and the policy provision allowing unused balances to roll over from year to year. As a result, some Council Members have accumulated significant available balances.

LEGAL REVIEW:

The City Attorney's Office has reviewed this staff report.

OPTIONS:

The City Council has the following options:

1. Receive and file this report;
2. Eliminate allowance rollovers;
3. Cap accumulated allowance balances;
4. Adjust annual allowance amount; or
5. Provide alternative direction.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact associated with receiving and filing this report. Any future amendments to the City Council Expense and Reimbursement Policy that increase annual allowance or modify reimbursement provisions may have a fiscal impact and would be presented to the City Council for consideration at a future meeting.

Attachments

Attachment No. 1 - Revised Council Expense and Reimbursement Policy
Attachment No. 2 - Council Allowance Expenditures

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations

ATTACHMENT NO. 1

RESOLUTION NO. 2023-90

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A REVISED COUNCIL EXPENSE & REIMBURSEMENT POLICY

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, the Mayor and City Councilmembers are appropriated annual individual allowances which can be used for a variety of expenses incurred in conducting official City business;

WHEREAS, Assembly Bill (AB) 1234, codified at California Government Code Section 53232 et seq., requires the City Council to adopt a written policy specifying the types of occurrences that qualify a member of the City Council to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, AB 1234 allows the policy to specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If the policy does not specify such rates, the City is required to use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in IRS Publication 463, or any successor publication; and

WHEREAS, the City of West Covina takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City of West Covina; and

WHEREAS, activities that provide such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;

2. Participating in regional, state, and national organizations whose activities affect the City of West Covina;

3. Attending educational seminars designed to improve officials' skill and information levels; and

4. Promoting public service and morale by recognizing such service; and

WHEREAS, the City of West Covina recognizes the value of professional conferences, educational seminars, meetings, and training for City officials; and

WHEREAS, the City of West Covina recognizes that (1) legislative and other regional, state, and federal agency business is frequently conducted over meals; (2) sharing a meal with regional, state, and federal officials is frequently the best opportunity for a more extensive and focused communication about the City of West Covina's concerns; and (3) each meal expenditure must comply with the limits and reporting requirements of local, state, and federal laws; and

WHEREAS, on November 1, 2016, City Council adopted a Council Expense & Reimbursement Policy; and

WHEREAS, the Council Expense & Reimbursement Policy requires updates; and

WHEREAS, in adopting a revised Council Expense & Reimbursement Policy, it is the intent of the City Council to establish guidelines that comply with California law for the reimbursement of City officials for their reasonable expenses associated with travel, meals, lodging, and other actual and necessary expenses incurred in the performance of their official duties as City officials; and

WHEREAS, the Council Expense & Reimbursement Policy satisfies the requirements of Government Code sections 53232.2 and 53233.3; and

WHEREAS, the Council Expense & Reimbursement Policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources; and

WHEREAS, the Council Expense & Reimbursement Policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and

WHEREAS, the Council Expense & Reimbursement Policy provides guidance to elected and appointed officials on the use and expenditure of City of West Covina resources, as well as the standards against which those expenditures will be measured.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the revised City of West Covina Council Expense & Reimbursement Policy, attached hereto as Exhibit A.

SECTION 2. The Council Expense & Reimbursement Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer, and the City Clerk.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-90 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES: Cantos, Diaz, Lopez-Viado, Wu
NOES:
ABSENT: Tabatabai
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CITY OF WEST COVINA
COUNCIL EXPENSE & REIMBURSEMENT POLICY

The following Council Expense & Reimbursement Policy ("Policy") establishes guidelines and requirements regarding the use and expenditure of City of West Covina resources, and the standards against which those expenditures will be measured.

This Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer, and the City Clerk.

I. Expense Fund Allocations

Incurred expenses shall not exceed the balance for each City Official assigned allowance balance sheet account. Upon initial appointment and at the beginning of each fiscal year, the full amount budgeted for City Official allowances will be expensed and added to the corresponding allowance balance sheet account for each City Official. The amount expensed shall not exceed the amount budgeted by the City. The balance in the allowance balance sheet account may rollover each year. After expiration of a City Official's term, funds left in the allowance balance sheet account will be credited back to the General Fund.

As explained in Section VIII (Credit Card Use) of this Policy, all purchases made with a City credit card shall be deducted from the yearly allowance. In addition, allowable purchases not made with a City credit card shall be reimbursed to the City Official.

II. Authorized Expenses

City funds, equipment, supplies (including letterhead and business cards), titles, and staff time may be used only for authorized City of West Covina business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other requirements of this Policy are met, including the reporting requirements contained in Section IX (Expense Report Content and Submission Deadline) of this Policy:

- Communicating with representatives of regional, state, and national government on City of West Covina adopted policy positions;
- Attending educational seminars or courses designed to improve officials' skill and information levels;
- Participating in regional, state, and national organization activities, whose activities affect the City of West Covina's interests;
- Recognizing service to the City of West Covina (gift not to exceed $50.00 in cost or value);

- Attending City of West Covina events; and

- Implementing a City-approved strategy for attracting or retaining businesses to the City of West Covina, which typically involves at least one staff member.

III. Expenses Requiring Prior Approval

The following expenses require prior approval by the City Council at a public meeting:

- International travel;

- Expenses which exceed the annual limits established for each office holder; and

- Expenses not otherwise authorized under this Policy.

IV. Non-Reimbursable Expenses

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- The personal portion of any trip;

- Political or charitable contributions or events;

- Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children or pet-related expenses;

- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events, recreational activities (including, but not limited to, gym, massage and/or golf related expenses), or other cultural events;

- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and

- Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

V. Cost Control

In order to conserve City resources and to keep expenses within community standards for public officials, expenditures should adhere to the guidelines set forth in the following sections. If an expense is incurred which exceeds the approved level(s), the amount paid or reimbursed by the City will be limited to the cost(s) that fall within the guidelines.

VI. Travel

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

1. **Airfare.** Airfares that are equal or less than those available through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, airfare rates that do not exceed the median retail price for airfare for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

2. **Automobile**. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. City Officials receiving an auto allowance are not eligible for mileage reimbursement.

3. **Car Rental.** Rental rates that are equal or less than those available through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, car rental rates that do not exceed the median retail price for car rental for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable. The Internal Revenue Service mileage rates

will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

4. **Taxi/Shuttle/Vehicles for Hire.** Taxi, shuttle fares and other vehicles for hire may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

1. **Conference Lodging.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the conference in question if such rates are available at the time of booking. If the group rate is not available, see next section.

2. **Other lodging.** Travelers must request government rates, when available. See www.dgs.ca.gov/travel for a listing of hotels that offer government rates in different areas. Lodging rates that are equal or less than government rates through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be reasonable and shall be reimbursable for purposes of this Policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

C. Meals

City Officials shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed the standard federal per diem rate or per diem rate for non-standard areas (NSAs) as set by the U.S. General Services Administration.

Such amounts will be automatically adjusted based on the General Services Administration rates by geographic area without further action by the City Council. Rates can be found at www.gsa.gov.

The City shall **not** pay for alcohol or bar expenses.

D. Incidentals

Incidental expenses are fees and tips given to porters, baggage carriers, hotel staff and staff on ships and shall not exceed $5 per day.

E. Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

F. Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $20.00 per day, if Internet access is necessary for City-related business.

G. Airport Parking

The most economical parking option, such as long-term parking, must be used for travel exceeding 24 hours.

VII. Cash Advance

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager 30 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the City of West Covina;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the City treasury within 30 business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Policy.

In the event the Finance Director is uncertain as to whether an individual's request complies with this Policy, such individual must seek resolution from the City Council.

VIII. Credit Card Use

The City does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. The City's credit card may be used for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this Policy must be submitted within 10 business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

IX. Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

> All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this Policy. For example, if the meeting is with a legislator, the City Official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

City Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

The City Manager or his/her designee is responsible for the specific review of all advance and expense reimbursement requests to ensure adherence to this Policy.

X. Audits of Expense Reports

All expenses are subject to verification that they comply with this Policy.

XI. Reports to Governing Board

At the next regular meeting of the City Council, each official shall briefly report on any Brown Act meetings attended at the City's expense, as well as any conferences, educational seminars or meetings with legislators or other government officials.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.

XII. Compliance with Laws

City Officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All City expenditures are public records subject to disclosure under the Public Records Act and may be subject to other state and federal laws.

XIII. Changes to Policy

Any change to this Policy shall be approved by the City Council at a regularly scheduled public meeting.

XIV. Penalties for Violation of this Policy

Under state law, misuse of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- Loss of reimbursement privileges;
- A demand for restitution to the City;
- Civil penalties of up to $1,000 per day and three times the value of the resources used;
- Prosecution for misuse of public resources; and
- The City's reporting the expenses as income for the elected official to state and federal tax authorities.

FISCAL YEAR 2023 – 24

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO EOY

FUND 110

ACCOUNT / ACCOUNT NAME / PER JNL SRC EFF DATE REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
110.203.00.00.00.00.22.22641.						
COUNCIL ALLOWANCES/DIAZ		-778.82				
1 10176 GEN 07/31/23 026	COUNCIL ALLOANCES FY23-24		.00	1,000.00	-1,000.00	
1 10246 API 07/25/23 999999 4203	ONE TIME PAY		26.38	.00	-973.62	
1 10246 API 07/25/23 999999 4204	ONE TIME PAY		15.88	.00	-957.74	
2 20062 API 08/28/23 015738 1712	HISTORICAL SOCI		40.00	.00	-917.74	
2 20118 API 08/25/23 999999 8662	ONE TIME PAY		700.00	.00	-217.74	
3 30111 API 09/25/23 999999 8908	ONE TIME PAY		287.95	.00	70.21	
3 30111 API 09/25/23 999999 8859	ONE TIME PAY		5.55	.00	75.76	
3 30111 API 09/25/23 999999 8860	ONE TIME PAY		5.46	.00	81.22	
3 30111 API 09/25/23 999999 8863	ONE TIME PAY		5.53	.00	86.75	
3 30111 API 09/25/23 999999 8865	ONE TIME PAY		7.45	.00	94.20	
3 30111 API 09/25/23 999999 8867	ONE TIME PAY		334.06	.00	428.26	
3 30111 API 09/25/23 999999 8875	ONE TIME PAY		28.23	.00	456.49	
5 50083 GEN 11/07/23	RAISE CNCL ALLWNCES TO $5K		.00	4,000.00	-3,543.51	
8 80090 API 02/29/24 011719 8213	CAT SPECIALTIES		60.64	.00	-3,482.87	
9 90141 API 03/25/24 999999 13853	ONE TIME PAY		7.10	.00	-3,475.77	
12 120053 API 06/24/24 021329 13678	DIAZ, ROSARIO		2,313.05	.00	-1,162.72	
		-778.82	3,837.28	5,000.00	-1,162.72	-1,941.54
110.203.00.00.00.00.22.22642.						
COUNCIL ALLOWANCES/TABATABAI		-2,032.59				
1 10176 GEN 07/31/23 026	COUNCIL ALLOANCES FY23-24		.00	1,000.00	-1,000.00	
2 20062 API 08/28/23 015738 1712	HISTORICAL SOCI		40.00	.00	-960.00	
2 20118 API 08/25/23 999999 8664	ONE TIME PAY		75.00	.00	-885.00	
4 40176 API 10/25/23 999999 10488	ONE TIME PAY		224.04	.00	-660.96	
4 40176 API 10/25/23 999999 10477	ONE TIME PAY		40.00	.00	-620.96	
5 50083 GEN 11/07/23	RAISE CNCL ALLWNCES TO $5K		.00	4,000.00	-4,620.96	
6 60113 API 12/26/23 999999 10958	ONE TIME PAY		50.00	.00	-4,570.96	
8 80036 API 02/14/24 011719 7677	CAT SPECIALTIES		235.49	.00	-4,335.47	
8 80180 API 02/26/24 999999 11589	ONE TIME PAY		30.25	.00	-4,305.22	
11 110152 API 05/27/24 999999 16692	ONE TIME PAY		444.96	.00	-3,860.26	
11 110152 API 05/27/24 999999 16693	ONE TIME PAY		1,175.00	.00	-2,685.26	
11 110152 API 05/27/24 999999 16697	ONE TIME PAY		300.46	.00	-2,384.80	
11 110152 API 05/27/24 999999 16757	ONE TIME PAY		28.70	.00	-2,356.10	
11 110152 API 05/27/24 999999 16763	ONE TIME PAY		22.00	.00	-2,334.10	
11 110152 API 05/27/24 999999 16851	ONE TIME PAY		345.80	.00	-1,988.30	
11 110152 API 05/27/24 999999 16853	ONE TIME PAY		5.96	.00	-1,982.34	
11 110152 API 05/27/24 010992 16602	SMART & FINAL I		60.45	.00	-1,921.89	
		-2,032.59	3,078.11	5,000.00	-1,921.89	-3,954.48
110.203.00.00.00.00.22.22643.						
COUNCIL ALLOWANCES/GUTIERREZ		.00				
		.00	.00	.00	.00	.00
110.203.00.00.00.00.22.22644.						
COUNCIL ALLOWANCES/LOPEZ-VIADO		-2,614.07				
1 10176 GEN 07/31/23 026	COUNCIL ALLOANCES FY23-24		.00	1,000.00	-1,000.00	
5 50083 GEN 11/07/23	RAISE CNCL ALLWNCES TO $5K		.00	4,000.00	-5,000.00	
		-2,614.07	.00	5,000.00	-5,000.00	-7,614.07
110.203.00.00.00.00.22.22645.						

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO EOY

FUND 110

ACCOUNT / ACCOUNT NAME / PER JNL SRC EFF DATE REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
COUNCIL ALLOWANCES/WU		-2,159.19				
1 10176 GEN 07/31/23 026	COUNCIL ALLOANCES FY23-24		.00	1,000.00	-1,000.00	
2 20062 API 08/28/23 015738 1712	HISTORICAL SOCI		40.00	.00	-960.00	
5 50083 GEN 11/07/23	RAISE CNCL ALLWNCES TO $5K		.00	4,000.00	-4,960.00	
7 70088 API 01/31/24 011719 6949	CAT SPECIALTIES		326.25	.00	-4,633.75	
8 80036 API 02/14/24 011719 7678	CAT SPECIALTIES		60.64	.00	-4,573.11	
8 80036 API 02/14/24 011719 7679	CAT SPECIALTIES		60.64	.00	-4,512.47	
9 90018 API 03/06/24 021688 8440	ODP BUSINESS SO		29.94	.00	-4,482.53	
		-2,159.19	517.47	5,000.00	-4,482.53	-6,641.72
110.203.00.00.00.00.22.22646.						
COUNCIL ALLOWANCES/CANTOS		94.94				
1 10176 GEN 07/31/23 026	COUNCIL ALLOANCES FY23-24		.00	1,000.00	-1,000.00	
1 10246 API 07/25/23 999999 4203	ONE TIME PAY		26.37	.00	-973.63	
1 10246 API 07/25/23 999999 4204	ONE TIME PAY		15.89	.00	-957.74	
2 20062 API 08/28/23 015738 1712	HISTORICAL SOCI		40.00	.00	-917.74	
2 20118 API 08/25/23 999999 8664	ONE TIME PAY		75.00	.00	-842.74	
3 30024 API 09/19/23 021358 2281	C&R FRESH FOODS		31.99	.00	-810.75	
3 30111 API 09/25/23 999999 8909	ONE TIME PAY		287.95	.00	-522.80	
3 30111 API 09/25/23 999999 8912	ONE TIME PAY		5.89	.00	-516.91	
3 30111 API 09/25/23 999999 8859	ONE TIME PAY		5.54	.00	-511.37	
3 30111 API 09/25/23 999999 8860	ONE TIME PAY		5.46	.00	-505.91	
3 30111 API 09/25/23 999999 8861	ONE TIME PAY		28.96	.00	-476.95	
3 30111 API 09/25/23 999999 8862	ONE TIME PAY		91.92	.00	-385.03	
3 30111 API 09/25/23 999999 8863	ONE TIME PAY		5.54	.00	-379.49	
3 30111 API 09/25/23 999999 8865	ONE TIME PAY		7.45	.00	-372.04	
3 30111 API 09/25/23 999999 8868	ONE TIME PAY		334.06	.00	-37.98	
3 30111 API 09/25/23 999999 8870	ONE TIME PAY		30.76	.00	-7.22	
3 30111 API 09/25/23 999999 8875	ONE TIME PAY		28.22	.00	21.00	
5 50083 GEN 11/07/23	RAISE CNCL ALLWNCES TO $5K		.00	4,000.00	-3,979.00	
9 90018 API 03/06/24 010651 8286	LEAGUE OF CALIF		50.00	.00	-3,929.00	
9 90141 API 03/25/24 999999 13852	ONE TIME PAY		4.95	.00	-3,924.05	
10 100171 API 04/25/24 999999 16184	ONE TIME PAY		132.12	.00	-3,791.93	
10 100171 API 04/25/24 999999 16334	ONE TIME PAY		40.00	.00	-3,751.93	
11 110152 API 05/27/24 999999 16691	ONE TIME PAY		484.96	.00	-3,266.97	
11 110152 API 05/27/24 999999 16693	ONE TIME PAY		1,175.00	.00	-2,091.97	
11 110152 API 05/27/24 999999 16696	ONE TIME PAY		300.46	.00	-1,791.51	
11 110152 API 05/27/24 999999 16852	ONE TIME PAY		345.80	.00	-1,445.71	
11 110152 API 05/27/24 999999 16854	ONE TIME PAY		27.64	.00	-1,418.07	
12 120053 API 06/24/24 018797 13680	PETTY CASH - CA		51.00	.00	-1,367.07	
12 120053 API 06/24/24 021781 13670	TROPHY CENTER U		73.91	.00	-1,293.16	
12 120257 API 06/25/24 999999 17061	ONE TIME PAY		46.50	.00	-1,246.66	
		94.94	3,753.34	5,000.00	-1,246.66	-1,151.72
TOTALS FOR FUND 110						
GENERAL FUND		-7,489.73	11,186.20	25,000.00	-13,813.80	-21,303.53
REPORT TOTALS		-7,489.73	11,186.20	25,000.00	-13,813.80	-21,303.53

ACCOUNT TRIAL BALANCE FOR FY24/JUL TO EOY

REPORT OPTIONS

Print (D)etail or (S)ummary:	D	
Fiscal year-to-date version:	Y	
Reporting year:	2024	
Reporting from period:	01 JUL	to 13 EOY
Journal Detail from	01/01/1990	to 05/29/2026
(B)alance sheet or (A)ll accounts:	A	
Roll up projects to object level:	N	
Omit zero balance accounts:	Y	
Sort by 1 Account		
Print Org Code? (Y/N)	N	
Print Fund Header and Org/Obj	N	
Include page break between funds	N	
Include page break between each	N	
Print totals	N	
Print report options	Y	
Exclude fund balance YEC/AJE for prior years	N	

Find Criteria

Field Name	Field Value
Fund	
Grouping	
Department	
Division	
Program	
Location	
Reporting	
Object	226*
Project	
Character code	
Account type	
Account status	

** END OF REPORT - Generated by Karen Ogawa **

FISCAL YEAR 2024 – 25

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

FUND 110

ACCOUNT / ACCOUNT NAME / PER JNL SRC EFF DATE REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
110.203.00.00.00.00.22.22641.						
COUNCIL ALLOWANCES/DIAZ		-1,941.54				
1 10130 GEN 07/31/24 250123 FY24/25 CNCL	ALLWNCES $5k		.00	5,000.00	-5,000.00	
2 20046 API 08/26/24 015738 15925	HISTORICAL SOCI		50.00	.00	-4,950.00	
3 30042 API 09/16/24 021688 17248	ODP BUSINESS SO		24.09	.00	-4,925.91	
5 50004 API 11/04/24 018494 18986	PROJECT 29:11 A		70.00	.00	-4,855.91	
6 60125 API 12/26/24 999999 31229	ONE TIME PAY		7.41	.00	-4,848.50	
9 90046 API 03/20/25 021781 23590	TROPHY CENTER U		14.78	.00	-4,833.72	
		-1,941.54	166.28	5,000.00	-4,833.72	-6,775.26
110.203.00.00.00.00.22.22643.						
COUNCIL ALLOWANCES/GUTIERREZ		.00				
6 60035 GEN 12/05/24 250627 FY24-25 NEW	COUNCILM GUTIERR		.00	5,000.00	-5,000.00	
6 60125 API 12/26/24 999999 31229	ONE TIME PAY		7.17	.00	-4,992.83	
7 70001 API 01/02/25 021322 20806	GUTIERREZ, BRIA		539.65	.00	-4,453.18	
7 70008 API 01/14/25 021322 21043	GUTIERREZ, BRIA		316.83	.00	-4,136.35	
7 70017 API 01/16/25 021781 21392	TROPHY CENTER U		29.56	.00	-4,106.79	
8 80003 API 02/03/25 021322 21570	GUTIERREZ, BRIA		121.65	.00	-3,985.14	
9 90008 API 03/06/25 021322 22873	GUTIERREZ, BRIA		137.52	.00	-3,847.62	
9 90069 API 03/27/25 021322 23792	GUTIERREZ, BRIA		980.46	.00	-2,867.16	
9 90151 API 03/25/25 999999 32085	ONE TIME PAY		83.22	.00	-2,783.94	
11 110008 API 05/01/25 021781 25364	TROPHY CENTER U		16.43	.00	-2,767.51	
11 110022 API 05/08/25 012281 25565	T-MOBILE		40.33	.00	-2,727.18	
12 120034 API 06/12/25 012281 27163	T-MOBILE		40.12	.00	-2,687.06	
12 120071 API 06/25/25 011696 27713	LEWIS ENGRAVING		22.10	.00	-2,664.96	
12 120111 API 06/30/25 012281 28547	T-MOBILE		59.98	.00	-2,604.98	
12 120214 API 06/25/25 011696 32749	LEWIS ENGRAVING		377.41	.00	-2,227.57	
		.00	2,772.43	5,000.00	-2,227.57	-2,227.57
110.203.00.00.00.00.22.22644.						
COUNCIL ALLOWANCES/LOPEZ-VIADO		-7,614.07				
1 10130 GEN 07/31/24 250123 FY24/25 CNCL	ALLWNCES $5k		.00	5,000.00	-5,000.00	
1 10206 API 07/25/24 010956 20089	SAN GABRIEL VAL		15.00	.00	-4,985.00	
2 20046 API 08/26/24 015738 15925	HISTORICAL SOCI		50.00	.00	-4,935.00	
2 20128 API 08/26/24 999999 24417	ONE TIME PAY		16.43	.00	-4,918.57	
3 30139 API 09/25/24 999999 24712	ONE TIME PAY		16.43	.00	-4,902.14	
3 30139 API 09/25/24 999999 24713	ONE TIME PAY		16.43	.00	-4,885.71	
4 40168 API 10/25/24 999999 25667	ONE TIME PAY		16.43	.00	-4,869.28	
5 50142 API 11/25/24 999999 26764	ONE TIME PAY		16.43	.00	-4,852.85	
6 60125 API 12/26/24 999999 31229	ONE TIME PAY		7.41	.00	-4,845.44	
6 60125 API 12/26/24 999999 31232	ONE TIME PAY		16.43	.00	-4,829.01	
7 70028 API 01/27/25 021781 21516	TROPHY CENTER U		44.35	.00	-4,784.66	
7 70129 API 01/27/25 999999 30728	ONE TIME PAY		16.43	.00	-4,768.23	
8 80102 API 02/25/25 999999 31547	ONE TIME PAY		25.19	.00	-4,743.04	
8 80102 API 02/25/25 999999 31548	ONE TIME PAY		25.19	.00	-4,717.85	
9 90008 API 03/06/25 015738 22981	HISTORICAL SOCI		25.00	.00	-4,692.85	
9 90151 API 03/25/25 999999 31897	ONE TIME PAY		25.19	.00	-4,667.66	
10 100141 API 04/25/25 999999 32208	ONE TIME PAY		25.19	.00	-4,642.47	
11 110022 API 05/08/25 012281 25565	T-MOBILE		26.02	.00	-4,616.45	
11 110126 API 05/26/25 010956 33100	SAN GABRIEL VAL		25.19	.00	-4,591.26	
11 110126 API 05/26/25 010956 33101	SAN GABRIEL VAL		25.19	.00	-4,566.07	
12 120034 API 06/12/25 012281 27163	T-MOBILE		355.05	.00	-4,211.02	

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

FUND 110

ACCOUNT / ACCOUNT NAME / PER	JNL	SRC	EFF DATE	REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
12	120111	API	06/30/25	012281 28547	T-MOBILE		25.81	.00	-4,185.21	
12	120214	API	06/25/25	010956 32539	SAN GABRIEL VAL		25.19	.00	-4,160.02	
12	120214	API	06/25/25	999999 32548	ONE TIME PAY		15.84	.00	-4,144.18	
						-7,614.07	855.82	5,000.00	-4,144.18	-11,758.25
110.203.00.00.00.00.22.22645.										
COUNCIL ALLOWANCES/WU						-6,641.72				
1	10130	GEN	07/31/24	250123 FY24/25 CNCL	ALLWNCES $5k		.00	5,000.00	-5,000.00	
2	20046	API	08/26/24	015738 15925	HISTORICAL SOCI		50.00	.00	-4,950.00	
5	50142	API	11/25/24	999999 26765	ONE TIME PAY		24.75	.00	-4,925.25	
6	60125	API	12/26/24	999999 31229	ONE TIME PAY		7.17	.00	-4,918.08	
8	80102	API	02/25/25	999999 31678	ONE TIME PAY		80.00	.00	-4,838.08	
9	90151	API	03/25/25	014646 32086	LINCO CUSTOM PI		131.40	.00	-4,706.68	
10	100021	API	04/03/25	011719 23931	CAT SPECIALTIES		491.62	.00	-4,215.06	
11	110008	API	05/01/25	011719 25382	CAT SPECIALTIES		331.59	.00	-3,883.47	
						-6,641.72	1,116.53	5,000.00	-3,883.47	-10,525.19
110.203.00.00.00.00.22.22646.										
COUNCIL ALLOWANCES/CANTOS						-1,151.72				
1	10092	API	07/31/24	011719 15186	CAT SPECIALTIES		453.35	.00	453.35	
1	10130	GEN	07/31/24	250123 FY24/25 CNCL	ALLWNCES $5k		.00	5,000.00	-4,546.65	
2	20046	API	08/26/24	015738 15925	HISTORICAL SOCI		50.00	.00	-4,496.65	
3	30042	API	09/16/24	010651 17363	LEAGUE OF CALIF		75.00	.00	-4,421.65	
3	30139	API	09/25/24	999999 24900	ONE TIME PAY		80.00	.00	-4,341.65	
4	40168	API	10/25/24	999999 25873	ONE TIME PAY		.00	700.00	-5,041.65	
4	40168	API	10/25/24	999999 25874	ONE TIME PAY		775.00	.00	-4,266.65	
4	40168	API	10/25/24	999999 25875	ONE TIME PAY		215.26	.00	-4,051.39	
4	40168	API	10/25/24	999999 25876	ONE TIME PAY		260.30	.00	-3,791.09	
4	40168	API	10/25/24	999999 25877	ONE TIME PAY		15.00	.00	-3,776.09	
4	40168	API	10/25/24	999999 25668	ONE TIME PAY		16.41	.00	-3,759.68	
5	50004	API	11/04/24	018494 18986	PROJECT 29:11 A		70.00	.00	-3,689.68	
5	50146	API	11/25/24	999999 27946	ONE TIME PAY		272.96	.00	-3,416.72	
5	50146	API	11/25/24	999999 27949	ONE TIME PAY		250.00	.00	-3,166.72	
5	50146	API	11/25/24	999999 27950	ONE TIME PAY		60.00	.00	-3,106.72	
6	60125	API	12/26/24	999999 31230	ONE TIME PAY		12.37	.00	-3,094.35	
6	60125	API	12/26/24	999999 31244	ONE TIME PAY		58.61	.00	-3,035.74	
6	60125	API	12/26/24	999999 31396	ONE TIME PAY		50.00	.00	-2,985.74	
7	70017	API	01/16/25	021688 21362	ODP BUSINESS SO		321.19	.00	-2,664.55	
8	80102	API	02/25/25	999999 31680	ONE TIME PAY		200.00	.00	-2,464.55	
10	100021	API	04/03/25	011719 23933	CAT SPECIALTIES		604.61	.00	-1,859.94	
10	100141	API	04/25/25	999999 32432	ONE TIME PAY		100.00	.00	-1,759.94	
11	110022	API	05/08/25	012281 25565	T-MOBILE		26.02	.00	-1,733.92	
12	120034	API	06/12/25	012281 27163	T-MOBILE		25.81	.00	-1,708.11	
12	120111	API	06/30/25	012281 28547	T-MOBILE		25.81	.00	-1,682.30	
12	120214	API	06/25/25	999999 32538	ONE TIME PAY		95.00	.00	-1,587.30	
12	120214	API	06/25/25	999999 32546	ONE TIME PAY		4.14	.00	-1,583.16	
12	120214	API	06/25/25	999999 32751	ONE TIME PAY		65.00	.00	-1,518.16	
12	120214	API	06/25/25	999999 32753	ONE TIME PAY		125.00	.00	-1,393.16	
						-1,151.72	4,306.84	5,700.00	-1,393.16	-2,544.88

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

FUND 110

ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
TOTALS FOR FUND 110					
GENERAL FUND	-17,349.05	9,217.90	25,700.00	-16,482.10	-33,831.15
REPORT TOTALS	-17,349.05	9,217.90	25,700.00	-16,482.10	-33,831.15

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

REPORT OPTIONS

Print (D)etail or (S)ummary:	D	
Fiscal year-to-date version:	Y	
Reporting year:	2025	
Reporting from period:	01 JUL	to 13 EOY
Journal Detail from	01/01/1990	to 05/29/2026
(B)alance sheet or (A)ll accounts:	A	
Roll up projects to object level:	N	
Omit zero balance accounts:	Y	
Sort by 1 Account		
Print Org Code? (Y/N)	N	
Print Fund Header and Org/Obj	N	
Include page break between funds	N	
Include page break between each	N	
Print totals	N	
Print report options	Y	
Exclude fund balance YEC/AJE for prior years	N	

Find Criteria

Field Name	Field Value
Fund	
Grouping	
Department	
Division	
Program	
Location	
Reporting	
Object	22641|22643|22644|22645|22646
Project	
Character code	
Account type	
Account status	

** END OF REPORT - Generated by Karen Ogawa **

FISCAL YEAR 2025 – 26

(July 1, 2025 thru May 31, 2026)

ACCOUNT TRIAL BALANCE FOR FY26/JUL TO MAY

FUND 110

ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
110.203.00.00.00.00.22.22641.						
COUNCIL ALLOWANCES/DIAZ		-6,775.26				
1 10143 GNI 07/01/25 260127 FY25/26 CNCL ALLWNCES $5k			.00	5,000.00	-5,000.00	
		-6,775.26	.00	5,000.00	-5,000.00	-11,775.26
110.203.00.00.00.00.22.22642.						
COUNCIL ALLOWANCES/TABATABAI		-3,954.48				
1 10143 GNI 07/01/25 260127 CLOSE OUT ALLOWANCE			3,954.48	.00	3,954.48	
		-3,954.48	3,954.48	.00	3,954.48	.00
110.203.00.00.00.00.22.22643.						
COUNCIL ALLOWANCES/GUTIERREZ		-2,227.57				
1 10020 API 07/17/25 011696 28331	LEWIS ENGRAVING		55.25	.00	55.25	
1 10141 API 07/25/25 999999 37556	ONE TIME PAY		535.00	.00	590.25	
1 10143 GNI 07/01/25 260127 FY25/26 CNCL	ALLWNCES $5k		.00	5,000.00	-4,409.75	
2 20005 API 08/05/25 012281 28750	T-MOBILE		40.12	.00	-4,369.63	
2 20150 API 08/25/25 999999 39685	ONE TIME PAY		100.00	.00	-4,269.63	
2 20150 API 08/25/25 999999 39806	ONE TIME PAY		39.96	.00	-4,229.67	
3 30001 API 09/02/25 012281 29963	T-MOBILE		40.12	.00	-4,189.55	
4 40024 API 10/20/25 012281 32997	T-MOBILE		40.12	.00	-4,149.43	
5 50038 API 11/17/25 012281 34179	T-MOBILE		40.13	.00	-4,109.30	
6 60016 API 12/08/25 012281 34877	T-MOBILE		40.13	.00	-4,069.17	
7 70027 API 01/15/26 021322 35906	GUTIERREZ, BRIA		76.81	.00	-3,992.36	
7 70041 API 01/15/26 012281 35897	T-MOBILE		40.13	.00	-3,952.23	
7 70116 API 01/26/26 012138 39207	ESGV JAPANESE C		54.50	.00	-3,897.73	
7 70116 API 01/26/26 999999 39209	ONE TIME PAY		291.94	.00	-3,605.79	
7 70116 API 01/26/26 999999 39102	ONE TIME PAY		449.45	.00	-3,156.34	
7 70116 API 01/26/26 999999 39103	ONE TIME PAY		86.90	.00	-3,069.44	
8 80024 API 02/05/26 012281 36671	T-MOBILE		40.11	.00	-3,029.33	
8 80118 API 02/26/26 999999 42104	ONE TIME PAY		820.16	.00	-2,209.17	
8 80118 API 02/26/26 999999 42106	ONE TIME PAY		770.00	.00	-1,439.17	
9 90030 API 03/12/26 012281 38014	T-MOBILE		40.11	.00	-1,399.06	
10 100029 API 04/13/26 018137 40540	ROTARY CLUB OF		100.00	.00	-1,299.06	
10 100034 API 04/15/26 012281 40567	T-MOBILE		40.11	.00	-1,258.95	
10 100044 API 04/23/26 011696 40979	LEWIS ENGRAVING		55.25	.00	-1,203.70	
10 100044 API 04/23/26 021322 41018	GUTIERREZ, BRIA		209.90	.00	-993.80	
11 110048 API 05/14/26 012281 41758	T-MOBILE		40.09	.00	-953.71	
		-2,227.57	4,046.29	5,000.00	-953.71	-3,181.28
110.203.00.00.00.00.22.22644.						
COUNCIL ALLOWANCES/LOPEZ-VIADO		-11,758.25				
1 10141 API 07/25/25 010956 37410	SAN GABRIEL VAL		25.19	.00	25.19	
1 10141 API 07/25/25 999999 37412	ONE TIME PAY		6.54	.00	31.73	
1 10143 GNI 07/01/25 260127 FY25/26 CNCL	ALLWNCES $5k		.00	5,000.00	-4,968.27	
2 20005 API 08/05/25 012281 28750	T-MOBILE		25.81	.00	-4,942.46	
2 20150 API 08/25/25 010956 39684	SAN GABRIEL VAL		34.83	.00	-4,907.63	
3 30001 API 09/02/25 012281 29963	T-MOBILE		25.81	.00	-4,881.82	
3 30111 API 09/25/25 010956 38602	SAN GABRIEL VAL		34.83	.00	-4,846.99	
4 40024 API 10/20/25 012281 32997	T-MOBILE		25.81	.00	-4,821.18	
4 40119 API 10/27/25 010956 38122	SAN GABRIEL VAL		34.83	.00	-4,786.35	
4 40119 API 10/27/25 010956 38123	SAN GABRIEL VAL		34.83	.00	-4,751.52	
5 50038 API 11/17/25 012281 34179	T-MOBILE		25.82	.00	-4,725.70	

ACCOUNT TRIAL BALANCE FOR FY26/JUL TO MAY

FUND 110

ACCOUNT / ACCOUNT NAME / PER JNL SRC EFF DATE REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
5 50151 API 11/26/25 010956 38871 SAN GABRIEL VAL		34.83	.00	-4,690.87	
6 60016 API 12/08/25 012281 34877 T-MOBILE		25.82	.00	-4,665.05	
6 60104 API 12/26/25 010956 39909 SAN GABRIEL VAL		34.83	.00	-4,630.22	
6 60104 API 12/26/25 010956 39910 SAN GABRIEL VAL		34.83	.00	-4,595.39	
7 70041 API 01/15/26 011719 35942 CAT SPECIALTIES		713.91	.00	-3,881.48	
7 70041 API 01/15/26 012281 35897 T-MOBILE		25.82	.00	-3,855.66	
7 70041 API 01/15/26 021781 36013 TROPHY CENTER U		44.45	.00	-3,811.21	
7 70116 API 01/26/26 010956 39100 SAN GABRIEL VAL		34.83	.00	-3,776.38	
8 80024 API 02/05/26 012281 36671 T-MOBILE		25.79	.00	-3,750.59	
8 80118 API 02/26/26 010956 41966 SAN GABRIEL VAL		47.09	.00	-3,703.50	
8 80118 API 02/26/26 999999 41895 ONE TIME PAY		193.81	.00	-3,509.69	
8 80118 API 02/26/26 999999 41915 ONE TIME PAY		49.22	.00	-3,460.47	
8 80118 API 02/26/26 999999 42051 ONE TIME PAY		226.14	.00	-3,234.33	
9 90030 API 03/12/26 012281 38014 T-MOBILE		25.79	.00	-3,208.54	
9 90086 API 03/25/26 010956 42223 SAN GABRIEL VAL		47.09	.00	-3,161.45	
10 100034 API 04/15/26 012281 40567 T-MOBILE		25.79	.00	-3,135.66	
11 110048 API 05/14/26 012281 41758 T-MOBILE		25.77	.00	-3,109.89	
	-11,758.25	1,890.11	5,000.00	-3,109.89	-14,868.14
110.203.00.00.00.00.22.22645. COUNCIL ALLOWANCES/WU	-10,525.19				
1 10143 GNI 07/01/25 260127 FY25/26 CNCL ALLWNCES $5k		.00	5,000.00	-5,000.00	
3 30048 API 09/29/25 021781 31123 TROPHY CENTER U		186.47	.00	-4,813.53	
	-10,525.19	186.47	5,000.00	-4,813.53	-15,338.72
110.203.00.00.00.00.22.22646. COUNCIL ALLOWANCES/CANTOS	-2,544.88				
1 10143 GNI 07/01/25 260127 FY25/26 CNCL ALLWNCES $5k		.00	5,000.00	-5,000.00	
2 20005 API 08/05/25 012281 28750 T-MOBILE		25.81	.00	-4,974.19	
2 20150 API 08/25/25 999999 39804 ONE TIME PAY		75.00	.00	-4,899.19	
3 30001 API 09/02/25 012281 29963 T-MOBILE		25.81	.00	-4,873.38	
4 40024 API 10/20/25 012281 32997 T-MOBILE		25.81	.00	-4,847.57	
5 50038 API 11/17/25 011178 34180 WEST COVINA BEA		70.00	.00	-4,777.57	
5 50038 API 11/17/25 012281 34179 T-MOBILE		25.82	.00	-4,751.75	
6 60016 API 12/08/25 012281 34877 T-MOBILE		25.82	.00	-4,725.93	
7 70041 API 01/15/26 011719 35943 CAT SPECIALTIES		561.31	.00	-4,164.62	
7 70041 API 01/15/26 012281 35897 T-MOBILE		25.82	.00	-4,138.80	
7 70041 API 01/15/26 021781 36013 TROPHY CENTER U		44.45	.00	-4,094.35	
7 70116 API 01/26/26 012138 39206 ESGV JAPANESE C		54.50	.00	-4,039.85	
8 80024 API 02/05/26 012281 36671 T-MOBILE		25.79	.00	-4,014.06	
9 90030 API 03/12/26 012281 38014 T-MOBILE		25.79	.00	-3,988.27	
9 90086 API 03/25/26 999999 42174 ONE TIME PAY		20.84	.00	-3,967.43	
9 90086 API 03/25/26 999999 42343 ONE TIME PAY		116.95	.00	-3,850.48	
10 100034 API 04/15/26 012281 40567 T-MOBILE		25.79	.00	-3,824.69	
11 110048 API 05/14/26 012281 41758 T-MOBILE		25.77	.00	-3,798.92	
	-2,544.88	1,201.08	5,000.00	-3,798.92	-6,343.80
TOTALS FOR FUND 110					
GENERAL FUND	-37,785.63	11,278.43	25,000.00	-13,721.57	-51,507.20
REPORT TOTALS	-37,785.63	11,278.43	25,000.00	-13,721.57	-51,507.20

ACCOUNT TRIAL BALANCE FOR FY26/JUL TO MAY

REPORT OPTIONS

Print (D)etail or (S)ummary:	D	
Fiscal year-to-date version:	Y	
Reporting year:	2026	
Reporting from period:	01 JUL	to 11 MAY
Journal Detail from	01/01/1990	to 05/29/2026
(B)alance sheet or (A)ll accounts:	A	
Roll up projects to object level:	N	
Omit zero balance accounts:	Y	
Sort by 1 Account		
Print Org Code? (Y/N)	N	
Print Fund Header and Org/Obj	N	
Include page break between funds	N	
Include page break between each	N	
Print totals	N	
Print report options	Y	
Exclude fund balance YEC/AJE for prior years	N	

Find Criteria

Field Name	Field Value
Fund	
Grouping	
Department	
Division	
Program	
Location	
Reporting	
Object	226*
Project	
Character code	
Account type	
Account status	

** END OF REPORT - Generated by Karen Ogawa **