



Timothy Cremins, Chair  
Mark Davis, Vice-Chair  
Brian Faber, Commissioner  
Wendy Jarvie, Commissioner  
Paulette Koss, Commissioner

## **PLANNING COMMISSION**

7:00 PM

Tuesday, March 3, 2026  
City Hall Council Chamber  
116 E. Foothill Boulevard, Glendora

### **AGENDA**

#### **CALL TO ORDER**

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#### **ROLL CALL**

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#### **PLEDGE OF ALLEGIANCE**

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#### **REORDERING OF AND ADDITIONS TO THE AGENDA**

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#### **PUBLIC COMMENT**

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The City of Glendora encourages community participation at its public meetings. Speakers are limited to three minutes, and time may not be shared or transferred. A total of 30 minutes is reserved for public comment, which may be extended by majority vote of the legislative body. At regular meetings, comments may address both agenda and non-agenda items during the Public Comment portion, with additional opportunities to speak provided during Public Hearings. At special meetings, public comment is limited to agenda items. Residents may participate in person or submit comments by email, phone, mail, or other available methods. Participation options may be adjusted if a State of Emergency, Health Order, or Executive Order limits in-person attendance. For more information, see the Guide to Public Meetings and Participating in Public Meetings on the City's website at [www.cityofglendora.gov/citymeetings](http://www.cityofglendora.gov/citymeetings).

#### **1. Public Comments received**

#### **MEMBER STATEMENTS/REPORTS**

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#### **DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS**

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#### **SPECIAL ITEMS**

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#### **2. Legislative Update (Continued from January 6, 2026 meeting)**

## **CONSENT CALENDAR**

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Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the governing body requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

### **3. Affirm minutes from the January 6, 2026 meeting**

Recommended Action that the Planning Commission

- 1. Affirm minutes as presented.

## **NEW BUSINESS**

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### **4. Glendora General Plan Update Request for Proposals (RFP)**

Recommended Action that the Planning Commission

- 1. Review the draft Request for Proposals (RFP) for the Glendora General Plan Update (“Glendora 2050 Community Plan”), including the proposed goals, scope of work, assumptions, priorities, tasks, deliverables, and public engagement framework prior to issuance of the RFP.

### **5. 2025 Annual General Plan Progress Report and Housing Element Implementation Annual Progress Report**

Recommended Action that the Planning Commission

- 1. Receive and file the 2025 General Plan Annual Progress Report and the Housing Element Implementation Annual Progress Report; and
- 2. Recommend that the City Council receive the 2025 General Plan Annual Progress Report at a City Council meeting and direct staff to submit the report to the California Department of Housing and Community Development and the Office of Land Use and Climate Innovation in accordance with Government Code section 65400.

## **MEMBER/STAFF CLOSING COMMENTS**

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## **ADJOURNMENT**

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*Date Posted: February 24, 2026 03:46 pm*

# 2026 Legislative Update

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Jessica Michelle Santiago, Assistant City Attorney  
City of Glendora  
Planning Commission  
March 3, 2026

## AB 130 & SB 131 – CEQA Exemptions

- AB 130 and SB 131 enact significant reforms to the California Environmental Quality Act (CEQA) to accelerate housing and infrastructure development.
- The laws took effect immediately upon the Governor's signature on June 30, 2025.
- The reforms are intended to reduce delays and cut red tape while maintaining protections for sensitive and natural lands.

## AB 130 & SB 131 – CEQA Exemptions (Cont.)

- AB 130 creates a statutory CEQA exemption for qualifying housing-rich infill projects that meet specific environmental and development criteria.
- Qualifying projects are generally limited to sites previously developed or surrounded by urban use and consistent with local plans.
- AB 130 also sets firm deadlines for agencies to act on qualifying projects, including a 30-day timeline after tribal consultation.

## AB 130 & SB 131 – CEQA Exemptions (Cont.)

- SB 131 limits CEQA review for housing projects that narrowly fail to qualify for an exemption under AB 130 or other statutory exemptions.
- Under SB 131, environmental review must focus solely on the effect caused by the condition that prevented qualification.
- The law also reforms CEQA litigation and other procedural requirements to narrow the administrative record.
- Both AB 130 and SB 131 also include additional reforms such as building code freezes, permit streamlining timelines, and broader project exemptions.

## SB 79 – Transit Oriented Development

- SB 79 requires ministerial approval of qualifying higher-density housing developments located near major transit stops.
- The law applies only in designated urban transit counties and limits local zoning discretion in those areas.
- SB 79 applies within one-half mile of a qualifying transit stop in cities with populations over 35,000, and within one-quarter mile in smaller cities.
- The law becomes effective for cities on July 1, 2026.

## SB 79 – Transit Oriented Development (Cont.)

- SB 79 establishes statewide minimum standards for residential density, building height, and floor area ratio near qualifying transit stops.
- The law creates a tiered system based on transit type, with higher development intensity required near higher-frequency rail service.
- Qualifying projects with more than ten units must include below-market-rate housing.
- Projects that meet affordability requirements may qualify for ministerial approval regardless of the city's RHNA performance.

## SB 79 – Transit Oriented Development (Cont.)

- Cities may apply objective design and inclusionary standards but may not prevent projects from achieving SB 79's required development intensity.
- Local governments may adopt an HCD-approved local transit-oriented development alternative plan that preserves overall housing capacity.
- SB 79 allows limited site exemptions for specified hazard areas, historic resources, and infrastructure constraints.
- The law includes labor standards, anti-displacement protections, and authority for transit agencies to develop housing on agency-owned land.

# AB 648 – Community college exempt from local zoning for housing development within ½ mile of campus

- AB 648 exempts qualifying community college housing projects from local zoning and use permit requirements.
- The exemption applies to housing developed on land owned or leased by a community college district within one-half mile of a campus or qualifying satellite site.
- Faculty and staff housing must include a portion of units offered at affordable rent to eligible lower-income employees.
- AB 648 takes effect January 1, 2026.

## **AB 1061 – Amends SB 9 to remove the exemption for historic districts.**

- AB 1061 clarifies when historic resource designations limit ministerial approvals for SB 9 two-unit developments and urban lot splits.
- The bill narrows the historic resource exclusion by focusing on parcel-specific historic significance rather than broad district-wide designations.
- Only parcels with individually listed historic resources or qualifying contributing structures are excluded from SB 9 ministerial approval.
- AB 1061 takes effect January 1, 2026.

# AB 712 – Enhances Fines and Penalties Against Local Governments for Violating Housing Reform Laws.

- AB 712 strengthens penalties and remedies for housing applicants when local governments violate housing reform laws.
- Courts must award reasonable attorney's fees to applicants who successfully enforce any housing reform law.
- Agencies may face fines up to \$10,000 per housing unit, or a minimum of \$50,000 for small projects, if violations continue after written notice and warnings.
- The law prohibits local governments from requiring applicants to indemnify them for enforcement claims related to housing laws.



## AB 670 – Expanded RHNA Credit and Enhanced Reporting

- AB 670 allows local governments to count certain preserved or converted affordable housing toward their Regional Housing Needs Allocation (RHNA) goals.
- Annual Progress Reports starting in 2027 must report demolished units, whether replacements are required under the Housing Crisis Act, and details about replacement units including developer and anticipated completion date.
- Jurisdictions must also report approvals by income category and opportunity area, distinguishing rental from for-sale units.

# AB 726 – RHNA Credit for Substantial Rehabilitation of Deeply Affordable Housing

- AB 726 allows local governments to claim RHNA credit for substantially rehabilitated deed-restricted affordable units in Annual Progress Reports (APRs).
- Effective April 1, 2027, this includes units in buildings at least 15 years old that are rehabilitated with at least \$60,000 per unit in local funding.
- APRs will continue to report approvals, units, income categories, and site identifiers, including both rental and for-sale housing.



# STAFF REPORT

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**TO:** Chair and Commissioners

**DATE:** March 3, 2026

**FROM:** City Clerk

**DISTRICT(S):** Not Applicable

**SUBJECT:** Affirm minutes from the January 6, 2026 meeting

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## RECOMMENDATION

That the Planning Commission:

1. Affirm minutes as presented.

## STRATEGIC FOCUS AREAS

- Not Applicable

## EXECUTIVE SUMMARY

This staff report requests affirmation of the minutes from previous meetings. The minutes have been prepared and reviewed in accordance with city procedures and transparency requirements. Affirming these minutes ensures the accuracy and integrity of the official record. Staff recommends approval to maintain proper documentation and compliance with meeting protocols.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable.

## DISCUSSION

Pursuant to the City's standard practices and the Brown Act, meeting action minutes are reviewed and affirmed by the legislative body to ensure transparency and accuracy in government proceedings. The action minutes for the January 6, 2026 meeting were compiled based on staff notes and official recordings. No requests for revisions or amendments have been received to date.

By affirming minutes, legislative bodies acknowledge their accuracy and preserve them as an official record of the meeting. If any corrections or amendments are desired, they can be addressed before final affirmation.

## FISCAL IMPACT

There is no fiscal impact associated with the recommendation of this report.

## ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By: Lorena Cordova, City Clerk Specialist

Concurs With: Not Applicable

Reviewed By:	Kathleen Sessman, City Clerk/Communications Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Not Applicable
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

**Attachments**

[A\\_January\\_6\\_2026\\_Regular\\_Meeting\\_Minutes.pdf](#)



### **CALL TO ORDER**

The Planning Commission regular meeting was called to order at 7:00 PM.

### **ROLL CALL**

Members Present: Brian Faber, Wendy Jarvie, Vice-Chair Mark Davis, Chair Timothy Cremins

Members Absent: Paulette Koss

Staff Present: Community Development Director Jeff Kugel, Assistant City Attorney Jessica Santiago (via Zoom), Assistant Director - Community Development Sean McPherson, City Planner Mark Carnahan, Planning Technician Earvin Adolfo, Digital Media Specialist Craig Gill, Senior Digital Media Specialist Greg Morton, and City Clerk Specialist Lorena Cordova

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Cremins.

### **REORDERING OF AND ADDITIONS TO THE AGENDA**

There were no requests received.

### **PUBLIC COMMENT**

1. Public Comments received

There was no one wishing to provide comment.

### **MEMBER STATEMENTS/REPORTS**

There were no statements or reports given.

### **DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS**

Community Development Director Kugel introduced Assistant Director of Community Development Sean McPherson.

Assistant Director of Community Development McPherson introduced himself.

City Planner Carnahan provided an update on current and upcoming projects being constructed in Glendora.

### **SPECIAL ITEMS**

2. Legislative Update

Assistant City Attorney Santiago requested to table discussion to next meeting due to her recent illness. There were no objections, agenda item was tabled for the next meeting.

### **PUBLIC HEARINGS**

3. A Resolution of the Planning Commission approving a Conditional Use Permit (CUP) to allow for the replacement of an existing emergency backup generator with a new emergency backup generator with a maximum capacity of 316 gallons of hazardous materials, located at 1794 South Barranca Avenue (File No. PLN25-5028)

Chair formally opened the Public Hearing.

Staff presented the staff report and provided an overview of the project.

The applicant presentation was provided by Alan Sayce, Chief Executive Officer.

The Chair opened the Public Testimony period. No members of the public addressed the Commission, and no written correspondence was received. The Public Testimony period was closed.

The Chair provided the applicant an opportunity to respond to matters raised during the hearing. The applicant did not offer additional comments. The Public Hearing was then formally closed. Commission discussion included questions and comments regarding generator testing protocols, potential noise impacts to residents, amending Condition of Approval No. 10 to include inspections, and AQMD requirements and regulation regarding generator testing.

Following deliberations, the Planning Commission "Motion TYPE" actions to: 1. Adopt a Categorical Exemption for the project pursuant to § 15303 of the California Environmental Quality Act (CEQA) Guidelines; and 2. Adopt Resolution PC 2026-01 entitled, "A RESOLUTION OF THE PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT TO ALLOW REPLACEMENT OF AN EXISTING EMERGENCY BACKUP GENERATOR WITH A NEW BACKUP GENERATOR CONTAINING OVER 316 GALLONS OF HAZARDOUS MATERIALS LOCATED AT 1794 SOUTH BARRANCA AVENUE, GLENDORA, CALIFORNIA (FILE NO. PLN25-5028)," and directed staff to incorporate requested revision to Condition of Approval #10 to include inspections.

Motion carried 4 - 0 as follows: AYES: Faber, Jarvie, Davis, Cremins; NOES: None; ABSENT: Koss; ABSTAIN: None.

### **CONSENT CALENDAR**

A motion was made by Vice-Chair Davis, seconded by Commissioner Faber, to approve Consent Calendar Item #4 as presented.

Motion carried 4 - 0 as follows: AYES: Faber, Jarvie, Davis, Cremins; NOES: None; ABSENT: Koss; ABSTAIN: None.

4. Affirm minutes from the November 4, 2025 Planning Commission meeting

The Planning Commission affirmed minutes as presented.

### **MEMBER/STAFF CLOSING COMMENTS**

There were no statements or reports given.

**ADJOURNMENT**

The meeting adjourned at 7:35 PM.

Lorena Cordova  
City Clerk Specialist

Kathleen R. Sessman, MMC  
City Clerk/Communications Director

Minutes were approved on \_\_\_\_\_.



# STAFF REPORT

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**TO:** Chair and Commissioners

**DATE:** March 3, 2026

**FROM:** Community Development

**DISTRICT(S):** Citywide

**SUBJECT:** Glendora General Plan Update Request for Proposals (RFP)

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## RECOMMENDATION

That the Planning Commission:

1. Review the draft Request for Proposals (RFP) for the Glendora General Plan Update (“Glendora 2050 Community Plan”), including the proposed goals, scope of work, assumptions, priorities, tasks, deliverables, and public engagement framework prior to issuance of the RFP.

## STRATEGIC FOCUS AREAS

Goal 1: SUBURBAN Living:

Outcome 1: Increased targeted housing density and housing options at all income levels.

Action 1.1: General Plan Update – Consultant RFP and initiation of comprehensive update.

## EXECUTIVE SUMMARY

California law requires every city to maintain a comprehensive, long-term General Plan to guide physical development and ensure that land use decisions, zoning regulations, and public infrastructure investments are internally consistent and legally defensible (California Government Code §§ 65300, 65300.5, 65860, and 66473.5). Glendora’s General Plan serves as the City’s primary policy framework for land use, mobility, infrastructure, conservation, public safety, historic preservation, and community development. While the City has completed targeted updates to certain elements in recent years, many foundational elements of the General Plan were last comprehensively updated more than two decades ago and no longer fully reflect current conditions, State planning requirements, or community priorities.

This staff report presents a draft Request for Proposals (RFP) for a comprehensive update of the City’s General Plan, excluding the Housing Element, for review by the Planning Commission and approval by the City Council prior to issuance. The proposed effort—referred to as the Glendora 2050 Community Plan—is envisioned as a web-first, implementation-oriented, and legally compliant General Plan that will guide the City through the year 2050. The draft RFP outlines the proposed goals, scope of work, major tasks, public engagement framework, environmental review approach, and anticipated timeline for the update.

The General Plan Update is a priority action identified in the City Council's adopted 2025–2027 Strategic Plan under Goal 1: SubURBAN Living. Due to the scale and complexity of a comprehensive update, the City proposes to retain a multidisciplinary consultant team through a competitive RFP process. Cities routinely use consultants for General Plan updates because these efforts require specialized technical expertise, sustained staffing capacity over multiple years, extensive public engagement, environmental analysis under the California Environmental Quality Act (CEQA), and advanced GIS and data management capabilities that exceed typical in-house resources.

The draft RFP organizes the General Plan Update into a phased scope of work that integrates technical analysis, community engagement, policy development, environmental review, and implementation planning. Key components include preparation of existing conditions and baseline studies, development and evaluation of multiple land use alternatives, preparation of updated General Plan elements, and completion of a Programmatic Environmental Impact Report (PEIR) to evaluate citywide policy impacts and provide a framework for streamlined future environmental review of projects consistent with the General Plan. The scope also includes zoning consistency analysis, with an optional comprehensive Zoning Code update, and development of implementation and monitoring tools to support long-term plan administration.

The anticipated timeline for the General Plan Update is approximately three to five years, which is consistent with comparable California cities and reflects the need for extensive public engagement, technical analysis, and completion of a PEIR. In Glendora's case, the timeline also allows for coordination with the City's future 7th Cycle Housing Element, anticipated to culminate around 2029, and alignment with future Regional Housing Needs Allocation (RHNA) requirements. The General Plan Update is funded through the City's General Plan Maintenance Fund, supported by development permit fees. This study session provides an opportunity for the Planning Commission to review the draft RFP, provide feedback on scope and priorities, and direct staff to move forward to the City Council to consider finalizing and issuing the RFP to initiate the General Plan Update process.

## **LEGISLATIVE HISTORY / PREVIOUS ACTIONS**

Glendora's current General Plan includes elements adopted between 1999 and 2025, with many foundational elements—such as Land Use, Circulation, Conservation, Open Space, Noise, and Air Quality—last comprehensively updated in 2006–2007. While the City has completed targeted updates to certain elements, including adoption of the 6th Cycle Housing Element (2021–2029) pursuant to Government Code § 65580 et seq. and a Safety Element update in 2025 pursuant to Government Code § 65302(g), these updates were completed within the context of an otherwise outdated General Plan framework.

Glendora's General Plan has been updated incrementally over time, with certain elements revised to address specific State mandates, while many foundational elements have not been comprehensively reviewed in more than two decades. Although this targeted approach has allowed the City to remain compliant with evolving State law, it has also resulted in a General Plan framework that reflects recent land use and mobility patterns and trends. California law requires that all General Plan elements be internally consistent (Government Code § 65300.5), and as planning priorities, demographics, and regulatory requirements have evolved, the age and piecemeal nature of the City's current General Plan increases the risk of internal inconsistencies and limits its effectiveness as a long-range policy and implementation tool. A comprehensive update is therefore necessary to modernize policies, align all elements within a unified framework, and ensure the General Plan continues to function as a clear, legally defensible foundation for decision-making through 2050.

The City Council's adopted 2025–2027 Strategic Plan identifies preparation of a General Plan Update and issuance of a consultant RFP as a priority action. Consistent with that direction, staff has prepared the attached draft RFP.

## **DISCUSSION**

Under California Government Code § 65300, every city is required to prepare and adopt a comprehensive, long-term General Plan for the community. Required elements include Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. All elements must be internally consistent, and all ordinances, land use regulations and development approvals must be consistent with the General Plan. The General Plan can be thought of as a city's constitution, as it establishes the city's long-range vision by establishing goals, policies, and objectives to guide the community through future change. An up-to-date General Plan therefore provides legal defensibility, policy clarity, and transparency for residents, businesses, and decision-makers.

Since Glendora's last comprehensive update, State planning law has evolved significantly, including requirements related to housing accountability, environmental justice, climate adaptation, wildfire resilience, and transportation impact analysis. Updates to the State General Plan Guidelines issued by the Governor's Office of Land Use and Climate Innovation (LCI) emphasize implementation-focused, data-driven, and climate-aware planning. Glendora's status as a built-out city with a regional transit station presents new opportunities and challenges related to land use intensity, mobility, parking, infrastructure capacity, and neighborhood compatibility that are not fully addressed in the current General Plan.

The City's current General Plan elements and their most recent adoption dates are summarized below. Except for the Housing Element, all elements will be comprehensively reviewed and updated through the Glendora 2050 Community Plan process to ensure consistency with current conditions, State law, and community priorities. It is anticipated that the Safety Element, which was recently updated in 2025, will receive a light refresh through this process to be consistent in terms of both goals, objectives, and policy, but also format and layout with the remaining elements.

- **Land Use Element | Last Updated: 2006** | Update Scope: Comprehensive update to reflect current development patterns, redevelopment opportunities, transit-oriented land use, housing capacity, and long-term growth strategy.
- **Circulation Element | Last Updated: 2007** | Update Scope: Comprehensive update to integrate multimodal transportation planning, parking management, first- and last-mile connectivity, and modern transportation performance measures.
- **Housing Element | Last Updated: 2023 (6th Cycle)** | Update Scope: Excluded from this RFP. Will be coordinated with the General Plan Update to ensure land use consistency and support future 7th Cycle Housing Element compliance.
- **Conservation Element | Last Updated: 2007** | Update Scope: Comprehensive update addressing natural resources, sustainability, climate adaptation, and environmental resilience.
- **Open Space and Recreation Element | Last Updated: 2007** | Update Scope: Comprehensive update to reflect current open space assets, recreational needs, environmental constraints, and long-term stewardship goals.
- **Noise Element | Last Updated: 2007** | Update Scope: Update to reflect current land use patterns, transportation conditions, and State guidance.
- **Air Quality Element | Last Updated: 2007** | Update Scope: Update to address current regulatory standards, emissions considerations, and climate-related air quality issues.
- **Safety Element | Last Updated: 2025** | Update Scope: Recently updated; will be reviewed for internal consistency with the other revised elements and integrated with land use, conservation, and climate resilience policies developed through the General Plan Update.
- **Historic Preservation Element | Last Updated: 1999** | Update Scope: Comprehensive update, including preparation of a citywide historic resources inventory, evaluation of potential historic districts, and integration

of historic preservation into land use and economic development policies.

The General Plan establishes the City's long-range policy direction, while the Zoning Code and development regulations implement that direction (Gov. Code § 65860). Infrastructure planning—including streets, utilities, parks, and public facilities—is similarly guided by General Plan policies. A modern General Plan provides a coordinated framework for land use decision-making, infrastructure investment, and capital planning, and serves as the foundational policy document guiding future strategic plans, updates to the Economic Development Action Plan, and other City studies and implementation efforts.

### **What Is a Request for Proposals (RFP) and Why the City Uses Consultants**

A Request for Proposals (RFP) is a formal procurement document used by public agencies to solicit detailed qualifications, work plans, schedules, and cost proposals from qualified professional firms. The RFP defines the City's objectives, scope of work, expectations, and evaluation criteria, allowing the City to competitively select a consultant team best suited to perform a complex professional service.

Cities routinely use RFPs for large, specialized planning efforts such as comprehensive General Plan updates because these projects require a broad range of technical expertise, staffing capacity, and specialized skills that are not typically maintained in-house on a permanent basis. A comprehensive General Plan Update involves, among other things, extensive public engagement, demographic and economic analysis, land use and infrastructure modeling, environmental analysis under CEQA, GIS data development, graphic and digital plan production, and long-term implementation and monitoring tools.

While City staff maintains their central role in managing the project, implement policy direction, and coordinating with the consultant, decision-makers and the community, preparing a full General Plan Update is beyond the reasonable capacity of existing staff resources. Glendora's Planning Division includes a limited number of planners who are also responsible for day-to-day development review, housing implementation, code administration, and other ongoing planning initiatives in addition to this effort. Retaining a consultant allows the City to supplement staff capacity with a professional multidisciplinary team that can maintain project momentum at the city's direction over multiple years while staff continue to deliver core services.

### **GENERAL PLAN UPDATE GOALS**

The goals below summarize the policy intent of the draft RFP and describe the outcomes the City expects from the General Plan Update.

- 1. Robust Community Engagement** | Implement an innovative, multilingual outreach strategy that meaningfully engages residents, property owners, businesses, and stakeholders at both citywide and neighborhood levels. The Public Engagement Plan shall clearly identify priority audiences, including but not limited to renters, youth and students, seniors, small business owners, Village stakeholders, transit riders, and historically underrepresented communities (by language, income, race/ethnicity, or disability status). Strategies shall include, at a minimum, multilingual (as required by State law) materials and interpretation, culturally competent outreach partners, and events sited throughout the community.
- 2. Cohesive Land Use and Policy Framework** | Develop a cohesive framework for sustainable growth emphasizing housing opportunities for all income levels, transit-supportive land uses, environmental resilience, and a balanced jobs-to-housing ratio. Include preparation of a citywide historic resources inventory.
- 3. Integrated Mobility, Transportation, and Parking Plan** | Prepare a comprehensive citywide on and off-street parking study and management strategy with special focus on a half-mile of the Glendora Station, and integrate multi-modal transportation planning that promotes safety, accessibility, and climate resilience. Integrate first/last-mile transit connectivity, micro-mobility options, and safe routes for all ages and ability in coordination with Metro A Line station area planning.

4. **Diversified Economic Development** | Maintain a diverse and resilient economy that provides jobs, services, and opportunity. A balance of small, medium and large businesses across different industries is vital to the Glendora community and Los Angeles region.
5. **Integration of State Planning Laws** | Incorporate current and emerging legislation, including SB 9, SB 79, AB 2097, and other applicable mandates, ensuring full compliance with State planning requirements. Integrate cumulative risk and resilience evaluation consistent with the State's General Plan Guidelines update, including wildfire, heat, drought, and seismic vulnerability.
6. **Comprehensive Program Environmental Impact Report (PEIR) to Streamline Consistent Future Development** | Prepare a citywide CEQA document that identifies feasible strategies to protect and enhance environmental quality, avoid significant impacts, and streamline environmental review for future projects.
7. **Accessible, Legally Compliant, and Web-First Document** | Produce a visually engaging, technically robust General Plan that is organized, easy to navigate, compliant with State law. The City intends for the General Plan to be delivered as a web-first product drawing from leading digital plan formats, including: fully webpage-based plans (e.g., Plano Tomorrow); stand-alone project microsites with flexible navigation and interactive features; optimized online documents using platforms such as enCodePlus (GSO2040) or Konveio (Charlotte Future 2040); and web-based user guides or filters like KC Spirit Playbook and Round Rock 2030. Many award-winning plans blend these approaches, and the City seeks a similarly clear, intuitive, and engaging digital experience without unnecessary gimmicks.
8. **Organized and Updated Data Sharing and Accessibility** | Develop an organized, one stop-repository of planning data for the City. Provide the City with complete access to organized GIS data, maps, and supporting datasets to facilitate ongoing analysis, updates, and decision-making. All spatial data shall be deliverable in GIS and open-data formats, suitable for future use in online dashboards and public-facing story maps.
9. **Update and Improve the City's Historic Preservation Element** | Update the City's Historic Preservation Element to identify, protect, and celebrate Glendora's architectural, cultural, and historic resources. Develop a comprehensive Historic Resources Inventory, evaluate eligibility for local and State listing, and recommend updates to the Historic Preservation Ordinance. Strengthen partnerships with the Glendora Historical Society, Fairmount Cemetery Trustees, Centennial Heritage Park Group, the Daughters of the American Revolution, and Glendora Village Business Improvement District (BID). Encourage voluntary recognition, adaptive reuse, and compatible infill that respects the character of the Downtown Village and its abutting neighborhoods.

## SCOPE OF WORK AND MAJOR TASKS

The draft RFP outlines a phased scope of work designed to translate the goals above into an actionable, legally defensible General Plan. The scope integrates technical analysis, public engagement, environmental review, and implementation planning. In order to efficiently manage staff/consultant time and resources, some of the tasks listed below will run concurrent to each other, and not necessarily sequential.

- **Task 1 – Project Initiation** | Confirm scope, schedule, communication protocols, and State compliance.
- **Task 2 – Cloud-Based Project Management System** | Establish a dashboard-driven system to track tasks, milestones, schedules, and deliverables.
- **Task 3 – Public Engagement and Outreach** | Implement a comprehensive, multilingual services (as required by State law) engagement program including workshops, pop-ups, youth engagement, surveys, and a project website.
- **Task 4 – Project Administration** | Provide ongoing coordination, staff reports, presentations, and meeting documentation.
- **Task 5 – City Council and Planning Commission Engagement** | Maintain ongoing dialogue with the Planning Commission and City Council throughout the process. Conduct routine updates, check-ins, and study sessions (anticipated quarterly) to ensure alignment, transparency, and early feedback from decision-makers.

- **Task 6 – Existing Conditions and Issues/Opportunities Analysis** | Prepare baseline analyses of demographics, socioeconomic trends, land use, infrastructure, climate vulnerability, and historic resources, including updated parcel-level GIS.
- **Task 7 – Land Use Alternatives** | Develop and evaluate a minimum of three land use scenarios with clear trade-offs.
- **Task 8 – Draft General Plan and Elements** | Prepare administrative and public draft General Plan documents ensuring internal consistency.
- **Task 9 – Environmental Review (CEQA – Programmatic EIR)** | Prepare a Programmatic Environmental Impact Report (PEIR) pursuant to CEQA to evaluate citywide policy-level impacts of the General Plan. A PEIR assesses broad policy and land use changes and establishes a mitigation framework that can be used to streamline future project-level environmental review for development consistent with the General Plan.
- **Task 10 – Zoning Code Analysis and Implementation**
  - **Option A:** Zoning Consistency Analysis – Prepare a zoning consistency matrix and implementation recommendations.
  - **Option B:** Comprehensive Zoning Code Update (Additive) – Prepare a full Zoning Code update to implement the General Plan, including drafting, public review, hearings, and adoption support.
- **Task 11 – Adoption, Hearings, and Implementation** | Provide support through Planning Commission and City Council hearings, including preparation of staff reports, resolutions, presentation materials, responses to comments, and revisions needed to facilitate adoption of the General Plan and associated environmental documents.
- **Task 12 – Coordination with RHNA and Housing Element** | Coordinate General Plan land use assumptions and policy direction with the City’s future 7th Cycle Housing Element and Regional Housing Needs Allocation (RHNA) requirements to ensure consistency and defensibility under State law.
- **Task 13 – Implementation and Monitoring Tools** | Prepare an implementation and monitoring framework, including a policy-to-action matrix, annual reporting templates, GIS-linked tracking tools, and staff training materials to support long-term plan administration.
- **Task 14 – Optional Zoning Code Update Support (Task 10, Option 2)** | If the City proceeds with a comprehensive Zoning Code update, provide technical and implementation support during drafting, public review, hearings, and adoption to ensure consistency with the adopted General Plan.

## ANTICIPATED TIMELINE

Comprehensive General Plan updates in California typically require three to five years, particularly for built-out cities with complex land use, infrastructure, and environmental considerations. Unlike a single ordinance or policy amendment, a General Plan Update establishes the long-term policy framework for the entire city and must be supported by extensive technical analysis, broad-based community engagement, and environmental review under the California Environmental Quality Act (CEQA).

The duration of these efforts reflects the scope and sequencing of work typically required, including preparation of detailed existing conditions and baseline studies; development and evaluation of multiple land use and growth alternatives; iterative public engagement at both citywide and neighborhood levels; coordinated policy development across multiple General Plan elements; and environmental review—often at the programmatic level—which can take multiple years from scoping through completion. These steps are further refined through multiple rounds of Planning Commission and City Council review to ensure transparency, policy alignment, and community buy-in.

For built-out cities like Glendora, the process is often more complex because policy decisions involve trade-offs related to redevelopment, infrastructure capacity, parking, mobility, neighborhood compatibility, and historic preservation. As a result, comparable California cities commonly require three to five years to complete a comprehensive General Plan Update.

In Glendora’s case, the anticipated timeline also reflects the need to coordinate with the City’s future 7th Cycle Housing Element, expected to culminate in adoption around 2029, and to ensure consistency with future Regional Housing Needs Allocation (RHNA) requirements. Sequencing the General Plan Update through this timeframe allows land use policies, zoning capacity, and implementation strategies to be established first, providing a clear and defensible foundation for Housing Element compliance and long-term growth planning.

**Anticipated Phasing:**

- **Year 1:** Project initiation, community engagement, and existing conditions and baseline studies.
- **Year 2:** Development and evaluation of land use alternatives and continued public engagement.
- **Year 3:** Preparation of the Draft General Plan and Programmatic Environmental Impact Report (PEIR).
- **Years 4–5:** Public hearings, adoption of the Final General Plan, zoning consistency or updates, and implementation tools.

General Plan updates represent a substantial but strategic public investment. Costs reflect the scale and duration of work, the breadth of technical expertise required, and the level of public engagement and environmental analysis expected under State law. Consultant teams typically include planners, environmental specialists, transportation analysts, economists, GIS professionals, and engagement specialists working over several years.

In addition, preparation of a Programmatic Environmental Impact Report (PEIR)—as contemplated in the draft RFP and consistent with commitments reflected in the City’s adopted Housing Element—requires extensive technical studies, agency coordination, public review, and responses to comments. While this effort adds time and cost up front, it provides long-term value by establishing an environmental framework that can streamline future project-level CEQA review for development consistent with the General Plan.

The draft RFP establishes a not-to-exceed budget and a phased approach to ensure fiscal control, transparency, and accountability throughout the process. The General Plan Update is funded through the City’s General Plan Maintenance Fund, which is supported by development permit fees and intended specifically for long-range planning efforts such as this one.

**FISCAL IMPACT**

No immediate fiscal impact is associated with this study session. Consultant selection and contract award will require future City Council approval. The General Plan Update itself will be funded through the General Plan Maintenance Fund, which is supported by 13% surcharge on all building permits. No General Fund allocation is proposed. The FY 2025-2026 beginning balance of the General Plan Maintenance Fees Fund (221) is \$1,113,231.

**ENVIRONMENTAL DETERMINATION**

This study session item does not constitute a project under CEQA (14 Cal. Code Regs. § 15060(c)) because it involves direction to staff and does not commit the City to a definite course of action. As part of the General Plan Update, the City intends to prepare a Programmatic EIR, consistent with commitments made in the adopted 6th Cycle Housing Element. Housing Element Table 41, Action Item 1 commits the City to preparation of a program-level CEQA document to facilitate future housing and infill development consistent with adopted General Plan policies.

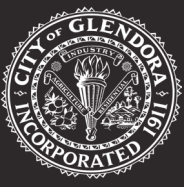
Prepared By:	Hans Friedel, AICP, Principal Planner
Concurs With:	Not Applicable
Reviewed By:	Jeff Kugel, Community Development Director Mark Carnahan, City Planner
Certified to Availability of Funds:	Not Applicable

Approved By: Moises Lopez, Assistant City Manager  
Legal Review: Jessica Santiago, Assistant City Attorney  
CEQA Review: Jeff Kugel, Community Development Director

**Attachments**

[Attachment A General Plan RFP 2-1-26.pdf](#)

[Attachment B Staff Presentation.pdf](#)



**City of Glendora**

**20  
26**

**Monday, May 4**  
RFP RELEASE DATE

**Friday, July 10**  
DEADLINE FOR QUESTIONS & OBJECTIONS\*

**Friday, August 7**  
PROPOSAL DUE\*

\*No Later Than 3:00pm Pacific Time • Proposals must be submitted in electronic PDF format only through the QuestCDN system

# REQUEST FOR PROPOSAL

Glendora General Plan Update  
"Glendora 2050 Community Plan"

QuestCDN# XXXXXX

## CONTACT

**Jeff Kugel**

Community Development Director

**Hans Friedel**

Principal Planner

City of Glendora

116 E. Foothill Blvd.

Glendora, CA 91741



## REQUEST FOR PROPOSAL (RFP)

QuestCDN#

Glendora General Plan Update  
“Glendora 2050 Community Plan”

Contact Name(s): Jeff Kugel, Community Development Director  
Hans Friedel, Principal Planner

Address: 116 E. Foothill Boulevard  
Glendora, CA 91741

E-mail address: jkugel@cityofglendora.gov  
hfriedel@cityofglendora.gov

Deadline for questions and objections: Friday, July 10, 2026  
No later than 3:00 pm Pacific Time

Proposal Due: Friday, August 7, 2026  
No later than 3:00 pm Pacific Time

Location: Proposals must be submitted in electronic PDF format only through the QuestCDN system.




## **REQUEST FOR PROPOSAL (RFP)**

Glendora General Plan Update – Glendora 2050 Community Plan

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**The City of Glendora invites** qualified planning consulting firms to submit proposals to prepare a comprehensive update to the City's General Plan and associated Elements, excluding the Housing Element.



The resulting General Plan should be a practical, visually engaging, and forward-thinking policy document.



## INTRODUCTION

The City of Glendora invites qualified planning consulting firms to submit proposals to prepare a comprehensive update to the City's General Plan and associated Elements, excluding the Housing Element. This update will modernize Glendora's vision for growth, sustainability, resilience, and community well-being through the year 2050. It will integrate State General Plan Guidelines, address emerging issues, and incorporate a robust, inclusive community engagement strategy to ensure the Plan reflects the voices and values of all residents. The General Plan Update will unify all required and optional elements into an integrated, data-driven, and visually cohesive plan that links land use, mobility, conservation, open space, air quality, safety, historic preservation, and community health in a clear, implementation-oriented framework. The total project budget shall not exceed \$2 million, with an anticipated timeline of three to five years.

The City seeks a motivated, collaborative, and creative consulting team that can independently manage tasks, produce organized and accessible work, and deliver a document that articulates a clear, community-driven vision for Glendora's future. The resulting General Plan should be a practical, visually engaging, and forward-thinking policy document. Key qualifications for the consultant team include:

- Demonstrated experience preparing comprehensive and innovative General Plan updates.
- Proven success in facilitating inclusive community engagement and fostering consensus and public trust.
- Experience addressing and resolving complex or controversial planning issues.
- A documented track record of producing recognized, high-quality, and award-winning plans.
- A collaborative, solutions-oriented approach to problem-solving.
- Strong technical expertise in environmental planning, zoning code preparation, and GIS analysis.
- Demonstrated capacity to manage large, multidisciplinary projects with limited City staff support.

The Glendora 2050 Plan will serve as the City's primary long-range policy framework balancing economic vitality, heritage conservation, and environmental stewardship to maintaining Glendora's small-town character while accommodating growth and development.

# AT-A-GLANCE

Prepare a comprehensive update to the City of Glendora’s General Plan and associated Elements excluding the Housing Element, producing a web-first, visually cohesive, implementation-oriented plan guiding the City through 2050, supported by appropriate CEQA documentation.

## **ANTICIPATED DURATION AND BUDGET**

- Timeline: Approximately 3–5 years (phased)
- Budget: Not to exceed \$2,000,000 (inclusive of General Plan and CEQA; zoning tasks as optional/additive)

## **KEY DELIVERABLES**

- Web-first Final General Plan (all required elements, internally consistent)
- Existing Conditions & Trends and baseline analyses (including EJ/climate vulnerability)
- Land Use Alternatives (minimum three) and preferred scenario
- CEQA documentation (Programmatic EIR)
- Implementation & Monitoring Toolkit (templates, matrix, dashboard-ready datasets)
- Zoning consistency analysis (base) and/or optional zoning code update (additive)

## **ENGAGEMENT MINIMUMS (Baseline Expectations)**

- 1 Citywide kickoff event
- 3 Community workshops/open houses (geographically distributed)
- 3 Pop-up/intercept events
- 1 Youth-focused engagement activity
- Stakeholder focus groups + survey(s) + ongoing online engagement
- Regular Planning Commission and City Council milestone presentations

## **DATA AND GIS EXPECTATIONS**

Consultant shall provide a clean parcel-level land use and zoning dataset, organized GIS deliverables, and transferable datasets suitable for future City analysis and public-facing tools.

# PROJECT PHASES & MAJOR TASKS (SUMMARY)

PHASE	FOCUS	MAJOR TASKS	PRIMARY OUTPUTS
Phase 1	Launch + Engagement Setup	Tasks 1-4	Project management plan, schedule, engagement plan, project website
Phase 2	Existing Conditions + Issues	Tasks 5-6	Existing conditions report, EJ/climate baseline, parcel-level GIS
Phase 3	Alternatives + Preferred Direction	Task 7	Land use alternatives, scenario evaluation, preferred scenario
Phase 4	Draft Plan + CEQA	Tasks 8-9	Draft General Plan, Draft Programmatic EIR
Phase 5 (Optional)	Zoning Implementation	Task 10	Zoning consistency matrix or comprehensive code update
Phase 6	Adoption + Implementation	Tasks 11-14	Final GP, final CEQA/MMRP, implementation toolkit

# BACKGROUND AND CONTEXT

Glendora, known as the “Pride of the Foothills,” is located at the base of the San Gabriel Mountains, 27 miles east of downtown Los Angeles. The City’s strong community identity, scenic views, and commitment to public service define its character. With easy access via the 210 and 57 freeways and a new LA Metro Foothill A Line Station, Glendora is positioned to evolve as a transit-connected community.



Originally established as a citrus-growing town in 1887 and incorporated in 1911, Glendora transitioned to a residential community in the mid-20th century. Today, the city’s population hovers around 50,000 residents. The community is served by the Glendora Unified School District, neighboring Charter Oak Unified School District, and a southwest portion of the city by the Azusa United School District and enjoys a reputation for excellent schools—though declining enrollment and recent school closures reflect shifting demographics and an aging population. Demographically, the city is both becoming more diverse and aging.

Glendora features low crime rates and a blend of historic charm and modern amenities. Glendora’s historic Village serves as the community’s downtown and cultural core, while the Route 66 and Arrow Highway corridors remain key economic drivers, and the Glendora Marketplace—with its big-box retailers—provides a stable source of tax revenue. The city is also confronting emerging challenges, including concerns over its unhoused population with the opening of the Metro station and an acute housing-affordability issue: the median home sold price is approximately \$900,000 and around two-thirds of current residents could no longer afford to purchase the homes they now occupy.

There has also been significant local concern regarding the State’s increasing preemption and the resulting loss of local control over land use and development decisions, particularly related to housing. Concerns over the loss of local control center around the size and scale of housing development, and increasing numbers of automobiles impacting quality of life, parking and traffic. The Glendora City Council has consistently expressed opposition to recent State housing legislation—including Senate Bills 79, 9, and 330—intended to address the housing crisis and streamline permitting. Nevertheless, the City has been proactive in complying with State law to the fullest extent possible. Glendora is believed to be the first city in California to adopt comprehensive objective design standards applicable to virtually all development types—not only those mandated by the State—as an incentive to promote high-quality economic development. The City was also among the first to adopt a Senate Bill 9 ordinance, which has not been challenged by the California Department of Housing and Community Development (HCD). In addition, Glendora has implemented a robust suite of pro-housing strategies through its adopted and certified Housing Element, including zoning amendments completed in 2025.

As Glendora enters a new era of change driven by regional transit investment, aging infrastructure, housing affordability, and shifting demographics, the City faces the challenge of balancing community character, economic vitality, and environmental resilience. Recent community discussions have revealed a recurring tension between the desire for expanded commercial, restaurant, and retail opportunities and concern about the potential impacts of increased housing density, building height, traffic, and on-street parking. The selected consultant must demonstrate experience navigating these complex and often sensitive issues. A transparent, data-driven planning process will be essential to inform policy decisions and build public trust. The consultant team will be expected to design and facilitate an inclusive community engagement program that fosters collaboration and consensus around a shared vision for Glendora’s future.

# COMMUNITY QUICK FACTS

## GOVERNMENT

City Council/City Manager

**\$127M** Operating Budget (FY24/25)

**\$44M** General Fund Revenue (FY24/25)

Population  
**50,000**

## HISTORIC ROUTE 66

I210 & 57 Freeways

57

INTERSTATE  
210

ROUTE  
US  
**66**

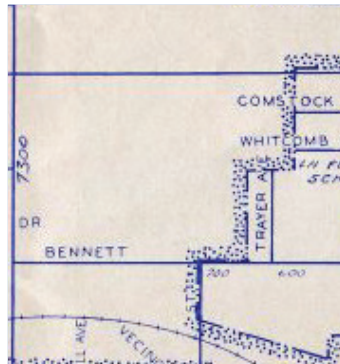
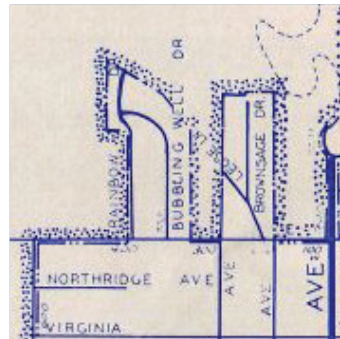
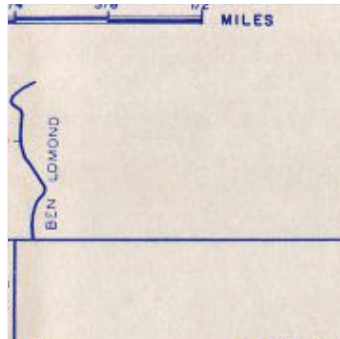
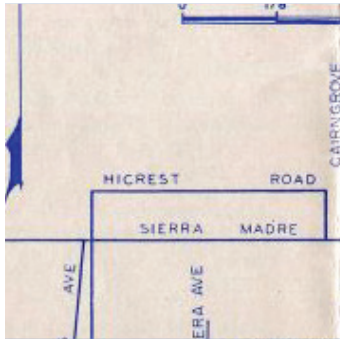
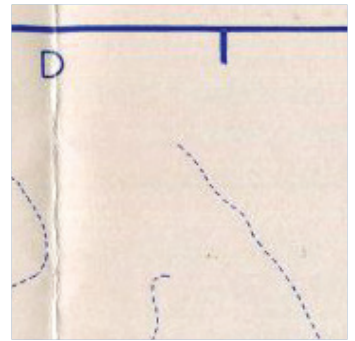
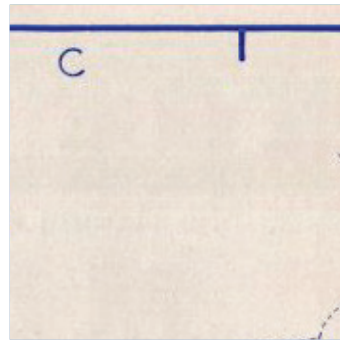
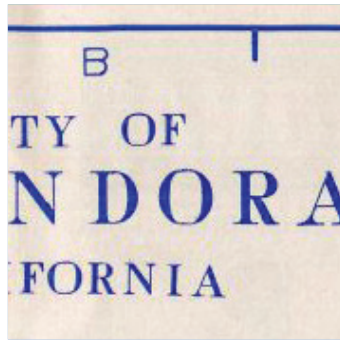
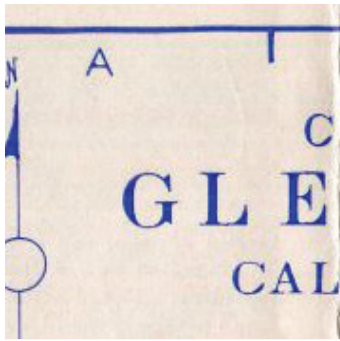
**METRO STATION** within First/Last  
Mile of Historic Downtown Village

**RENOWNED K-12 PUBLIC SCHOOLS**  
Citrus College • Azusa Pacific University

**20 SQUARE MILES**  
1/2 developed & 1/2 undisturbed hillside

*City is Built out*





## CURRENT **GENERAL PLAN ELEMENTS**

<b>ELEMENT</b>	<b>UPDATED</b>
Historic Preservation	1999
Land Use	2006
Air Quality	2007
Circulation	2007
Conservation	2007
Open Space & Recreation	2007
Noise	2007
Housing	2023
Safety	2025



## PLAN GOALS

The selected consultant will collaborate with the City and community to deliver a comprehensive General Plan Update that advances the following goals:

- 1. Inclusive and Robust Community Engagement** – Implement an innovative, multilingual outreach strategy that meaningfully engages residents, property owners, businesses, and stakeholders at both citywide and neighborhood levels. The Public Engagement Plan shall clearly identify priority audiences, including but not limited to renters, youth and students, seniors, small business owners, Village stakeholders, transit riders, and historically underrepresented communities (by language, income, race/ethnicity, or disability status). Strategies shall include, at a minimum, multilingual (as required by State law) materials and interpretation, culturally competent outreach partners, and events sited throughout the community.
- 2. Cohesive Land Use and Policy Framework** – Develop a cohesive framework for sustainable growth emphasizing housing opportunities for all income levels, transit-supportive land uses, environmental resilience, and a balanced jobs-to-housing ratio. Include preparation of a citywide historic resources inventory.
- 3. Integrated Mobility, Transportation, and Parking Plan** – Prepare a comprehensive a citywide on and off-street parking study and management strategy with special focus on a half-mile of the Glendora Station, and integrate multimodal transportation planning that promotes safety, accessibility, and climate resilience. Integrate first/last-mile transit connectivity, micro-mobility options, and safe routes for all ages and ability in coordination with Metro A Line station area planning.
- 4. Diversified Economic Development** – Maintain a diverse and resilient economy that provides jobs, services, and opportunity. A balance of small, medium and large businesses across different industries is vital to the Glendora community and Los Angeles region.
- 5. Integration of State Planning Laws** – Incorporate current and emerging legislation, including SB 9, SB 79, AB 2097, and other applicable mandates, ensuring full compliance with State planning requirements. Integrate cumulative risk and resilience evaluation consistent with the State’s General Plan Guidelines update, including wildfire, heat, drought, and seismic vulnerability.
- 6. Comprehensive Program Environmental Impact Report (PEIR) to Streamline Consistent Future Development** – Prepare a citywide CEQA document that identifies feasible strategies to protect and enhance environmental quality, avoid significant impacts, and streamline environmental review for future projects.
- 7. Accessible, Legally Compliant, and Web-First Document** – Produce a visually engaging, technically robust General Plan that is organized, easy to navigate, compliant with State law. The City intends for the General Plan to be delivered as a web-first product drawing from leading digital plan formats, including: fully webpage-based plans (e.g., Plano Tomorrow); stand-alone project microsites with flexible navigation and interactive features; optimized online documents using platforms such as enCodePlus (GSO2040) or Konveio (Charlotte Future 2040); and web-based user guides or filters like KC Spirit Playbook and Round Rock 2030. Many award-winning plans blend these approaches, and the City seeks a similarly clear, intuitive, and engaging digital experience without unnecessary gimmicks.

“ The General Plan Update will serve as the City’s principal long-range policy document, guiding land use, mobility, resource conservation, and community health through 2050. ”

8. **Organized and Updated Data Sharing and Accessibility** – Develop an organized, one stop-repository of planning data for the City. Provide the City with complete access to organized GIS data, maps, and supporting datasets to facilitate ongoing analysis, updates, and decision-making. All spatial data shall be deliverable in GIS and open-data formats, suitable for future use in online dashboards and public-facing story maps.
9. **Update and Improve the City's Historic Preservation Element** – Update the City’s Historic Preservation Element to identify, protect, and celebrate Glendora’s architectural, cultural, and historic resources. Develop a comprehensive Historic Resources Inventory, evaluate eligibility for local and State listing, and recommend updates to the Historic Preservation Ordinance. Strengthen partnerships with the Glendora Historical Society, Fairmount Cemetery Trustees, Centennial Heritage Park Group, the Daughters of the American Revolution, and Glendora Village Business Improvement District (BID). Encourage voluntary recognition, adaptive reuse, and compatible infill that respects the character of the Downtown Village and its abutting neighborhoods.

All General Plan elements must be internally consistent and cross-referenced. Climate adaptation policies in the Safety and Conservation Elements shall inform Land Use and Circulation; Economic Development and Housing strategies shall align with infrastructure and fiscal capacity; and Historic Preservation shall reinforce community character, tourism, and sustainability objectives.

## **ADHERENCE TO STATE GUIDELINES**

The selected consultant shall ensure that all work products and recommendations are consistent with current and emerging State regulations including guidance from the Governor’s Office of Land Use and Climate Innovation (LCI), California’s principal planning agency. LCI is undertaking a comprehensive update of the State’s General Plan Guidelines, Specific Plan Guidelines, and Tribal Consultation Guidelines—collectively known as the Planning Guidelines. The consultant shall monitor this process and incorporate relevant best practices and policy direction to maintain full alignment with State standards. Furthermore, the Consultant shall ensure the Environmental Justice framework and related policies are consistent with SB 1000 and current State EJ guidance, building upon the EJ and climate-vulnerability baseline analysis.

### **LCI Planning Guidelines Update:**

<https://statics.teams.cdn.office.net/evergreen-assets/safelinks/2/atp-safelinks.html>



Major tasks are anticipated to include the following:

**Task 1 – Project Initiation**

Conduct a kickoff meeting with City staff to confirm the final scope, schedule, deliverables, and communication protocols. Establish a shared file management system, meeting cadence, and quality control procedures.

**Deliverables:** Meeting notes, finalized schedule, outline/analysis of State current and emerging State requirements and compliance, and project management plan.

**Task 2 - Cloud-Based Project Management**

The consultant shall establish a cloud-based, application-driven project management and tracking system with a dashboard that enables task and milestone assignment, deadline management, and status tracking at the task, subtask, and milestone level, with role-based access allowing updates by City staff and the consultant and view-only access for internal and external stakeholders, as appropriate.

**Deliverables:** Cloud-based project management system.

**Task 3 – Public Engagement and Outreach**

Develop and implement an inclusive outreach program designed to build consensus and ensure broad participation. Use Planning Commission and City Council to guide key milestones. Create and maintain a “Glendora 2050” project webpage as the central public information hub. Conduct multilingual (as required by State law) outreach and ensure accessibility for all participants. There will be a minimum of three community meetings in addition to required Planning Commission and City Council meetings.

**At a minimum, the Public Engagement and Outreach program shall include:**

- One citywide kick-off event
- At least three (3) community workshops or open houses distributed geographically across the City
- A minimum of three (3) pop-up or intercept events at existing community gathering places (e.g., Village, parks, schools, transit station)
- One youth-focused engagement activity in partnership with Citrus College, APU, or local schools
- One or more stakeholder focus groups
- At least one (1) online survey and ongoing digital engagement via the Glendora 2050 project website
- Regular presentations to the Planning Commission and City Council at key milestones

**The consultant shall prepare a digital engagement strategy that includes:**

- Plain-language summaries of major work products
- At least one interactive map or story map for land use alternatives
- Suggested social media content and graphics for City use

# “The General Plan Update will combine technical rigor with meaningful public collaboration to produce a forward-looking & actionable plan that guides Glendora’s evolution through 2050.”

Additionally, the consultant shall prepare an Outreach Summary Report that must include quantitative metrics (e.g., number of participants, event types, geographic and demographic distribution) and qualitative summaries of key themes. The consultant shall explicitly describe how community input informed land use alternatives, draft policies, and the final General Plan[HF2.1]. This will be included in the General Plan.

**Deliverables:** Public Engagement Plan, Planning Commission and City Council materials, project webpage, digital engagement tools (including but not limited to online surveys, interactive story maps, plain language summaries, etc.), and final Outreach Summary Report.

## **Task 4 – Project Administration**

In coordination with staff, prepare staff reports, memos, packets, resolutions, and presentation materials for meetings and hearings including, but not limited to, Planning Commission and City Council. Provide meeting summaries, recordkeeping, and project tracking support throughout the process. Assist staff with project administration, including preparation of detailed meeting minutes (noting that City Council and Planning Commission typically prepare action-item minutes).

**Deliverables:** Staff reports, memos, presentations, and meeting summaries.

## **Task 5 – City Council and Planning Commission Engagement**

Maintain ongoing dialogue with the Planning Commission and City Council throughout the process. Conduct routine updates, check-ins, and study sessions (anticipated quarterly) to ensure alignment, transparency, and early feedback from decision-makers.

**Deliverables:** Written summaries of key issues and concerns, presentation materials, and supporting memos, help with staff reports, resolutions, and other agenda packet materials.

## **Task 6 – Existing Conditions and Issues/Opportunities**

Prepare an Existing Conditions and Trends Report summarizing demographic, land use, infrastructure, and environmental conditions. Prepare baseline assessments of greenhouse-gas emissions, urban-heat exposure, tree canopy, and climate-hazard vulnerabilities. Map sensitive receptors and community assets as part of an socioeconomic and climate vulnerability baseline. Include mapping and analysis of community assets and constraints, such as infrastructure systems, utilities, streets and mobility networks, existing built-out design, and neighborhood scale. Comprehensively update and replace where necessary the City’s GIS Planning layers and datasets including but not limited to land use, zoning, and transportation at the parcel level. Identify emerging issues and opportunities to guide policy development. Review and document existing designated and eligible historic properties, and potential historic district contributors. Include civic, cultural, and commemorative sites.

**Deliverables:** Existing Conditions and Issues/Opportunities Report, Historic Resource and Cultural Sites Inventory, and updated GIS layers and datasets.

### **Task 7 – Land Use Alternatives**

Develop and evaluate at least three land-use and growth scenarios informed by technical analysis, public workshops, and Planning Commission and City Council input. Each scenario should explore varying patterns of infill, redevelopment, and conservation, with a clear summary of trade-offs and implications. Evaluate the economic feasibility, infrastructure capacity, and fiscal impacts of alternative land-use scenarios, integrating findings into the preferred scenario selection.

**Deliverables:** Land Use Alternatives Report and Preferred Scenario Summary.

### **Task 8 – Draft General Plan and Elements**

Prepare updates to all required General Plan Elements, including Land Use, Circulation (including parking study, VMT analysis, and overall mobility strategy), Conservation, Open Space, Noise, Safety, Air Quality, and Historic Preservation. Optional Elements such as Economic Development or Environmental Justice may be added pending scoping discussions. The elements need to be in coordination and consistent with the simultaneous work on the next Housing Element.

**Deliverables:** Administrative Draft and Public Draft General Plan documents.

### **Task 9 – Environmental Review (CEQA)**

Prepare environmental documentation consistent with the California Environmental Quality Act (CEQA), including scoping, mitigation measures, and responses to comments. This project is being scoped for a Programmatic-level EIR and all supporting and necessary studies. This framework should enable streamlined review for future infill development within ½ mile of the Metro Station, Downtown Village, Route 66, and Arrow Highway Corridors.

**Deliverables:** Administrative Draft, Draft, and Final CEQA documents with supporting technical data.

### **Task 10 – Zoning Code Analysis and Implementation**

Provide one or both of the following:

- Option 1:** Prepare a Zoning Consistency Analysis and Implementation Recommendations to align the Zoning Code with the updated General Plan.
- Option 2:** Prepare a comprehensive Zoning Code Update consistent with the General Plan.

**Deliverables:** Zoning Consistency Matrix or full Zoning Code Update.

### **Task 11 – Adoption, Hearings, and Implementation**

Support City staff through public hearings and final adoption. Prepare materials for decision-makers, the public, and interested agencies. Assist with the development of an Implementation and Monitoring Program to guide long-term progress.

**Deliverables:** Final, Web-First General Plan, CEQA documents, and Mitigation Monitoring and Reporting Program (MMRP).

### **Task 12 – Coordination with RHNA and Housing Element**

Coordinate the sequencing of General Plan tasks and milestones with the anticipated Regional Housing Needs Allocation (RHNA) process for the 7th Housing Cycle. Although the Housing Element will be prepared under a

separate RFP and contract, these efforts are expected to occur in parallel in the late 2020s. Land-use scenarios, engagement activities, and policy frameworks must align with the City's future RHNA obligations to ensure consistency across all planning documents. Additionally, the General Plan update needs to include policy, programs, and recommendations that coordinate with State laws including the California's density bonus law (Government Code Section 65915), SB 79, and other applicable State Housing Accountability Act laws.

**Deliverables:** Documentation of coordination activities, schedules, and alignment recommendations with the 7th Cycle Housing Element.

### **Task 13 – Implementation and Monitoring Tools**

Develop a comprehensive General Plan implementation and monitoring framework to support ongoing plan administration, performance tracking, and transparency. The framework shall include a policy-to-action matrix, standardized annual reporting templates, a GIS-linked tracking dashboard, and training materials to enable City staff to maintain, update, and report on implementation progress. The task shall also include recommendations for digital plan visualization tools (e.g., ArcGIS StoryMaps or comparable platforms) to improve public accessibility and understanding of the General Plan.

**Deliverables:** Mitigation Monitoring and Reporting Program (MMRP); a General Plan implementation and monitoring toolkit including a policy-to-action matrix, annual reporting templates, a GIS-linked tracking dashboard, and staff training materials; and recommendations for digital plan visualization tools (e.g., ArcGIS StoryMaps).

The City reserves the right to refine tasks and deliverables in coordination with the selected consultant to best meet project goals and available resources. The City also recognizes that planning documents are increasingly accessed and maintained in digital formats, and that comprehensive plans can effectively “live” as dynamic webpages. Accordingly, no strict limit will be imposed on the number of printed copies produced. However, the consultant will be expected to provide up to ten hard copies of each major document—both in draft and final form—professionally bound and delivered at no additional cost upon request.

The City intends to minimize the paper footprint of this project while ensuring that all deliverables are engaging, visually compelling, and compliant with accessibility standards. All materials shall be designed to meet ADA accessibility requirements and be optimized for readability and functionality across both print and digital platforms, including desktop and mobile devices.

### **Task 14 – Zoning Code Update (Optional / Task 10, Option 2)**

If Task 10, Option 2 is executed, the selected consultant shall prepare a comprehensive update to the City's Zoning Code to implement the General Plan, including code drafting and reorganization, internal and public review, public engagement, implementation support, preparation of meeting materials and agendas, and presentations at outreach, Planning Commission, and City Council hearings. Sequencing of this would require coordination with the final stages of the General Plan adoption and be consistent and support the City's commitments during the Separate 7th Cycle Housing Element process.

**Deliverables:** Draft and final Zoning Code amendments, including redlined and clean code documents, draft implementing ordinances, presentation materials, and hearing support documentation.

# AVAILABLE CITY FACILITIES & TECHNICAL RESOURCES

The City of Glendora will make available a range of facilities, plans, and data resources to support the General Plan Update effort. The consultant team shall be responsible for reviewing these materials to understand existing conditions, policy context, and data accuracy.

## City Facilities

Consultant team members may be required to attend in-person meetings at various City facilities throughout the project. Public outreach events may also occur at third-party venues such as commercial spaces, community centers, or civic gathering locations.

City facilities include, but are not limited to:

- City Hall 116 E. Foothill Blvd.
- Police Department 150 S. Glendora Ave.
- American Legion Building 159 N. Cullen Ave.
- Crowther Teen & Family Center 241 W. Dawson Ave.
- La Fetra Senior Center 333 E. Foothill Blvd.
- Public Library 140 S. Glendora Ave.
- Parks Yard 1636 Compromise Line Rd.
- Street Yard 440 S. Loraine Ave.
- Recreation Offices 410 E. Dalton Ave.
- Water Yard 1051 E. Sierra Madre Ave.
- Finkbiner Park 160 N. Wabash Ave.
- Existing Plans and Reference Documents

## Existing Plans

Proposers should review the following adopted and in-progress plans to understand Glendora’s policy framework and available background data:

- Community Plan 2025 (2006)
- Housing Element 2021 – 2029 (2022)
- 2025 – 2027 Strategic Goals and Action Plan
- Glendora Economic Action Plan 2024 – 2025
- Glendora Station Area Vision Plan (2025)
- General Plan Safety Element Update (2025)
- Local Hazard Mitigation Plan (2025)
- Glendora People Movement Project
- Historic Resources Survey

**Links to these documents are available:**

[cityofglendora.gov](http://cityofglendora.gov)

## **Regional Data Sources**

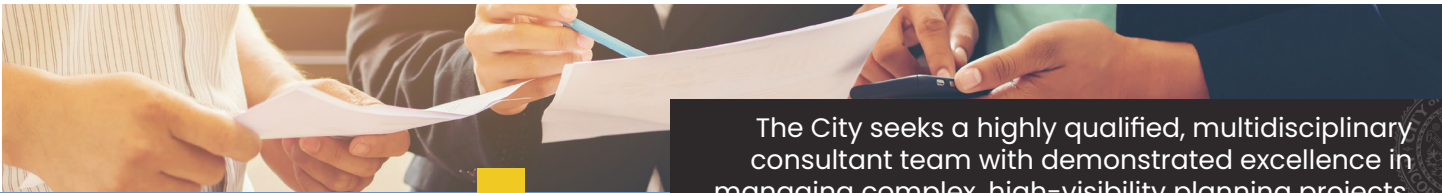
The selected consultant must demonstrate strong skill in independently and creatively identifying, validating, and synthesizing relevant datasets to support the planning effort. Data cultivation, integration, and management will be a substantial component of this work and a critical measure of project success. Regional data sources include, but are not limited to, the following:

- SCAG Connect SoCal 2024 Regional Transportation Plan
- Los Angeles County GIS Data Portal
- CalEnviroScreen
- Metro Foothill A Line Extension Data
- FEMA National Flood Hazard Layer (NFHL)
- CalFire Fire Hazard Severity Zone Maps
- USGS Fault and Landslide Data

## **City GIS Data Resources**

The City maintains a limited GIS database that will be made available to the consultant team. While the City's GIS data will be provided, several layers contain known, and probably unknown, inaccuracies—particularly within the zoning and land-use datasets. The consultant team will be expected to review, reconcile, and produce a clean, parcel-level land-use and zoning dataset as part of the project deliverables, to replace the City's current Planning layers and datasets. Verification and correction of discrepancies shall be conducted in coordination with City staff and through integration with assessor parcel and permit records. Available shapefiles and feature layers include, but are not limited to:

- Base Layers: Parcels, Address Points, Buildings, Street Centerlines, Elevation Contours, City Boundary, Council Districts, and Specific Plans
- Land Use and Zoning: Zoning, General Plan, Overlay Zones, Annexations, Planned Redevelopment Zones, and Housing Element Sites
- Environmental and Hazard Layers: Fault Zones, Landslide Zones, Liquefaction Zones, Fire Hazard Severity Zones, Flood Zones, and Angeles National Forest
- Infrastructure and Public Facilities: Water Utility Network, Parks Yard, Street Yard, Traffic Signals, Bus Stops, Railroad, Metro A Line, Police Beat Zones, Fire Stations, Schools, Hospitals, and Cooling Centers
- Parks and Community Assets: Parks, Trails, Trees, City Owned Parcels, Beautification Awards Contest, Holiday Lighting Contest, West Coast Arborists Inventory, and Evacuation Zones
- Administrative and Special Programs: Capital Improvement Projects, Street Moratorium, Signs, City Claims, Waste Collection, Homeless Interactions, and Community Service Districts



The City seeks a highly qualified, multidisciplinary consultant team with demonstrated excellence in managing complex, high-visibility planning projects.

# CONSULTANT QUALIFICATIONS AND EXPERIENCE

The selected consultant must bring not only technical expertise, but also the judgment, leadership, and communication skills necessary to guide a forward-looking, community-driven process. The ideal consultant team will demonstrate the following qualifications and capabilities:

**Proven Project Management Expertise:** A clear record of delivering large, multi-year, and multi-agency planning efforts on time and within budget. The team shall apply professional project management practices—including the use of Work Breakdown Structures (WBS), Gantt charts, progress tracking tools, and regular milestone reporting—to maintain accountability and ensure schedule adherence.

**Strategic Communication and Presentation Skills:** Exceptional ability to distill complex planning concepts into clear, compelling visual and written materials for a range of audiences. Consultants must be confident public presenters capable of engaging with elected and appointed officials, community members, and regional agencies in high-stakes or politically sensitive settings.

**Experience Navigating Political and Community Controversy:** Demonstrated success in addressing contentious topics such as housing density, building height, parking, and land use change. The team must be adept at facilitating productive dialogue, mediating conflicts, and maintaining credibility with both community stakeholders and decision-makers.

**Excellence in Public Engagement and Facilitation:** Proven ability to design and execute inclusive outreach strategies that reach beyond the “usual voices.” This includes engaging underrepresented and historically marginalized communities, conducting multilingual (as required by State law) and culturally competent outreach, and ensuring geographic and socioeconomic diversity among participants. Consultants should demonstrate innovation in meeting design—both in-person and digital—to foster meaningful, creative participation and a sense of shared ownership in the plan.

**Collaborative and Proactive Approach:** A facilitative, problem-solving mindset that emphasizes transparency, trust-building, and collaboration. The team should be proactive in identifying emerging challenges and opportunities, and work closely with City staff to anticipate needs and adapt to changing circumstances.

**Technical and Policy Expertise:** Deep understanding of California planning law and practice, including General Plan Guidelines, SB 330, SB 9, SB 99, RHNA processes, CEQA, and zoning consistency requirements. Expertise in land use, circulation, housing, climate adaptation, sustainability, and community design is essential.

**Innovation and Leadership:** A demonstrated commitment to excellence, creativity, and leadership in public planning. The City seeks a team that does not merely follow established conventions but sets a standard for innovation—applying emerging data tools, graphic visualization techniques, and cross-sector thinking to produce a plan that is both aspirational and implementable.

**Historic Preservation Planning Expertise:** Experience preparing or updating Historic Preservation Elements, completing citywide and reconnaissance-level surveys, integrating historic resources into GIS systems, coordinating with local historical societies, and developing incentive and ordinance programs. Familiarity with CEQA Section 15064.5, AB 52 Tribal Cultural Resource coordination and the Secretary of The Interior’s Standards is required.

**Built Out Community:** Expertise in visioning for a built-out community, with experience in creative land use and mobility strategies is also very important, if not more than the historic preservation element. We should discuss areas of expertise that we want to emphasize.

## PROJECT MANAGEMENT EXPECTATIONS

The City expects clear project management, dependable communication, and accountability throughout the duration of the project. The consultant shall designate a single Project Manager to serve as the primary point of contact and a single billing contact to handle all invoicing. The consultant is expected to employ professional project management tools and methodologies—such as Work Breakdown Structures (WBS), Gantt charts, and detailed progress reports—to ensure adherence to schedule, scope, and budget. The selected consultant shall maintain all required insurance coverage and an active City business license throughout the contract period.

All GIS data must be submitted in editable ESRI shapefile or geodatabase format (NAD 83, State Plane California Zone V). The consultant will coordinate bi-monthly standing meetings with City staff and shall be responsible for creating all new map layers, data sets, and GIS analyses in collaboration with City personnel. The resulting General Plan must be a self-mitigating document, integrating actionable policies and mitigation measures that promote internal consistency and streamline future implementation.

The City’s Planning Division operates with limited staff resources, consisting of a Director, Assistant Director, City Planner, Principal Planner, Senior Planner, and administrative support. The Principal Planner serves as the City’s sole long-range planner and will act as the project manager for this effort while continuing to manage other long-range planning initiatives. Accordingly, the consultant must be full-service, proactive, and self-directed, capable of independently maintaining project momentum with minimal oversight while staying on schedule, within scope, and on budget.

The consultant team will be expected to provide comprehensive project management support, including accurate recordkeeping, preparation of detailed meeting minutes for all engagement activities, maintenance of project timelines, and regular budget tracking. This is a multi-year initiative requiring disciplined execution and sustained attention to detail. The selected consultant must demonstrate an ongoing commitment to clear communication, professional excellence, and delivery of high-quality, outcome-oriented work that advances the City’s long-term vision for Glendora 2050.



# SCHEDULE



The project is anticipated to span approximately three to five years



The project is anticipated to span approximately three to five years, following a phased and deliberate approach to ensure quality, inclusivity, and consistency across all deliverables. This timeline reflects the City’s commitment to producing a comprehensive, community-driven General Plan that integrates technical rigor, environmental analysis, and meaningful public engagement.

Of particular importance will be sequencing the project management of General Plan tasks and milestones with the anticipated Regional Housing Needs Allocation (RHNA) process for the 7th Housing Cycle. Although the Housing Element will be prepared under a separate RFP and contract to be issued at a later date, these planning efforts are expected to overlap and coordinate in the late 2020s. For example, land use scenario development, public engagement, and policy discussions will need to align with the City’s forthcoming RHNA obligations to ensure internal consistency across all planning documents.

The project schedule shall include coordination with an State or regional deadlines related to the 7th Cycle RHNA, CARB Climate Scoping Plan updates, and FEMA hazard-mapping updates to ensure General Plan consistency with concurrent State and Regional planning processes. The following outline provides a tentative framework for major project milestones and deliverables. The schedule will be refined and finalized in coordination with the selected consultant during project initiation to reflect the agreed-upon scope, staffing, and resources:

- YEAR 1:** Project initiation, community outreach, and preparation of existing conditions reports.
- YEAR 2:** Development and evaluation of land use and mobility alternatives, Planning Commission and City Council, continued public engagement, review, and coordination with RHNA and 7th Cycle Housing Element progress.
- YEAR 3:** Preparation of the Draft General Plan and completion of environmental review.
- YRS 4/5:** Public hearings, adoption of the Final General Plan, and completion of zoning and implementation tasks.

Adjustments to the schedule may be made with City approval to accommodate unforeseen challenges, opportunities, or political considerations.

# PROPOSAL REQUIREMENTS

Proposals must be submitted electronically via QuestCDN. Hard copies or facsimile submissions will not be accepted.

## FORMAT AND LIMITS

- PDF format (8.5 x 11 inches)
- Maximum 20 pages total, including cover letter, graphics, and resumes (hard limit)
- Maximum file size: 20 MB (hard limit)
- Minimum 11-point font and 1-inch margins

## REQUIRED SECTIONS

1. Cover Letter
2. Project Understanding
3. Project Approach and Work Plan
4. Team Organization and Key Personnel
5. Relevant Experience and Comparable Projects
6. References (please use general plan clients)
7. Public Engagement Strategy
8. Risk and Conflict Management Strategy
9. Schedule
10. Budget Summary, including pricing for both options under Task 10 – Zoning Code Analysis and Implementation (e.g. one price to analyze and one to analyze and implement zoning)
11. Exceptions (if any)

### The Public Engagement Strategy section shall include:

- Draft engagement objectives and success metrics
- A preliminary engagement calendar linked to your Year 1–3 milestones
- Specific examples of previous General Plan engagements with underrepresented communities (include metrics)
- Sample materials (e.g., one flyer or screen from a prior project)

Regarding the zoning code analysis (Task 10) Proposers shall provide pricing for both Option 1 and Option 2. The City anticipates awarding Option 1 as the base scope, with Option 2 as an additive alternate pending budget and funding availability.

Proposals exceeding limits or missing required sections will be deemed nonresponsive.

The total project budget shall not exceed \$2 million.

## BUDGET AND COST PROPOSAL

The total project budget shall not exceed \$2 million. Proposers shall submit a detailed, task-level cost breakdown presented in a Work Breakdown Structure (WBS) format and reflected in a corresponding Gantt chart. The budget should include separate subtotals for the following components:

1. General Plan Update
2. Environmental Review (EIR or IS/MND)
3. Public Engagement and Web Presence
4. Zoning Code Analysis (Option 1)
5. Comprehensive Zoning Code Update (Option 2)



## HOW TO OBTAIN THIS RFP

1. Request for Proposal (RFP) information can be downloaded at [www.questcdn.com](http://www.questcdn.com) using QuestCDN#. Contact QuestCDN at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in membership registration, downloading this digital project information and vBid Online Bid submittal. To submit a vBid online bid (which is required for this project) you must do so through the QuestCDN Bid Management System located at [www.questcdn.com](http://www.questcdn.com) or via the City of Glendora website at [CityOfGlendora.gov/RFP](http://CityOfGlendora.gov/RFP). You may register and download RFP documents electronically for free, however a fee of \$10.00 will be required to submit your proposal.
2. All addenda and notices related to this procurement will be posted by the City on QuestCDN. In the event that this RFP is obtained through any means other than QuestCDN, the City will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.
3. Each Proposal must conform and be responsive to all requirements set forth in the RFP. Vendor/Consultants will need to register with the provider of this service, Quest Construction Data Network. This includes maintaining certificates of insurance and a business license with the City.

## PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

1. All questions/inquiries must be made through the contact listed on the cover sheet of this document, via QuestCDN. The City will provide a written response to all questions in the form of an Addendum. Questions answered on QuestCDN shall be considered addenda to the RFP.

## OBJECTIONS

1. Any objections as to the structure, content or distribution of this RFP must be submitted in writing to the Contact listed on the cover sheet of this document. Objections must be as specific as possible, and identify the RFP section number and title, as well as a description and rationale for the objection.
2. All objections, questions and inquiries must be received by the deadline stated on the cover sheet.



# SELECTION PROCESS AND EVALUATION CRITERIA

1. **Proposal Review Phase** - Proposals will be evaluated per the criteria and weights listed in the table below.
2. **Vendor Interview Phase** - At the City’s discretion, firms submitting the highest scoring proposals will be interviewed and scored per the criteria and weights in the table below.
3. **The Final Selection Phase** - Will be based on the proposal earning the highest score at the completion of the Proposal Review Phase. The final selection will be based on the firm earning the highest combined score at the completion of the Vendor Interview Phase.
4. The City reserves the right to rely on information from sources other than the information provided by the respondents.
5. Final award shall be contingent upon selected firm (Consultant) accepting the Terms and Conditions listed in RFP and City Council issuing the award.

<b>EVALUATION CRITERIA</b>	
<b>Proposal Review Phase</b>	
Proposal Responsiveness	Pass/Fail
Firm Experience/Technical Expertise	25%
Project Team Experience	15%
Project Approach and Work Plan	20%
Public Engagement Strategy	15%
Cost	10%
<b>Vendor Interview Phase</b>	
Oral Interview	15%
<b>TOTAL VENDOR SCORE POSSIBLE</b>	<b>100%</b>

## **GROUNDS FOR DISQUALIFICATION**

1. Failure to follow proposal requirements.
2. Evidence of collusion: Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.
3. Any attempt to improperly influence any member of the evaluation team.
4. Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City.
5. Evidence of incorrect information submitted as part of the proposal.
6. Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal.
7. Contact regarding this procurement with any City official or employee or evaluation team member other than the Procurement Contact from the time of issuance of this solicitation until a recommendation of award is made.
8. Proposer's documented record of inadequate performance under any previous agreement with the City.

## **CONFLICT OF INTEREST**

Proposer(s) may not have any interest in any potential future City procurements that may result from the work performed under the agreement resulting from this RFP.

## **GENERAL INFORMATION**

1. The successful Proposer will be required to enter into an agreement with terms and conditions in substantial conformity with Attachment E of this RFP.
2. The successful Proposer will be required to demonstrate evidence of insurance in accordance with the insurance provisions listed in Attachment E of this RFP.
3. All costs associated with responding to this request are to be borne by the Proposer.
4. It is the City's policy that the selected firm shall not discriminate, in any way, against any person on the basis of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background, in violation of federal, state or local law, in connection with or related to the performance of City of Glendora contracts.
5. An agreement shall not be binding or valid with the City unless and until it is approved by the City Council, if so required, and executed by authorized representatives of the City and of the Proposer.



# RIGHTS OF THE CITY OF GLENDORA

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

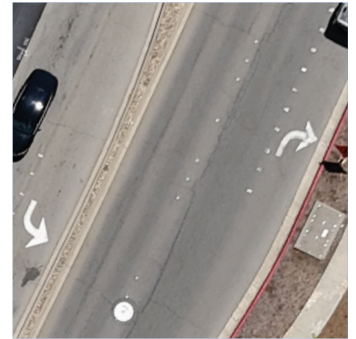
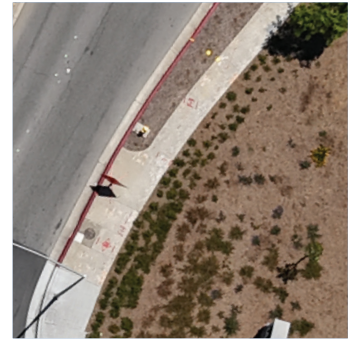
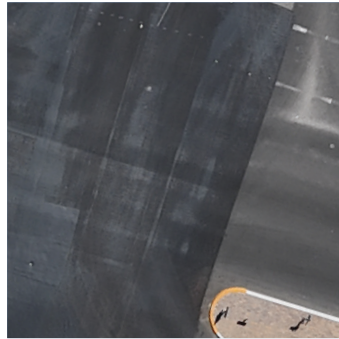
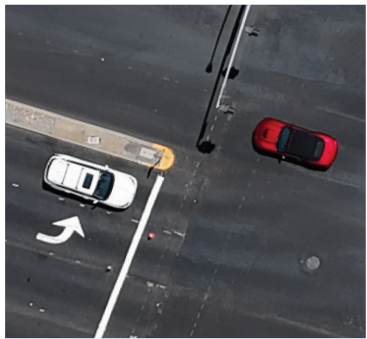
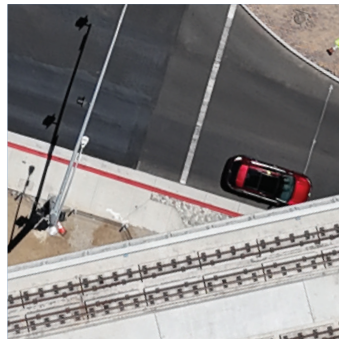
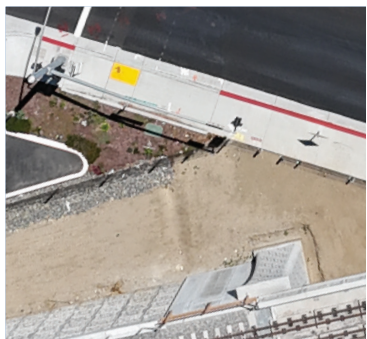
1. Accept an offer in full, or in part, or to reject all offers.
2. Make the selection based on its sole discretion.
3. Accept an offer in full, or in part, or to reject all offers.
4. Reject any and all proposals.
5. Postpone opening proposals for any reason.
6. Approve or disapprove the use of particular subconsultants.
7. Negotiate with any, all or none of the Proposers.
8. Accept other than the lowest offer.
9. Waive informalities and irregularities in the Proposals.
10. Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

## **PUBLIC NATURE OF PROPOSAL MATERIAL**

All correspondence with the City including responses to this RFP will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) All documents that you send to the City will be subject to disclosure if requested by a member of the public.

## **ATTACHMENTS INCLUDED WITH THIS RFP**

- A. Proposal Certification
- B. Professional Services Agreement



**ATTACHMENT A**

**Proposal Certification**

Proposing Firm Name:		
Address:		
Telephone:		
Facsimile:		
E-mail:		
Contact person name and title:		

**PROPOSER REPRESENTATIONS**

1. Acknowledgement of Receipt of \_\_\_\_\_ Addendum \_\_\_\_\_ Initial
2. Proposer did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this proposal.
3. Proposer additionally certifies that neither Proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
4. Proposer acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFP document or permitted by formal addenda are accepted by the City.
5. Proposer did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the Request for Proposal package, formal addenda issued by the City, or the pre-proposal conference.
6. As suppliers of goods or services to the City of Glendora, Proposer and individuals listed below certify that they do not discriminate in employment of any person because of race, sex, color, religion, religious creed, national origin, ancestry, age, gender, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, gender expression, gender identity, military and veteran status, or ethnic background; and that they are in compliance with all Federal, State and local laws,

directives and executive orders regarding nondiscrimination in employment.

7. Proposer hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.

Please check the appropriate box below:

- If the proposal is submitted by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the proposal shall so state.
- If the proposal is submitted by a partnership, the full names and addresses of all members and the address of the partnership shall be stated and the proposal shall be signed for all members by one or more members thereof.
- If the proposal is submitted by a corporation, it shall be signed in the corporate name by an authorized officer or officers.
- If the proposal is submitted by a limited liability company, it shall be signed in the corporate name by an authorized officer or officers.
- If the proposal is submitted by a joint venture, the full names and addresses of all members of the joint venture shall be stated and it shall be signed by each individual.

Please note: Two corporate officer signatures are required on the agreement when company is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONTRACTOR’S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONTRACTOR’S BUSINESS ENTITY.

**By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understand the RFP.**

Authorized Representative Signature:	
Authorized Representative Print name:	
Authorized Representative Title (Print title):	
<b>Complete additional signatures below as required per # 8 above</b>	
Authorized Representative Signature:	
Authorized Representative Print name:	
Authorized Representative Title (Print title):	
Authorized Representative Signature:	
Authorized Representative Print name:	
Authorized Representative Title (Print title):	

**AGREEMENT FOR CONTRACT SERVICES**

**By and Between**

**CITY OF GLENDORA**

**and**



**AGREEMENT FOR CONTRACT SERVICES  
BETWEEN THE CITY OF GLENDORA AND**

\_\_\_\_\_

THIS AGREEMENT FOR CONTRACT SERVICES (herein “Agreement”) is made and entered into this day of \_\_\_\_\_, 202\_\_ by and between the City of Glendora, a California municipal corporation (“City”) and \_\_\_\_\_ (“Consultant”). City and Consultant may be referred to, individually or collectively, as “Party” or “Parties.”

**RECITALS**

A. City desires to retain Consultant, on an independent contractor basis, to perform the services defined and described particularly in Article 1 of this Agreement.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. Pursuant to the City of Glendora’s Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

**OPERATIVE PROVISIONS**

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

**ARTICLE 1. SERVICES OF CONSULTANT**

**1.1 Scope of Services.**

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference, which may be referred to herein as the “services” or “work” hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase “highest professional standards” shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

**1.2 Consultant’s Proposal.**

The Scope of Services shall include the Consultant's scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

### **1.3 Compliance with Law.**

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

### **1.4 California Labor Law.**

If the Scope of Services includes any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, Section 16000 *et seq.*, and if the total compensation is \$1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws, including the following requirements:

(a) Public Work. The Parties acknowledge that some or all of the work to be performed under this Agreement is a "public work" as defined in Labor Code Section 1720 and that this Agreement is therefore subject to the requirements of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works contracts and the rules and regulations established by the Department of Industrial Relations ("DIR") implementing such statutes. The work performed under this Agreement is subject to compliance monitoring and enforcement by the DIR. Consultant shall post job site notices, as prescribed by regulation.

(b) Prevailing Wages. Consultant shall pay prevailing wages to the extent required by Labor Code Section 1771. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at City Hall and will be made available to any interested party on request. By initiating any work under this Agreement, Consultant acknowledges receipt of a copy of the Department of Industrial Relations (DIR) determination of the prevailing rate of per diem wages, and Consultant shall post a copy of the same at each job site where work is performed under this Agreement.

(c) Penalty for Failure to Pay Prevailing Wages. Consultant shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Consultant shall, as a penalty to the City, forfeit two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Consultant or by any subcontractor.

(d) Payroll Records. Consultant shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Consultant and each subconsultant to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform the City of the location of the records.

(e) Apprentices. Consultant shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6, and 1777.7 and California Code of Regulations Title 8, Section 200 *et seq.* concerning the employment of apprentices on public works projects. Consultant shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Consultant shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, Consultant

and each of its subconsultants shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.

(f) Eight-Hour Work Day. Consultant acknowledges that eight (8) hours labor constitutes a legal day's work. Consultant shall comply with and be bound by Labor Code Section 1810.

(g) Penalties for Excess Hours. Consultant shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the performance of this Agreement by the Consultant or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Consultant in excess of eight (8) hours per day, and forty (40) hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of 8 hours per day at not less than one and one-half (1½) times the basic rate of pay.

(h) Workers' Compensation. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees if it has employees. In accordance with the provisions of California Labor Code Section 1861, Consultant certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

Consultant's Authorized Initials \_\_\_\_\_  
(Name, Title)

(i) Consultant's Responsibility for Subcontractors. For every subcontractor who will perform work under this Agreement, Consultant shall be responsible for such subcontractor's compliance with Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code, and shall make such compliance a requirement in any contract with any subcontractor for work under this Agreement. Consultant shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a review of the certified payroll records of the subcontractor on a periodic basis or upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Consultant shall diligently take corrective action to halt or rectify any such failure by any subcontractor.

### **1.5 Licenses, Permits, Fees and Assessments.**

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

### **1.6 Familiarity with Work.**

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer.

### **1.7 Care of Work.**

The Consultant shall adopt reasonable methods during the life of this Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

### **1.8 Further Responsibilities of Parties.**

Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither Party shall be responsible for the service of the other.

### **1.9 Additional Services.**

City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer (as defined below) to the Consultant, incorporating therein any adjustment in (i) the Contract Sum (or a portion of the compensation due to Consultant) for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or \$50,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other Consultants. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

### **1.10 Special Requirements.**

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

## **ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.**

## **2.1 Contract Sum.**

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed \_\_\_\_\_ Dollars (\$) (the “Contract Sum”), unless additional compensation is approved pursuant to Section 1.9.

## **2.2 Method of Compensation.**

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Consultant’s rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

## **2.3 Reimbursable Expenses.**

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

## **2.4 Invoices.**

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City’s Director of Finance. By submitting an invoice for payment under this Agreement, Consultant shall be deemed to have certify compliance with all provisions of this Agreement. The invoice shall contain all information specified in Exhibit “C”, and shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant’s correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

## **2.5 Waiver.**

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

**ARTICLE 3. PERFORMANCE SCHEDULE**

**3.1 Time of Essence.**

Time is of the essence in the performance of this Agreement.

**3.2 Schedule of Performance.**

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the “Schedule of Performance” attached hereto as Exhibit “D” and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

**3.3 Force Majeure.**

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer’s determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant’s sole remedy being extension of this Agreement pursuant to this Section.

**3.4 Term.**

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding \_\_\_\_\_ years from the date hereof (“Term”), except as otherwise provided in the Schedule of Performance (as shown on Exhibit “D” attached hereto). [The City Manager may, at his/her sole discretion, extend the Term for \_\_ additional \_\_\_\_\_ one-year terms.][NOTE: IF THIS PROVISION IS APPLICABLE – NEED TO INCLUDE AN INCREASE FOR THE \$ AMOUNT DUE TO CONSULTANT DURING THE TERM OF THE EXTENSION BASED ON CPI AT THE VERY LEAST]

**ARTICLE 4. COORDINATION OF WORK**

**4.1 Representatives and Personnel of Consultant.**

The following principals of Consultant (“Principals”) are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

(Name), (Title)

(Name), (Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the Term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

#### **4.2 Status of Consultant.**

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

#### **4.3 Contract Officer.**

The Contract Officer shall be [REDACTED], or such person as may be designated by the City Manager. It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

#### **4.4 Independent Consultant.**

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

#### **4.5 Prohibition Against Subcontracting or Assignment.**

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed,

hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

## **ARTICLE 5. INSURANCE AND INDEMNIFICATION**

### **5.1 Insurance Coverages.**

Without limiting Consultant's indemnification of City, and prior to commencement of any services under this Agreement, Consultant shall obtain, provide and maintain at its sole cost and expense during the Term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General Liability Insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile Liability Insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(c) Professional Liability (errors & omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers' Compensation Insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

### **5.2 General Insurance Requirements.**

(a) Proof of Insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times

during the Term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of Coverage. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, its agents, representatives, employees or subconsultants.

(c) Primary/Noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's Rights of Enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of Contract Provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements not Limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of Cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional Insured Status. General liability and automobile policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of Undisclosed Coverage Limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved by the City in writing.

(l) Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the services who is brought onto or involved in the services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the services will be submitted to City for review.

(n) City's Right to Revise Specifications. The City reserves the right at any time during the Term of this Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Deductibles / Self-insured Retentions. Any deductibles and self-insured retentions must be declared to and approved by City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees, agents and volunteers, or the Consultant shall provide a financial guarantee satisfactory to the city guaranteeing payment of losses and related investigations, claims administration and defense expense.

(p) Timely Notice of Claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional Insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

### **5.3 Indemnification.**

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

(d) Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

## **ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION**

### **6.1 Records.**

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

### **6.2 Reports.**

Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Consultant hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant agrees that if Consultant becomes aware of any facts, circumstances, Project Name, Plan No. #####

techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

### **6.3 Ownership of Documents.**

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the “documents and materials”) prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City’s sole risk and without liability to Consultant, and Consultant’s guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.

### **6.4 Confidentiality and Release of Information.**

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

## **ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION**

### **7.1 California Law.**

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

### **7.2 Disputes; Default.**

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant, as determined by the Contract Officer. The cure period may run concurrently with the termination period as provided in Section 7.7, if the option to cure in the alternative to termination. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

### **7.3 Retention of Funds.**

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

### **7.4 Waiver.**

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

## **7.5 Rights and Remedies are Cumulative.**

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

## **7.6 Legal Action.**

In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et seq. and 910 et seq., in order to pursue a legal action under this Agreement.

## **7.7 Termination Prior to Expiration of Term.**

This Section shall govern any termination of this Agreement except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Agreement at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

## **7.8 Termination for Default of Consultant.**

If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

## **7.9 Attorneys' Fees.**

If either Party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorneys' fees on any appeal, and in addition a Party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall

be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

## **ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION**

### **8.1 Non-liability of City Officers and Employees.**

No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

### **8.2 Conflict of Interest.**

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

### **8.3 Covenant Against Discrimination.**

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

### **8.4 Unauthorized Aliens.**

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

## **ARTICLE 9. MISCELLANEOUS PROVISIONS**

### **9.1 Notices.**

Any notice, demand, request, document, consent, approval, or communication either Party desires or is required to give to the other Party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Glendora, 116 E. Foothill Blvd., Glendora, California 91741-3380, and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

## **9.2 Interpretation.**

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

## **9.3 Counterparts.**

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument. Each of the parties intend to be bound by the signatures on any telecopied, .pdf or other electronically delivered document, and are aware that the other party will rely on the telecopied, .pdf or other electronically delivered signatures, and hereby waive any defenses to the enforcement of the terms of this Agreement based on the form of signature.

## **9.4 Integration; Amendment.**

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the Parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

## **9.5 Severability.**

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

## **9.6 Warranty & Representation of Non-Collusion.**

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and

represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials \_\_\_\_\_  
(Name, Title)

**9.7 Authority.**

The persons executing this Agreement on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGE]**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

**CITY:**  
CITY OF GLENDORA, a municipal corporation

Adam Raymond  
City Manager

**APPROVED AS TO FORM:**  
ALESHIRE & WYNDER, LLP

**CERTIFY AVAILABILITY OF FUNDS:**

Danny Aleshire  
City Attorney

Kyle Johnson  
Finance Director/City Treasurer

**ATTEST:**

Kathleen R. Sessman  
City Clerk/Communications Director

**CONSULTANT:**  
(INSERT COMPANY NAME)

Name:(Insert Name),  
Title: (Insert Title)  
Email Address:

Name:(Insert Name)  
Title: (Insert Title)  
Email Address:

Address: Including City, State, Zip

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED UNLESS EXECUTED UTILIZING DOCUSIGN. IN ADDITION, THE APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 202\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

### OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATE OFFICER  _____ <div style="text-align: center;">TITLE(S)</div>	_____ <div style="text-align: center;">TITLE OR TYPE OF DOCUMENT</div>
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL <input type="checkbox"/> ATTORNEY-IN-FACT <input type="checkbox"/> TRUSTEE(S) <input type="checkbox"/> GUARDIAN/CONSERVATOR <input type="checkbox"/> OTHER _____ _____	_____ <div style="text-align: center;">NUMBER OF PAGES</div> _____ <div style="text-align: center;">DATE OF DOCUMENT</div>

**SIGNER IS REPRESENTING:**  
 (NAME OF PERSON(S) OR ENTITY(IES))  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 SIGNER(S) OTHER THAN NAMED ABOVE

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 202\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

### OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATE OFFICER _____ TITLE(S)	_____ TITLE OR TYPE OF DOCUMENT
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_____	_____ DATE OF DOCUMENT
<b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES)) _____ _____	_____ SIGNER(S) OTHER THAN NAMED ABOVE

**EXHIBIT "A"**

**SCOPE OF SERVICES**

- I.** Consultant will perform the following services:
  - A.
  
- II.** As part of the services, Consultant will prepare and deliver the following tangible work products to the City:
  - A.
  
- III.** In addition to the requirements of Section 6.2, during performance of the services, Consultant will keep the City appraised of the status of performance by delivering the following status reports:
  - A.
  
- IV.** All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.
  
- V.** Consultant will utilize the following personnel to accomplish the services:
  - A.

**EXHIBIT “B”**

**SPECIAL REQUIREMENTS**

**(Superseding Contract Boilerplate)**

Added text is indicated in *bold italics*, deleted text is indicated in ~~strikethrough~~.

**I.**

**II.**

**EXHIBIT "C"**

**SCHEDULE OF COMPENSATION**

**I. Consultant shall perform the following tasks at the following rates:**

	<b>DESCRIPTION</b>	<b>RATE</b>	<b>TIME</b>	<b>SUB-BUDGET</b>
<b>A.</b>	_____	_____	_____	_____
<b>B.</b>	_____	_____	_____	_____
<b>C.</b>	_____	_____	_____	_____
<b>D.</b>	_____	_____	_____	_____

**III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.9.**

**IV. The City will compensate Consultant for the services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.
- B. Line items for all materials and equipment properly charged to the Services.
- C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.
- D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

**V. The total compensation for the Services shall not exceed the Contract Sum as provided in Section 2.1 of this Agreement.**

**VI. The Consultant's billing rates for all personnel are attached as Exhibit "C-1". [NEED TO INCLUDE ATTACHMENT]**

**EXHIBIT "D"**

**SCHEDULE OF PERFORMANCE**

**I. Consultant shall perform all services timely in accordance with the following schedule:**

	<b><u>Description</u></b>	<b><u>Days to Perform</u></b>	<b><u>Deadline Date</u></b>
A.	[Task A]	_____	_____
B.	[Task B]	_____	_____
C.	[Task C]	_____	_____

**II. Consultant shall deliver the following tangible work products to the City by the following dates.**

- A.
- B.
- C.

**III. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.**



# GLENDORA 2050 COMMUNITY PLAN DRAFT REQUEST FOR PROPOSALS (RFP) REVIEW

COMMUNITY DEVELOPMENT

**PLANNING COMMISSION**

**MARCH 3, 2026**

HANS FRIEDEL, AICP, PRINCIPAL PLANNER



## SLIDE 2 – PURPOSE OF TONIGHT’S JOINT MEETING

- Planning Commission review the draft Request for Proposals (RFP) for the Glendora General Plan Update (“Glendora 2050 Community Plan”), including the proposed goals, scope of work, assumptions, priorities, tasks, deliverables, and public engagement framework prior to issuance of the RFP
- Next will go to Council for review

# WHAT IS THE GENERAL PLAN?





# WHAT IS THE GENERAL PLAN?

- City's long-term policy framework for physical development
- Guides land use, mobility, infrastructure, conservation, safety, and growth
- All zoning and development decisions must be consistent
- Often described as the City's "constitution for future development"



# WHY A COMPREHENSIVE UPDATE IS NEEDED

- Many core elements last updated 2006–2007
- State planning law has evolved significantly
- Current plan updated incrementally → risk of internal inconsistency
- Built-out city + Metro station = new planning realities



# CURRENT GENERAL PLAN SNAPSHOT

<b>Element</b>	<b>Last Comprehensive Update</b>
Land Use	2006
Circulation	2007
Conservation	2007
Open Space	2007
Noise	2007
Air Quality	2007
Historic Preservation	1999
Safety	2025
Housing	2023 (6 <sup>th</sup> Cycle)

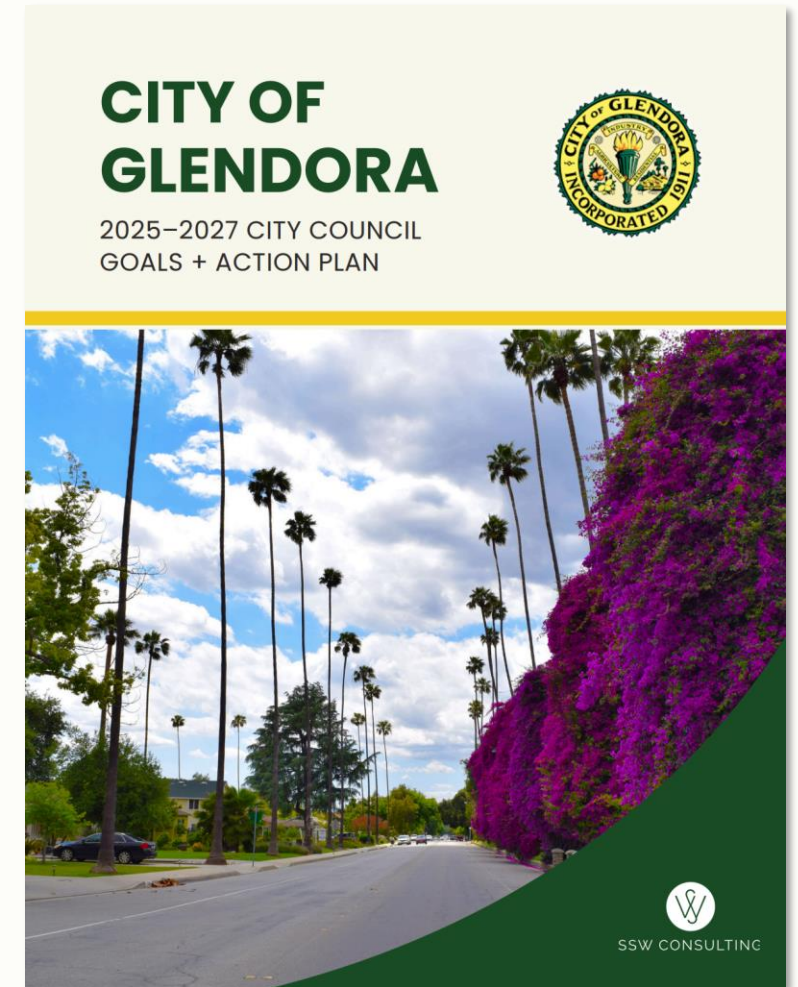
All elements except Housing and Safety will be comprehensively updated

# STRATEGIC PLAN ALIGNMENT

## 2025–2027 City Council Goals + Action Plan

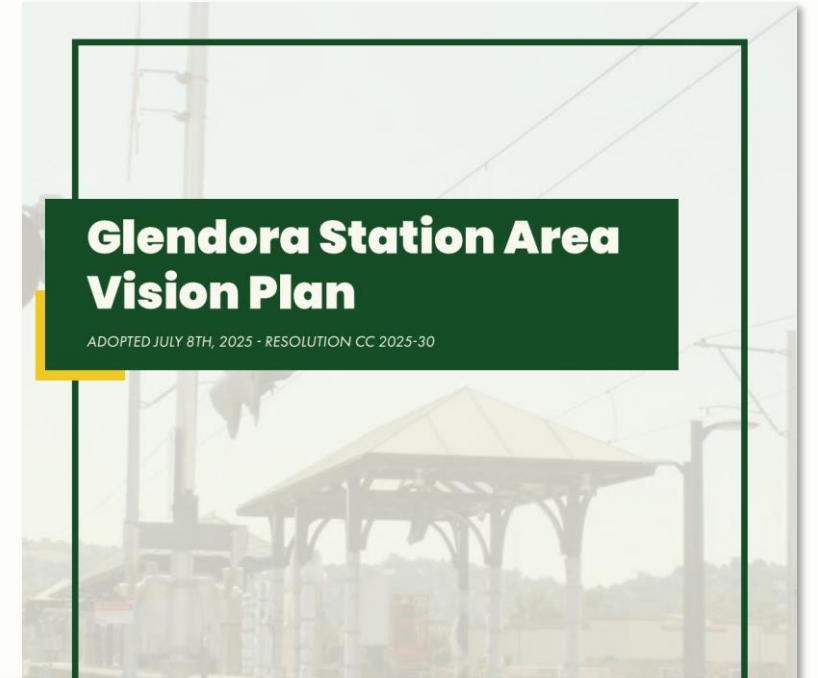
### Goal 1: SubURBAN Living

- Action 1.1: General Plan Update
- Supports housing, mobility, infrastructure, and quality-of-life goals
- Long-term policy foundation for future decisions



# STATION AREA VISION PLAN AS “SOFT KICKOFF”

- Metro TOC TAP–funded Station Area Vision Plan (adopted July 2025)
- Non-regulatory guidance document
- Initiated citywide discussion on growth, housing, and transit
- Led to calls for broader, earlier, citywide engagement



City Booth at Earth Day 2025

# COMMUNITY ENGAGEMENT EXPECTATIONS

- Transparent, inclusive, and citywide
- Multilingual and accessible
- Engagement before decisions—not after
- Clear documentation of how input informs policies

**(Virtual) Community Open House #2**

**WHERE:** Virtual Zoom Room

**WHEN:** May 28, 2025 & May 29, 2025  
6-8pm 10am-12pm

**Approx. 35 Total Attendees**

Virtual Community Open House #2 was promoted via Instagram, Facebook, mailers to property and business owners, and e-blasts to the City listserve. City Staff also promoted the open house during the City's Earth Day 2025 event.

**PURPOSE OF TODAY'S MEETING**

- **Informational** meeting to provide an overview of the Glendora Station Area Vision Plan (Plan)
- **Your Role** is to review the draft Plan

**Glendora Station Area Vision Plan**

PUBLIC DRAFT, APRIL 15, 2025

City Booth at Earth Day 2025

# WHY AN RFP AND CONSULTANT TEAM

- General Plan updates are multi-year, multidisciplinary efforts
- Requires expertise beyond typical in-house capacity:
  - Public engagement
  - GIS and data
  - CEQA / environmental analysis
  - Transportation and parking
- Consultant supplements staff; policy direction remains with PC/CC

**City of Glendora**

**20  
26**

**Monday, May 4**  
RFP RELEASE DATE

**Friday, July 10**  
DEADLINE FOR QUESTIONS & OBJECTIONS\*

**Friday, August 7**  
PROPOSAL DUE\*

\*No Later Than 3:00pm Pacific Time • Proposals must be submitted in electronic PDF format only through the QuestCDN system

**REQUEST FOR PROPOSAL**

Glendora Community Plan  
2050 (PLN25-0009)  
QuestCDN# XXXXXX

**CONTACT**  
**Jeff Kugel**  
Community Development Director  
**Hans Friedel**  
Principal Planner

City of Glendora  
116 E. Foothill Blvd.  
Glendora, CA 91741

# WHAT THE RFP DOES

- Defines City goals and expectations
- Establishes scope, tasks, and deliverables
- Creates a competitive process to select the best-fit team
- Maintains cost control and accountability

 **City of Glendora**

**20  
26**

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# OVERARCHING GOALS OF GLENDDORA 2050

1. Inclusive and Robust Community Engagement
2. Cohesive Land Use and Policy Framework
3. Integrated Mobility, Transportation, and Parking Plan
4. Diversified Economic Development
5. Integration of State Planning Laws
6. Comprehensive Program Environmental Impact Report (PEIR) to Streamline Consistent Future Development
7. Accessible, Legally Compliant, and Web-First Document
8. Organized and Updated Data Sharing and Accessibility
9. Update and Improve the City's Historic Preservation Element

**City of Glendora**

**2026**

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# HIGH-LEVEL SCOPE OF WORK

- Project initiation and management
- Existing conditions and baseline studies
- Citywide engagement program
- Land use alternatives and scenario evaluation
- Draft General Plan and elements
- Programmatic Environmental Impact Report (PEIR)

 **City of Glendora**

**20  
26**

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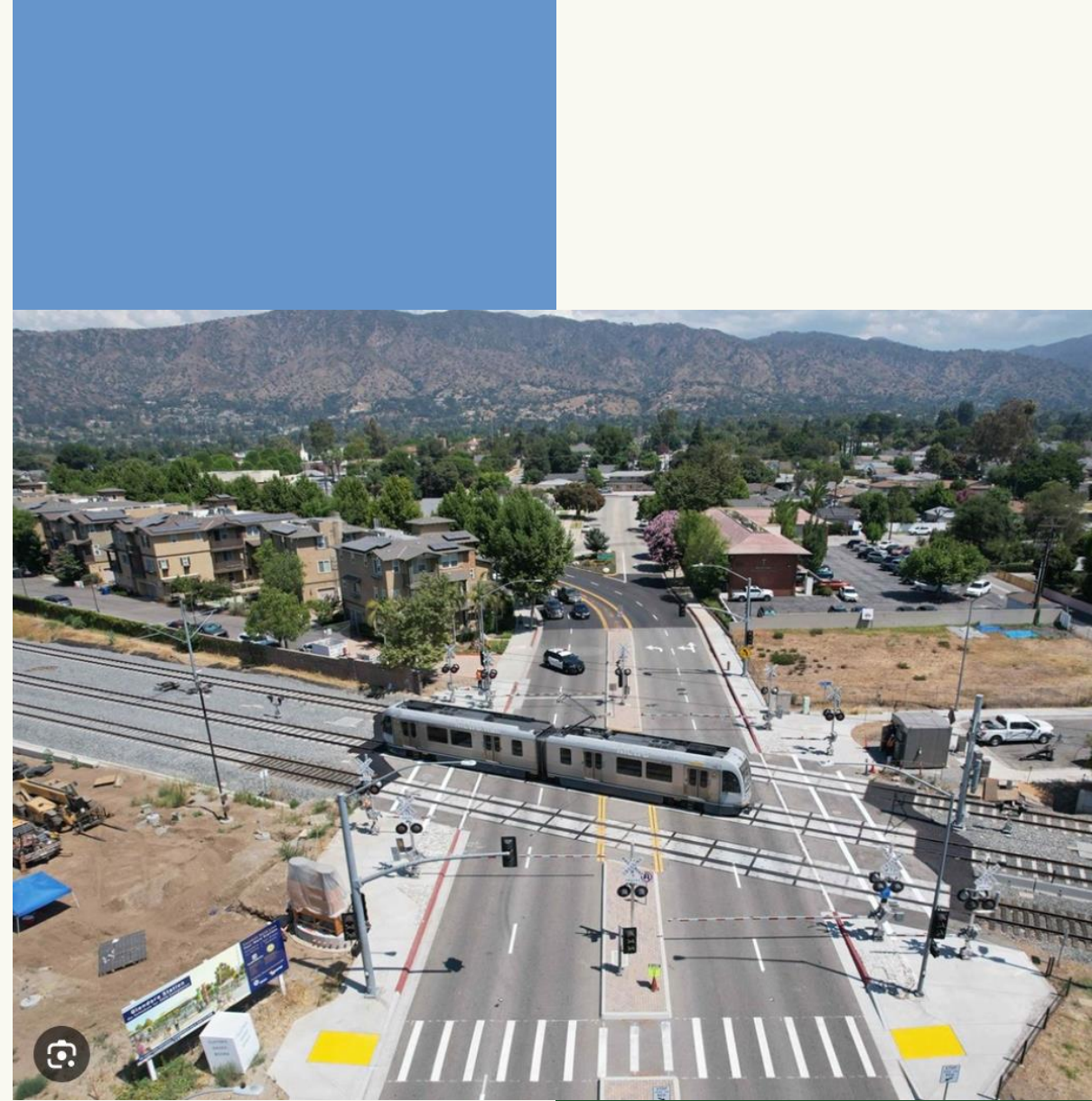
# RFP TASKS OVERVIEW

- The draft RFP organizes the General Plan Update into 14 coordinated tasks spanning engagement, analysis, policy development, environmental review, and implementation



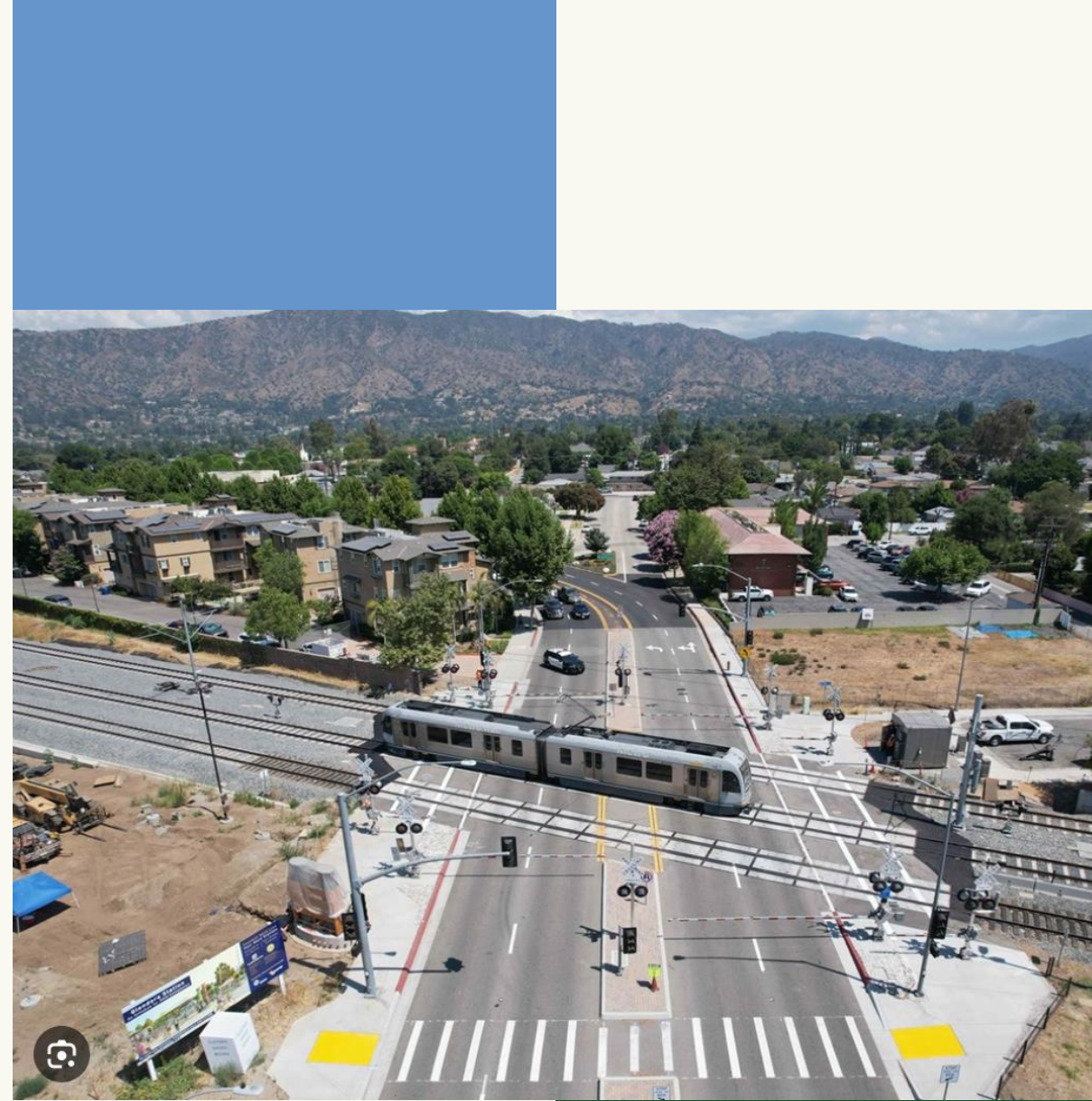
# TASKS 1–5: PROJECT SETUP & ENGAGEMENT

- **Task 1 – Project Initiation** | Scope confirmation, schedule, coordination, State compliance
- **Task 2 – Cloud-Based Project Management System** | Dashboard for tasks, milestones, schedules, and deliverables
- **Task 3 – Public Engagement and Outreach** | Multilingual engagement, workshops, surveys, pop-ups, youth outreach, website
- **Task 4 – Project Administration & Meeting Support** | Staff reports, presentations, coordination, and meeting documentation
- **Task 5 – City Council and Planning Commission Engagement** | Routine check ins through process



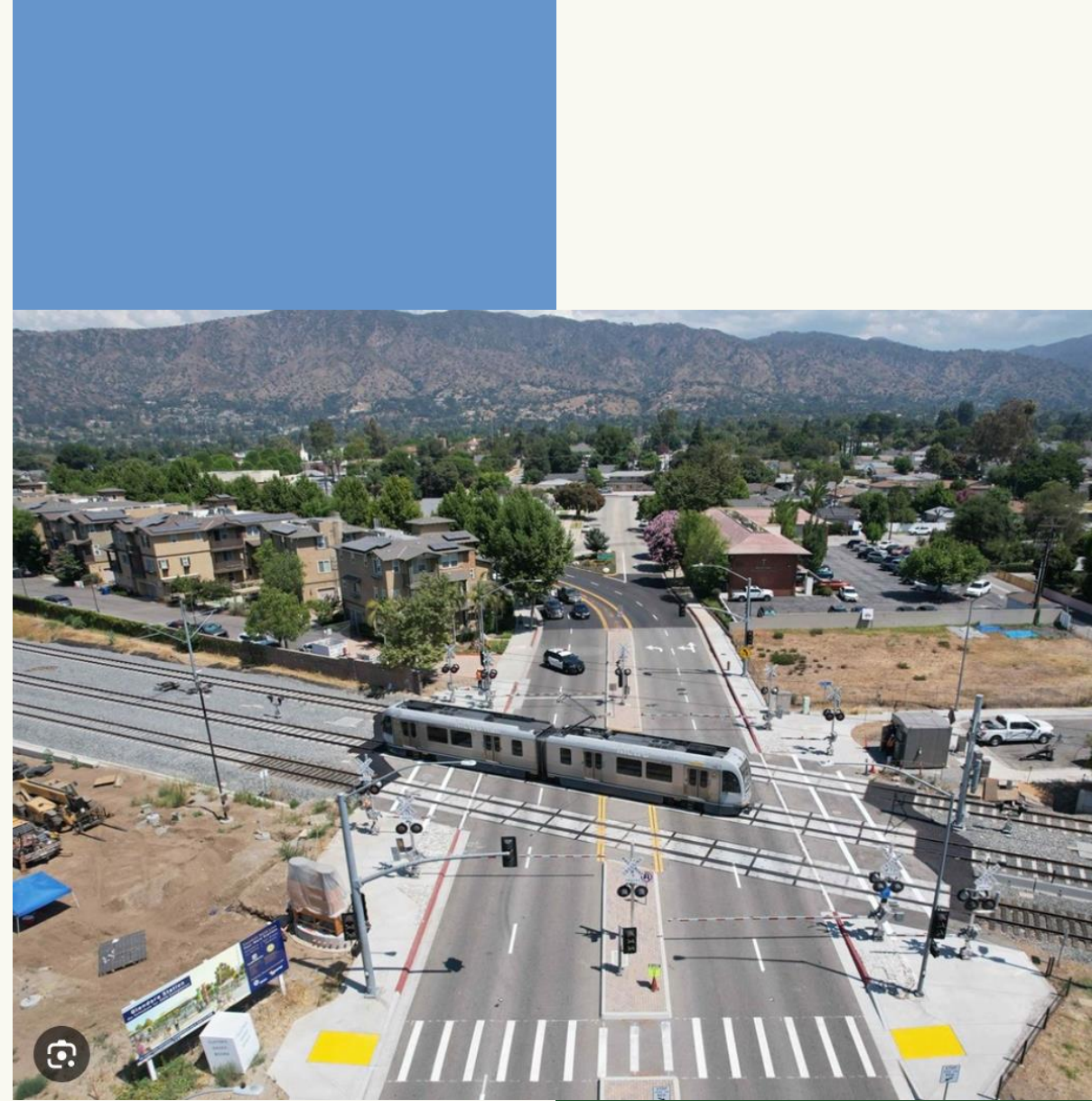
# TASKS 6–8: ANALYSIS & PLAN DEVELOPMENT

- **Task 6 – Existing Conditions and Issues/Opportunities Analysis** | Demographics, land use, infrastructure, EJ, climate, historic resources, GIS
- **Task 7 – Land Use Alternatives** | Minimum of three citywide land use scenarios with trade-offs
- **Task 8– Draft General Plan & Elements** | Administrative and public draft General Plan with internal consistency



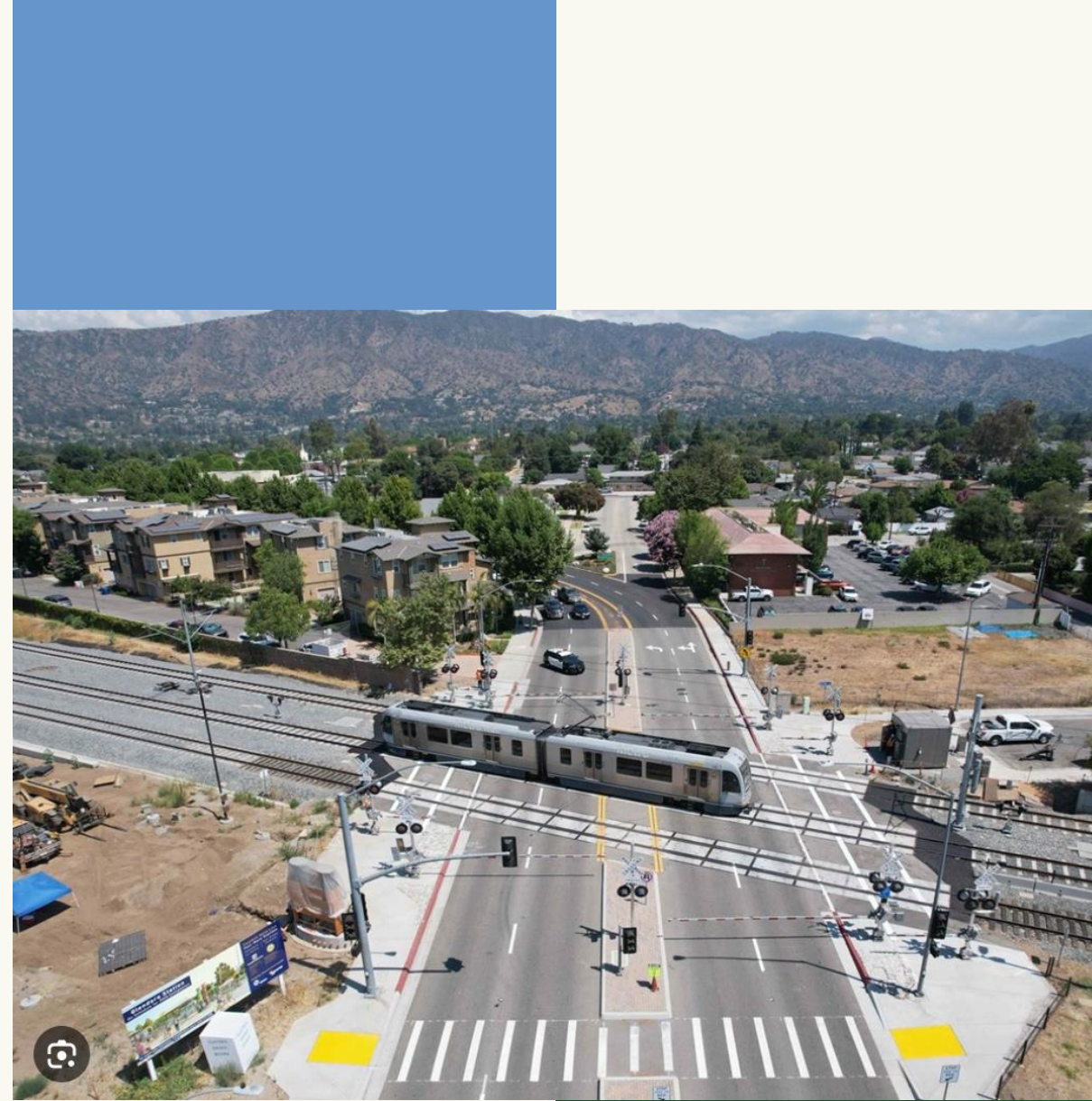
# TASK 9: ENVIRONMENTAL REVIEW (CEQA)

- **Task 9 – Programmatic Environmental Impact Report (PEIR)**
  - Citywide, policy-level environmental analysis
  - Establishes mitigation framework
  - Supports streamlined future project-level CEQA review
  - Consistent with Housing Element commitments



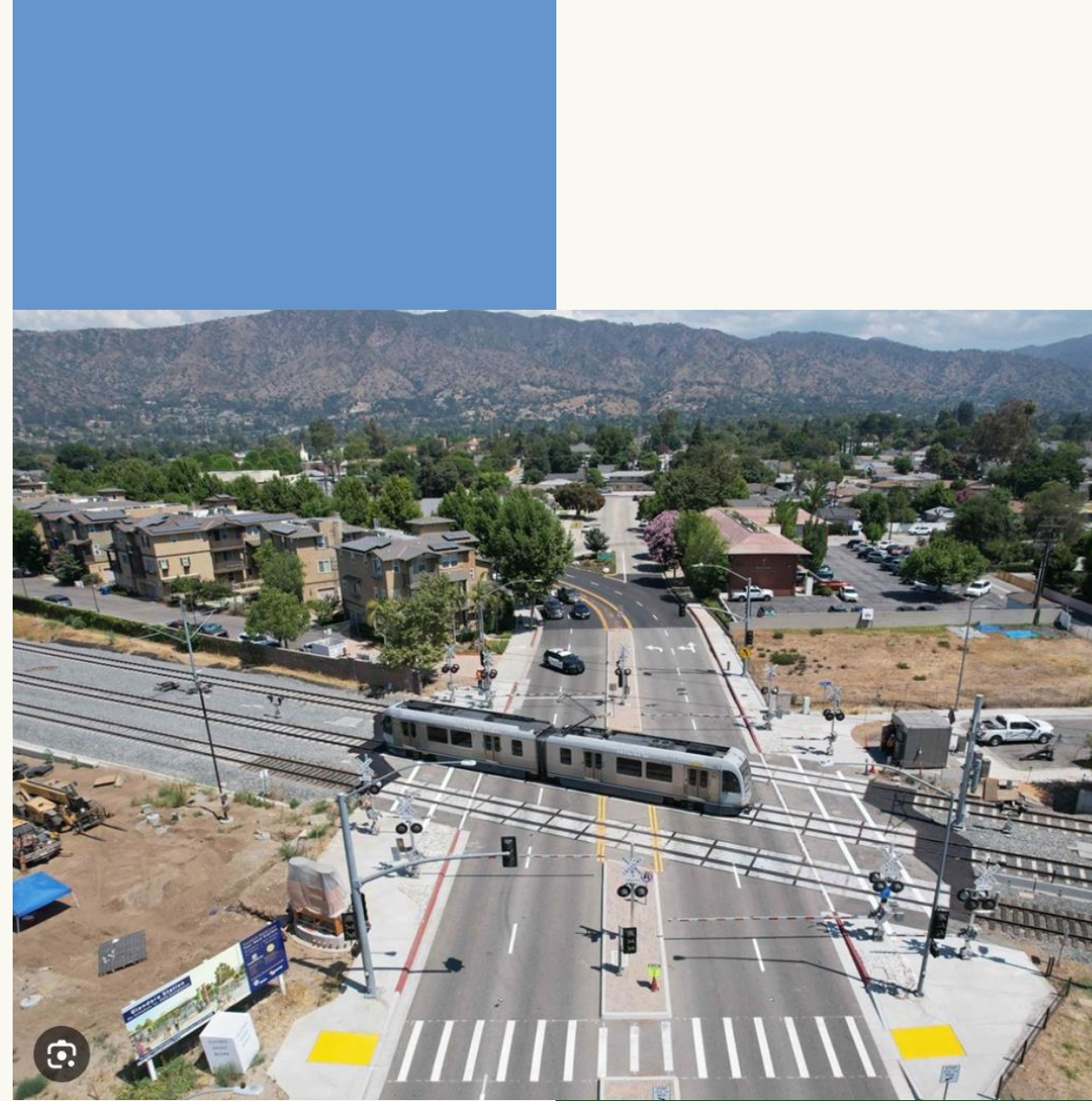
# TASK 10: ZONING CODE IMPLEMENTATION OPTIONS

- **Option A – Zoning Consistency Analysis**
  - Zoning consistency matrix
  - Identification of inconsistencies
  - Implementation recommendations
- **Option B – Comprehensive Zoning Code Update (Optional)**
  - Full Zoning Code update aligned with the General Plan
  - Drafting, public review, hearings, and adoption support



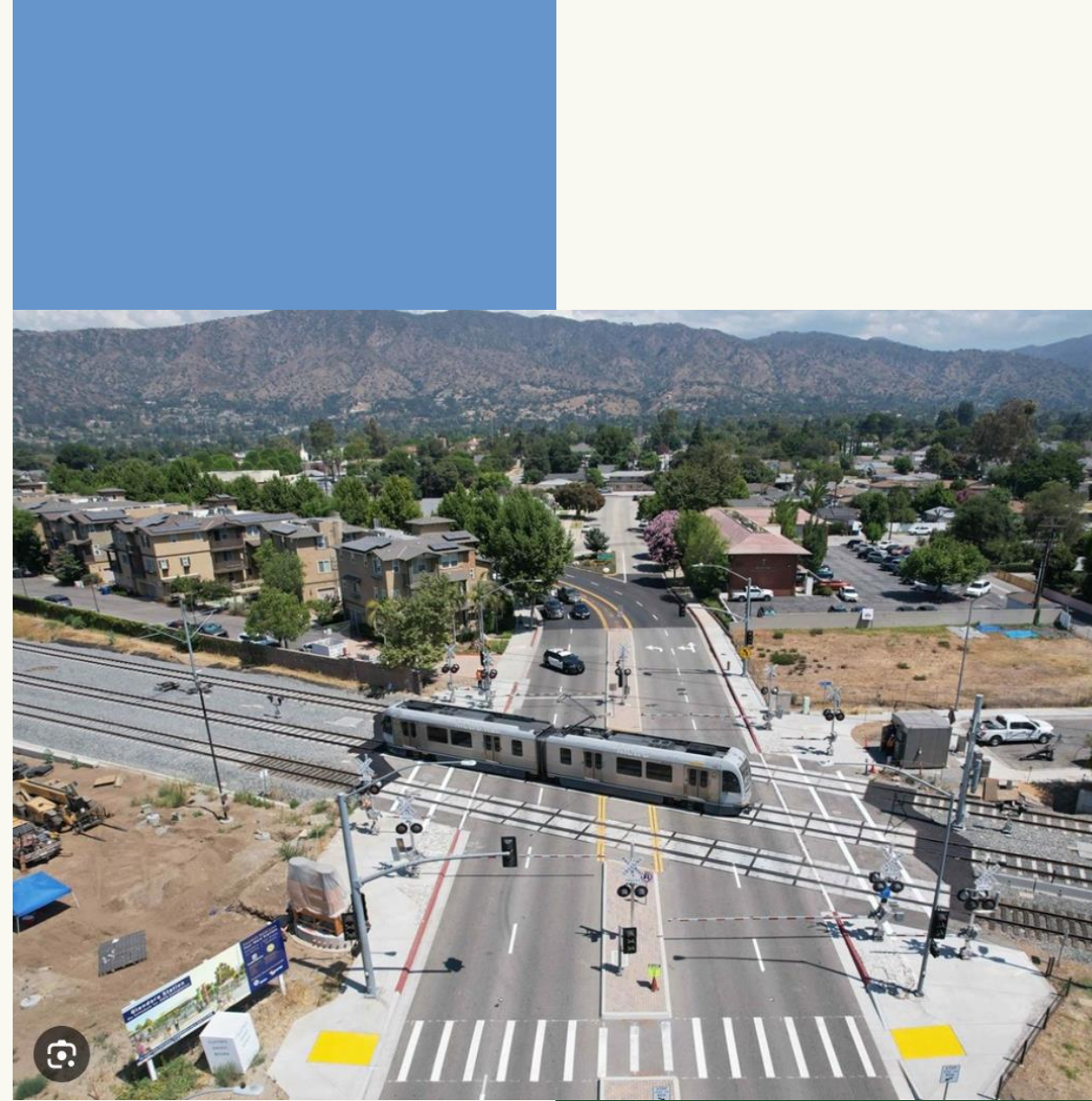
# TASKS 11–12: ADOPTION & HOUSING COORDINATION

- **Task 11 – Adoption & Hearings Support**
  - Planning Commission and City Council hearings, resolutions, responses to comments
- **Task 12 – RHNA & Housing Element Coordination**
  - Align land use policies with future 7th Cycle Housing Element and RHNA



# TASKS 13–14: IMPLEMENTATION & CLOSE-OUT

- **Task 13 – Implementation & Monitoring Tools**
  - Policy-action matrix, reporting templates, GIS tracking, staff training
- **Task 14 – Optional Zoning Code Update Support**
  - Technical support during drafting, hearings, and adoption (if pursued)





## ANTICIPATED TIMELINE

**Year 1:** Engagement + existing conditions

**Year 2:** Land use alternatives

**Year 3:** Draft GP + Draft PEIR

**Years 4–5:** Hearings, adoption, implementation tools



## COORDINATION WITH CURRENT HOUSING ELEMENT, 7<sup>TH</sup> CYCLE, FUTURE RHNA

- Housing Element adopted in 2023 (6th Cycle)
- General Plan establishes long-term land use framework
- Supports future 7th Cycle Housing Element and RHNA
- (~2029) Improves consistency and legal defensibility



## FISCAL FRAMEWORK

- No fiscal action tonight
- Consultant contract requires future City Council approval
- Funded through General Plan Maintenance Fund
- Supported by development permit fees
- No General Fund allocation proposed



## FEEDBACK REQUESTED

Feedback on the draft RFP for the Glendora General Plan Update (“Glendora 2050 Community Plan”), including the proposed goals, scope of work, assumptions, priorities, tasks, deliverables, and public engagement framework prior to issuance of the RFP



## THANK YOU - QUESTIONS

COMMUNITY DEVELOPMENT

**PLANNING COMMISSION JOINT MEETING**

**MARCH 3, 2026**

HANS FRIEDEL, AICP, PRINCIPAL PLANNER





# STAFF REPORT

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**TO:** Chair and Commissioners

**DATE:** March 3, 2026

**FROM:** Community Development

**DISTRICT(S):** Citywide

**SUBJECT:** 2025 Annual General Plan Progress Report and Housing Element Implementation Annual Progress Report

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## RECOMMENDATION

That the Planning Commission:

1. Receive and file the 2025 General Plan Annual Progress Report and the Housing Element Implementation Annual Progress Report; and
2. Recommend that the City Council receive the 2025 General Plan Annual Progress Report at a City Council meeting and direct staff to submit the report to the California Department of Housing and Community Development and the Office of Land Use and Climate Innovation in accordance with Government Code section 65400.

## STRATEGIC FOCUS AREAS

- Not Applicable. This item is administrative in nature and does not directly advance a specific Strategic Focus Area, but supports long-range planning compliance required by State law.

## EXECUTIVE SUMMARY

The purpose of the report is to provide an update on the City's progress towards implementing policies and programs identified in the General Plan for the reporting period of January 1, 2025 through December 31, 2025. The report also includes an update on housing units constructed over the past year (2025).

State law requires the Annual Progress Report to be considered at a public meeting before the City Council and submitted to the State of California by April 1, 2026. Following City Council receipt, staff will submit the report to the Department of Housing and Community Development and the Office of Land Use and Climate Innovation.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

In accordance with California Government Code § 65400(a)(2), the City is required to submit a General Plan Annual Progress Report to the local legislative body (City Council), the Governor's Office of Land Use and Climate Innovation (LCI) and the State Department of Housing and Community Development (HCD) on the status of the General Plan, its implementation progress, and how the City is meeting the region's housing needs. The report is due to the State by April 1, 2026.

The housing element portion of the Annual Progress Report must be prepared using the same standards, forms, and definitions prescribed by the Department of Housing and Community Development and must be reviewed during a City Council meeting where members of the public may provide oral and written testimony.

## DISCUSSION

General Plans are often referred to as the blueprint for the community and serve as the comprehensive, long-range plan that provides the framework for future physical growth and enhancement. These long-term goals, divided across the various thematic elements, have multiple tasks with different timelines and milestones.

State law requires every city in California to maintain a General Plan to guide the long-term physical, social, and economic growth of the community. In 2007, the City of Glendora completed a comprehensive update to the General Plan, known as “Community Plan 2025”. The update was a community-driven process that identified strategic goals and priorities pertaining to new development and the quality of life in Glendora.

Staff has reviewed the General Plan during the preparation of this report and finds that it continues to provide an internally consistent and adequate framework to guide development during the current reporting period. In recognition of evolving State law and community priorities, the City is proactively working towards a comprehensive General Plan update. The Planning Commission is separately considering a Request for Proposals to retain qualified consulting services to assist with this effort. Initiating the update at this time reflects the City's commitment to maintaining long-term legal adequacy and policy relevance while continuing to rely on the existing General Plan for current land use decision-making.

Due to the General Plan's document size, it was not made an attachment to this report, however it is available on the City's Planning Division webpage (<https://www.cityofglendora.gov/Explore/Community-Development/General-Plan-and-Zoning>).

The Annual General Plan Progress Report covering calendar year 2025 is included as Attachment A.

The Housing Element Implementation Annual Progress Report, which includes the City's progress toward accommodating the Regional Housing Needs Assessment (RHNA) and implementing Housing Element programs, is included as Attachment B.

During the reporting period (January 1, 2025 through December 31, 2025), the following were approved, permitted, and completed:

- Planning Commission and City Council approved entitlements for 119 single-family homes, accessory dwelling units, and multi-family units.
- Building and Safety Division permitted 90 single-family homes, accessory dwelling units, and multi-family units.
- Building and Safety Division conducted a total of 16 final inspections for single-family homes, accessory dwelling units, and multi-family units.

## **FISCAL IMPACT**

Preparation of the Annual General Plan Progress Report was completed using existing staff resources. No additional fiscal impact is associated with receiving and filing the report.

## **ENVIRONMENTAL DETERMINATION**

Pursuant to California Environmental Quality Act (CEQA) Guidelines §15060(c)(3) and Section 15378(b)(5), the 2025 General Plan Annual Report constitutes an administrative activity that does not authorize development or otherwise result in any direct or indirect physical changes in the environment. Therefore, the report is not a project under CEQA, and no further environmental review is required.

Prepared By: Yalini Siva, Senior Planner  
Concurs With: Mark Carnahan, City Planner

Reviewed By:	Jeff Kugel, Community Development Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Moises Lopez, Assistant City Manager
Legal Review:	Jessica Santiago, Assistant City Attorney
CEQA Review:	Not Applicable

**Attachments**

[A. 2025 Annual General Plan Progress Report.pdf](#)

[B. 2025 Annual Housing Element Progress Report.pdf](#)

[PowerPoint Presentation.pdf](#)

# Glendora



## 2025 Annual General Plan and Housing Element Progress Report

**City of Glendora**  
Community Development Department  
116 East Foothill Boulevard  
Glendora, CA 91741  
626.914.8214

# Acknowledgements

## CITY COUNCIL

David Fredendall

*Mayor  
(District 2)*

Karen Davis

*Mayor Pro-Tem  
(District 4)*

Michael Allawos

*Councilmember  
(District 1)*

Shaunna Elias

*Councilmember  
(District 3)*

Mendell Thompson

*Councilmember  
(District 5)*

## PLANNING COMMISSION

Timothy Cremins

*Chair*

Mark Davis

*Vice Chair*

Paulette Koss

*Commissioner*

Brian Faber

*Commissioner*

Wendy Jarvie

*Commissioner*

# City Staff

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*Building Official*

Mark Carnahan  
*City Planner*

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*Principal Planner*

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*Senior Planner*

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# INTRODUCTION

## Executive Summary

The General Plan Annual Progress Report summarizes the City of Glendora's progress towards implementing the goals and policies of "*Community Plan 2025*", the City's General Plan. It covers the period from January 1, 2025, through December 31, 2025. The report also reviews the activities of the Community Development Department.

This report is prepared in compliance with California Government Code Section 65400(b) which mandates that all cities and counties submit to the Governor's Office of Land Use and Climate Innovation (LCI) an Annual Report on the status and implementation of the General Plan.

## Background Information

Glendora is 19.6 square miles in area. The City is in the central and eastern part of Los Angeles County, about 30 miles northeast of downtown Los Angeles. It is bounded by the San Gabriel Mountains to the north and east; Arrow Highway to the South; and Citrus and Barranca Avenues to the west. Cities bordering Glendora include Azusa, San Dimas, and Covina. The City of Glendora is provided regional access by two major highways: the I-210 interstate freeway and the 57 highway. These freeways connect to other major interstate freeways such as the I-10 and I-5 highways and the state route SR-60, providing access to major employment centers including downtown Los Angeles and Orange and San Bernardino Counties.

Glendora began as a small citrus-producing community until the 1950s when the community gradually transformed into a more diversified residential-based community. Glendora has grown from a small community of approximately 2,000 residents around the time of its incorporation in 1911 to 51,159 residents as of January 2023 per the State of California, Department of Finance estimate. According to the State, the City population decreased by 0.8% between January 2022 and 2023 (51,571 to 51,159).

Glendora remains a family-oriented community with large parks and open space, excellent public and private schools, and one of the lowest crime rates in the region. In addition, Glendora residents benefit

from comprehensive community services, including senior services, a library and extensive community parks and trails throughout the City. Glendora is noted for its community spirit and extensive citizen participation in community life, reflected in its motto "Pride of the Foothills".

The issues addressed by *Community Plan 2025* will work towards achieving this vision by adhering to the values providing excellent housing, education, employment, and recreation opportunities plus the mission of providing a safe, convenient, and attractive community for those that live, work, or visit Glendora.

**Document Organization** | The document is organized with each General Plan element comprising a chapter. Specific City actions and programs are described first followed by the relevant General Plan Goals and Policies that they further, advance, and support.

California Government Code Section 65400 requires planning agencies to provide an annual report to their legislative body, the Governor's Office of Land Use and Climate Innovation (LCI), and the Department of Housing and Community Development (HCD) on the status of their General Plan and their progress in its implementation. The report must detail the progress in meeting the jurisdiction's share of regional housing needs and address efforts by the local agency towards removing governmental constraints to the maintenance, improvement, and development of housing.

The purpose of the Annual Progress Report is to assess how the City of Glendora's General Plan is being implemented in accordance with adopted goals, policies, and implementation measures; identify any necessary adjustments or modifications to the General Plan as a means to improve local implementation; provide a correlation between land use decisions that have been made during the 12-month reporting period and the goals, policies, and implementation measures contained in the General Plan; and to provide information regarding local agency progress in meeting its share of regional housing needs. The City completed a comprehensive General Plan update in 2007, known as *Community Plan 2025*. The City Council adopted the updated Housing Element in December 2022, which was certified by the State Housing and Community Development (HCD) on August 10, 2023. In March 2024, the City completed the *Glendora Environmental Justice Existing Conditions Report*. The City Council adopted the *Glendora Station Area Vision Plan* on July 8, 2025. The City Council also adopted an updated Safety Element in October 2025.

# LAND USE ELEMENT

The primary purpose of the Land Use Element is to delegate general distribution and extent of various land uses within the City of Glendora, which will shape the way it develops and redevelops over the next years. The Land Use Element includes decisions about type, intensity and general distribution of uses of land for housing, commercial, business, industry, open space, public, and other uses. The Land Use Element includes several focus areas that were identified as areas of change in the planning area given the development pressures, the implementation of community goals, and proximity to transit. It will highlight several, locally significant projects that are achieving the General Plan's goals and policies.

## Land Use Projects Progress Updates

- **Goal LU-7: A diverse range of housing choices:**
  - Policy LU-7.1: *Provide opportunities for the development of housing at variety of affordability levels and densities the respond to the various needs of future residents.*
- **Goal LU-20: Appropriate scale and character of development.**
  - Policy LU-20.1: *Ensure development is designed with a compatible scale.*
- **Goal LU-5: Expanded residential development opportunities.**
  - Policy LU-5.2: *Provide for expanded infill residential opportunities in appropriately designated areas in the City.*
- **Goal LU-10: Quality infill development.**
  - Policy LU-10.1: *Ensure the design and development of infill projects compliments existing development in terms of scale, character, and pedestrian quality.*
- **Goal LU-18: Compatibility of adjacent land uses.**
  - Policy: LU18.1: *Ensure the preservation of a scale and character of development is sensitive to adjoining uses.*

## Highlighted Projects

**631-657 E. Arrow Highway “Arista”** | A condominium subdivision (Tentative Tract No. 84607) and a Development Plan Review application for a 46-unit, three-story townhome residential development was approved by the City Council in June 2025. All the proposed townhomes will be for sale, with 10% of them being restricted to “moderate” income qualified buyers under State law. Demolition, wall, and water improvement permits have been applied for and are being processed and reviewed.



**263 San Jose Drive/Woodland Lane “Heritage Walk”** | In August 2025, the City Council approved plans for the Heritage Walk Project, which would be a subdivision of Surplus Land Act land into 41 single-family homes. Seven of the 41 homes will be for sale to moderate income qualified buyers. Building permits have been applied for and are being processed and reviewed.



**363 W. Route 66 “Fig Tree Walk”** | In October 2025, the City Council approved plans for a 24-unit, three-story residential development. Three of the 24 units will be income-restricted to moderate income qualified buyers. Building permit review is currently underway.



**1201-1215 E. Arrow Highway** | In April 2024, the City Council approved a condominium subdivision for a 46-unit, three-story townhome residential development. Plan review is currently underway. Demolition of previous buildings to make way for development took place in 2025.



**531 – 555 E. Arrow Highway** | In 2023, City Council approved the development of a 46 attached 3-story condo units project. This approval was extended by State law in 2024. Progress was made with site and construction plans in 2025. Demolition of previous commercial shopping center buildings to make way for development took place in January/February 2026.



**501 Route 66 & 532 Parker Drive** | In 2021, City Council approved the development of 8 attached 3-story condominium and commercial buildings. Construction and permits reviews are underway.



Progress was made with site and construction plans in 2025 and is soon to start construction.

**723-731 E. Route 66** | In September 2024, the City Council approved entitlements for the rezoning of commercial parcels and to allow development of 39 residential townhome condominium units. Project construction is underway and a ribbon cutting ceremony was celebrated in February 2026.



**1237 Bonnie Cove Avenue “Citrus Oak”** | The City Council approved the development of a subdivision consisting of 30 detached two-story residential units on fee simple lots in 2021. Project construction is underway.



- **Goal LU-28: *Establishment of central nodes of commercial and employment activity.***
  - Policy LU-28.1: *Identify commercial development opportunities that would complement the Village area.*

**Restaurant – 147 N. Glendora Avenue** | In May 2025, the Planning Commission approved the sales of beer and wine at a restaurant within an existing structure on Glendora Avenue. Interior construction improvements and permits are currently underway.



## CIRCULATION ELEMENT

The Circulation Element defines the transportation needs of the City and presents a comprehensive transportation plan to accommodate those needs. The transportation plan consists not only of the physical transportation system itself, such as streets, highways, bicycle routes and sidewalks, but also to the various modes of transportation, such as cars, buses, trucks (goods movement), rail, bicycles, ridesharing, and walking, as well. Circulation also refers to the movement of people and goods and products within and through the City. The circulation and transportation system plays an important role in shaping the overall structure and form of the City, in that it both divides and connects land uses at the same time. The Metro A (Line light rail) line extending service from Azusa, through Glendora to Montclair is also described since the extension has been in the works for several years and began service on September 19, 2025, in Glendora.

- **Goal CIR-1: *Safety for motorists and pedestrians on local roadways:***
  - Policy CIR-1.1: *Determine appropriate design of local roadway system considering all potential users including automobile, bicycle, and pedestrian users.*
  - Policy CIR-1.6: *Employ traffic calming measures where appropriate to deter speeding.*

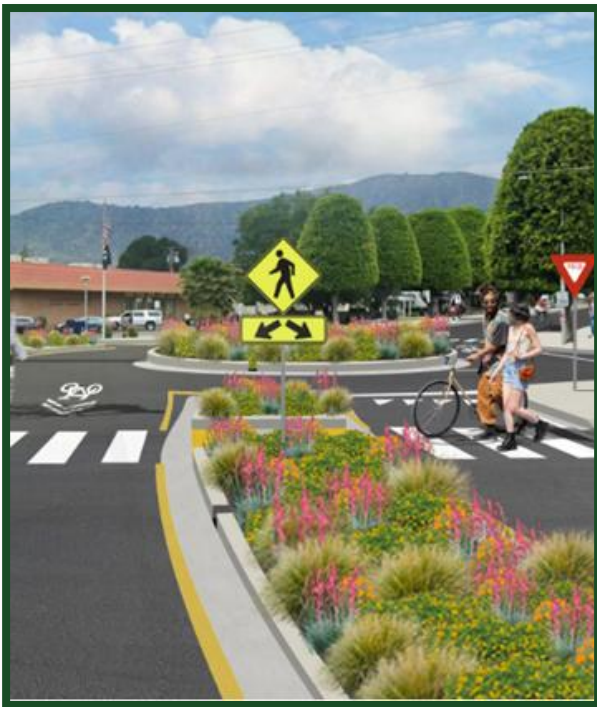
## Glendora People Movement Project

The Glendora People Movement Project is a 10-mile build out of active transportation facilities across Glendora, including urban trails and first and last mile improvements. Staff, together with the San Gabriel Valley Council of Governments (SGVCOG), has secured greater than \$20 million in funds for design and construction, including \$5 million in Congressional Member-Designated spending, \$6.9



million in regional grants, and \$1 million in State Parks Recreational Trails grants. The City is preparing to issue a Notice Inviting Bids in February 2026 for the completion of the San Dimas Wash Urban Trail, which will connect the first completed segment from Louis Pompei Memorial Sports Park to Sunflower Ave to Barranca Ave, just south of Arrow Highway. This project will

see 1.5 miles of Class I bicycle and pedestrian paths along with native vegetation, furniture and enhanced crosswalks. This project will also include first last mile improvements encouraging alternative modes of transportation such as rolling and walking to the Metro A line. The City is currently working on the design for these improvements along Glendora Avenue and Foothill Boulevard which will include a roundabout at Ada Avenue, protected bike lanes and a protected intersection at the Glendora Avenue and Foothill Blvd. intersection.



**Capital Improvement Projects (CIP)** | Water and Street improvement CIPs conducted in 2025 include the following:

Glendora Ave Water and Street Improvement Project: An agreement was awarded for the design of this project which will provide one mile of water line replacement, water service laterals and fire hydrant assemblies along Glendora Ave from Gladstone to Route 66. The project will also include approximately 300,000 sq. ft. of pavement resurfacing & rehabilitation, ADA compliant curb ramps, new signage, striping and traffic signal modifications.

Colorado Ave Water and Street Improvement Project: An agreement was awarded for the design of this project which will include 8,500 linear feet of 8" water line replacement, water service laterals and fire hydrant assemblies along eight streets adjacent to Colorado Ave from Glendora Ave to Lemar Park. The project will also include approximately 300,000 sq. ft. of pavement resurfacing & rehabilitation, ADA compliant curb ramps, new signage and striping.

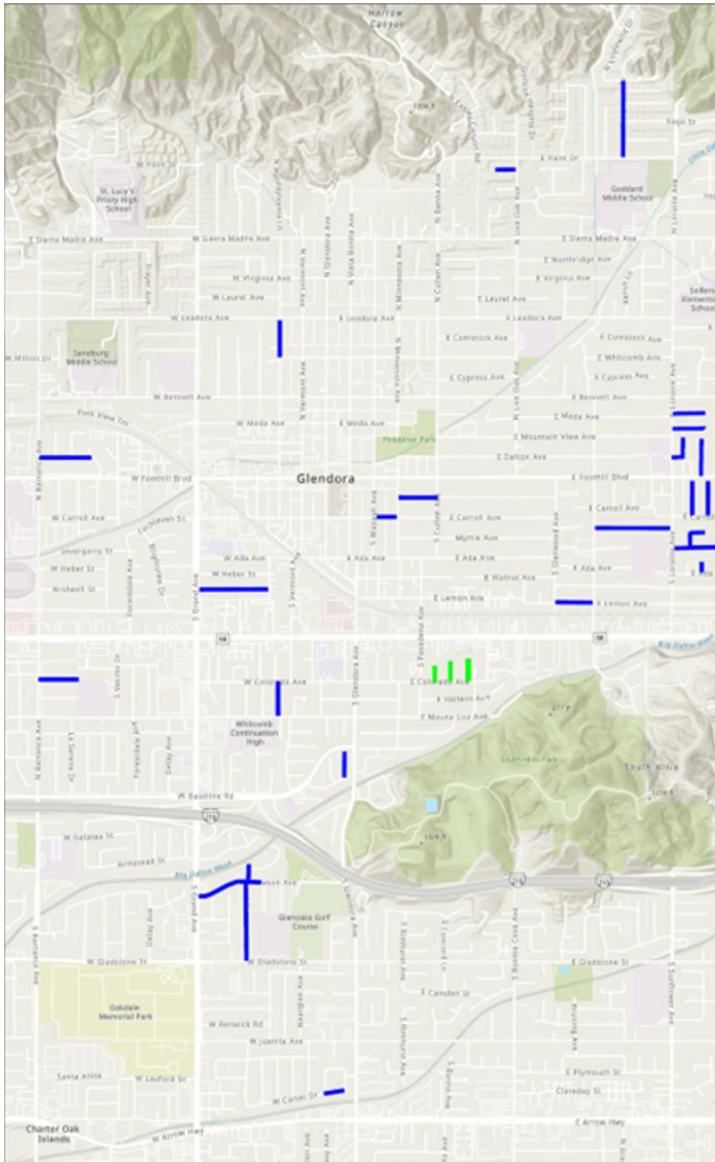
Cypress Ave Water and Street Improvement Project: An agreement was awarded for the design of this project which will include 8,300 linear feet of 8" water line replacement, water service laterals and fire hydrant assemblies on seven streets from Leadora Ave to Bennett Ave. and from Loraine on the East to the Little Dalton Wash on the West. The project will also include approximately 300,000 sq. ft. of pavement resurfacing & rehabilitation, ADA compliant curb ramps, new signage and striping.

#### Pavement Maintenance at Various City Streets

2025 Pavement Management Plan Update: In 2025, a Citywide pavement management plan update was completed. The project included an assessment of all streets in the City's pavement network, scoring each on a pavement condition index (PCI) of 0 – 100, where 0 is indicative of a failed street and 100 is a brand-new street. The City average was determined to be 63.2, in the Fair range. The recommended course of action is to pursue a PCI goal of 67 to 70 over the course of the next five to seven years, requiring an average annual investment of approximately \$8.4 Million per year.

## Citywide Slurry Seal Project

Approximately fifty street segments, over 1,000,000 square feet of pavement was treated with a slurry seal approach, improving and prolonging the useful life of pavement. The average PCI score for segments in this project was 83.8, after the project, scores improved to 100.



CDBG Grind and Overlay Project

A 2” grind and overlay project was completed on four streets Norgate St., Payson St., Kirkwall Rd., and Renwick Rd between Glendora Ave and Nearglen Ave. The project improved the pavement of these streets, bringing the PCI to 100 and provided restriping, removal and replacement of portions of curbs, gutters, sidewalks, and construct ADA-compliant curb ramps.



**Metro A (Line light rail) – Glendora Station (Opened 2025)**



# HOUSING ELEMENT

The Housing Element represents an awareness of the need within the City of Glendora to assure that housing is provided for all economic segments of the community. The Housing Element also satisfies the legal requirements that housing policy be a part of the General Plan. The Glendora Housing Element complies with the 2021-2029 update cycle for jurisdictions in the Southern California Association of Governments (SCAG) region.

All cities and counties in California receive a Regional Housing Needs Allocation (RHNA) that identifies the number of housing units that must be planned for through the General Plan and zoning. The City is not obligated to construct any housing units; however, it must ensure that zoning and land use policies are in place to allow the mandated number of units to be built.

The City's ongoing Housing Element compliance is documented by the Housing Element Implementation Annual Progress Report. The report includes the City's progress toward the RHNA and toward implementing the housing programs that were established in the Housing Element.

## **Housing Element Progress Updates**

**Housing Element Update** | The housing element law requires that all cities in California engage in detailed planning for their residential needs by including a housing element as part of their general plan. The Glendora Housing Element is one of seven required "elements" of the City's General Plan. While the General Plan covers long-range planning for the community's growth and development, the Housing Element is concerned with policies and programs to meet the housing needs of current and future Glendora residents. This means identifying housing needs, barriers to housing development, identifying development sites, and adopting programs to facilitate housing that is affordable to all segments of the community.

The Housing Element is required to be updated on regular schedules, referred to as "cycles." The Housing Element is subject to detailed statutory requirements including review and certification by the California Department of Community Development. The City of Glendora's current Housing Element covers the 6th Cycle from October 2021 to October 2029.

The State of California's Housing Element Law, enacted in 1969, acknowledges that housing is a matter of statewide importance, and requires that local jurisdictions in California engage in detailed

planning for their residential needs by including a housing element in their General Plan (California Government Code Sections 65580 - 65589.11). Local governments must adopt plans and regulatory systems that provide opportunities for and do not unnecessarily constrain housing development. In the mid-1980s, the state established the Regional Housing Needs Assessment (RHNA) process. The RHNA process is a statewide effort to allocate housing units to the local level. Glendora is part of the region covered by the Southern California Association of Governments (SCAG).

Under the RHNA process, SCAG is given a housing needs determination by the State of California and allocates units to each jurisdiction within the region. Development of the SCAG region housing unit allocation for the 6th RHNA Cycle began in 2019. SCAG adopted a RHNA Final Allocation for the region in 2021. The RHNA is the State’s projection of additional housing units needed to accommodate projected household growth at all income levels. Each locality’s RHNA is segmented into four income categories of very low, low, moderate, and above moderate income. Glendora’s 6th Cycle RHNA allocation by income level is below:

**Glendora - 6th Cycle RHNA  
Housing Unit Allocation by Income Category**

<b>Income</b>	<b>Units</b>
Very Low	735
Low	386
Moderate	388
Above Moderate	767
<b>Total</b>	<b>2,276</b>

The City held a joint meeting on April 25, 2022 of the City Council and Planning Commission to consider revisions to the draft Housing Element to address comments received from the HCD and further engage the community on the Housing Element. The Council and Commission ultimately adopted 31 Action Items to be incorporated into the Housing Element and submitted to HCD for consideration. The 31 Action Items were incorporated into the Housing Element which was subsequently sent to HCD for certification.

Pursuant to AB 1397, the rezoned sites will meet the requirements of Government Code §65583.2, including but not limited to a minimum density of 30 units per acre (low end of the zoning density range) and a minimum site size to permit at least 16 units on site. This zoning amendment and

rezoning address Program 7. Glendora’s Planning Commission recommended adoption, and the City Council adopted the Housing Element December 13, 2022. On August 10, 2023, the City was informed that HCD approved the Housing Element.

During the reporting period (January 1, 2025, through December 31, 2025), the following housing projects were approved, permitted and completed:

- Planning Commission and City Council approved entitlements for 119 housing units.
- Building and Safety Division permitted 90 single-family homes, accessory dwelling units, and multi-family units.
- Building and Safety Division conducted a total of 16 final inspections for single-family homes, accessory dwelling units, and multi-family units.

**Total New Residential in Glendora 2025**

Housing Type	Entitled	Permitted	Final Inspections
Single Family (attached and detached)	46	17	0
ADUs	0	56	0
Multi-family	73	17	0
<b>Totals</b>	<b>119</b>	<b>90</b>	<b>16</b>

For comparison, 116 units were entitled, 52 units permitted, and 6 units inspected in 2024.

- **Goal LU-4: Expanded residential development opportunities:**
  - Policy LU-5.2: *Provide for expanded infill residential opportunities in appropriately designated areas in the City.*
- **Goal LU-10: Quality Infill.**
- **GOAL 1.0: Assure the quality, safety, and habitability of existing housing and the continued high quality of residential neighborhoods.**
- **GOAL 3: Provide suitable sites for housing development which can accommodate a range of housing by type, size, location, price, and tenure:**
  - Policy 3.1: *Implement land use policies that allow for a range of residential densities and products, including low-density single-family uses, moderate-density townhomes, and higher-density apartments, condominiums, and units in mixed-use development.*

- Policy 3.2: *Encourage development of residential uses in strategic proximity to employment, recreational facilities, schools, neighborhood commercial areas, and transportation routes.*
- Policy 3.3: *Encourage compatible residential development in areas with recyclable or underutilized land.*

**Local Early Action Planning Grants Program** | The City was awarded \$150,000 under the Local Early Action Planning Grants Program (LEAP). The awarded amount is being used to fund the Housing Element, 6th Cycle, which was approved by the City Council in 2022. The LEAP Grant was used to fund the 6<sup>th</sup> Cycle Housing Element Update.

### **Housing Programs and Implementing Measures**

The goals and policies outlined in the City's Housing Element, 6th Cycle addresses Glendora's identified housing needs and are implemented through a series of housing programs offered primarily through the City's Community Development Department. Housing programs define the specific actions the City will undertake to achieve the stated goals and policies within the eight-year (2021-2029) planning period. The City's housing programs for addressing community housing needs is described according to the following five issue areas.

- Housing Conservation and Improvement
- Housing Assistance
- Provision of Adequate Housing Sites
- Removal of Governmental Constraints
- Promotion of Equal Housing Opportunity

## CONSERVATION ELEMENT



The purpose of the Conservation Element is to provide direction regarding the conservation, development, and utilization of natural resources. Existing resources within the City of Glendora are identified to understand how future development impacts these resources and to provide guidance for the maintenance, preservation, and conservation of these resources. The Conservation Element addresses the following resources: water, energy, solid waste and biological, as well as storm water management. The City of Glendora previously adopted a Historic Preservation Element as an optional element within the General Plan. Cultural and historical resources and goals and objectives for the preservation of these resources are discussed within the Historic Preservation Element.

### Conservation Element Progress Updates

- **Goal CON-1: *Protection and conservation of Glendora's water resources.***
  - Policy CON-1.2: *Reduce water demand for irrigation purposes through the utilization of water conserving landscape materials.*
  - Policy CON-1.4: *Establish outreach and incentive programs to educate residents on methods of water conservation and to encourage their use.*

**Water Conservation** | City Water Conservation programs that continued last year include free indoor and outdoor water use efficiency surveys conducted by local business, WaterWise Consulting Inc., a residential irrigation leak repair program and free smart irrigation controller installations. New water customers were provided with free water conservation at home kits. The free Smart Water Meter Program, which sends leak alerts directly to your phone, was promoted at various outreach events.

City of Glendora is partnered with the Metropolitan Water District (MWD) to offer enhanced rebates for water saving devices and turf replacement. The Community Water Hero Program recognizes businesses for achieving exceptional water efficiency in our community. The City's Landscape Professional Services Reimbursement Program also provides rebate incentives for using a licensed installation and design professionals. Drought friendly landscape classes were offered on Earth Day and at the Glendora Library Summer Discovery Zone.

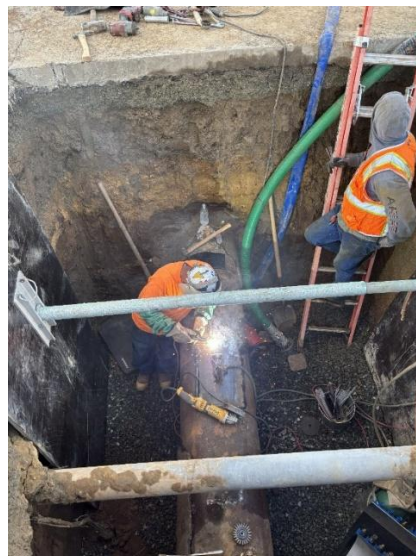


- **Goal CON-2: Utilization of water conservation technologies and practices.**
  - Policy CON-2.4: *Establish and implement water conservation methods for all municipal facilities*
  
- **Goal CON-3: Effective and well-maintained water infrastructure system.**
  - Policy CON-3.1: *Ensure the City's Water Master Plan provides an accurate projection of future water demand and conveyance.*

**Water Rate Structure** | The City of Glendora provides potable water service to residential, commercial, industrial, and public facilities, including parks and schools. Committed to long term planning, the City continuously evaluates its water system to ensure reliable, cost-effective service. The April 2023 Water Master Plan updates the domestic water analysis and serves as a guide for system improvements through 2040. It outlines a Capital Improvement Plan (CIP) to upgrade wells, reservoirs, and pump stations based on field assessments and operational needs. The resulting water rate structure ensures sufficient funding for system reliability, critical infrastructure projects over the next five years, and emergency reserves.

- Policy CON-3.2: *Ensure existing water infrastructure systems are properly maintained.*

**Water Leak Repairs** | The City of Glendora Water Division Distribution team made 216 leak repairs in 2025 which included water mains, water services and fire hydrants. During this time the Water Division also replaced over 880 linear feet of water main line due to emergency leaks.



- **Goal CON-5: *Reduced demand for energy resources through the use of conservation techniques.***
  - Policy CON-5.1: *Investigate and implement opportunities for energy conservation at all City-maintained facilities.*

Booster Pump 2 was rebuilt and fitted with a new mechanical seal at the San Gabriel Plant, while Booster Pump 36 at the Water Yard was installed after both the motor and pump received full servicing. The City's Water Division has a goal of taking one well pump out each year for maintenance and repair. This will help ensure that they are running efficiently as conditions may change in the basin. The Water Division also has a program to have all pumps and motors tested for efficiency on an annual basis as these are the City's main power users. By having an annual testing program we use energy in the most efficient manner possible.



- Policy CON-5.2: *Encourage the incorporation of energy conservation features in the design of all new construction and substantial rehabilitation projects and encourage the installation of conservation devices in existing developments.*

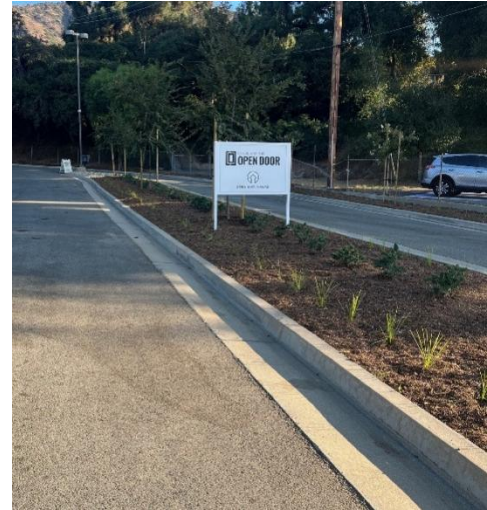
The City supports the installation of water and energy efficient device in existing developments, including high efficiency clothes washers, showerheads, and faucet aerators. These devices are provided and installed by WaterWise Consulting as part of MWD supported conversation programs, helping residents reduce water use, save energy, and improve overall efficiency.

- **Goal CON-1: *Protection and conservation of Glendora’s water resources.***
  - Policy CON-1.3: *Establish specific requirements for the use of water conserving landscape materials in new development and redevelopment projects, parks and municipal facilities.*
  - Policy CON-1.5: *Establish methods to analyze water conservation issues when determining the need and development of future parks.*
- **Goal CON-2: *Protection and conservation of Glendora’s water resources.***
  - Policy CON-2.2: *Reduce water demand for irrigation purposes through the utilization of water-conserving landscape materials.*
- **Goal CON-7: *A comprehensive citywide landscape strategy.***
  - Policy CON-7.1: *Establish a cohesive landscape plan to ensure consistent landscaping throughout the City.*

**Park Maintenance Manual** | All City landscaping, including parks, landscape maintenance assessment district sites, medians and open space is maintained under a single maintenance contract, with specifications dictated by the Park Maintenance Manual on a site-by-site basis.

- Policy CON-7.2: *Establish specific requirements for consistent landscaping in new development and redevelopment projects, parks and municipal facilities.*

**Landscape Plan Checks** | The City Water Conservation performed plan checks and irrigation audits for new landscapes in new development projects to ensure compliance with the State’s Model Water Efficient Landscape Ordinance and currently offers free irrigation system audits for new landscape installations.



- **Goal CON-8: *Proper conveyance and treatment of stormwater and implementation of techniques to reduce pollutants consistent with Federal, State and regional regulations and standards.***
  - Policy CON-8.1: *Ensure existing drainage facilities are properly maintained.*
  - Policy CON-8.3: *Incorporate project-level stormwater mitigation measures to reduce potential impacts to water quality and ensure mitigation measures are adequately monitored.*
  - Policy CON-8.5: *Continue to support regional and State efforts in controlling point and non-point sources of water pollution.*

**Los Angeles County Catch-basin Cleaning** | Glendora began contracting with the Los Angeles County Public Works Department to provide dry- and wet-season cleaning of all 235 City-maintained catch-basins.

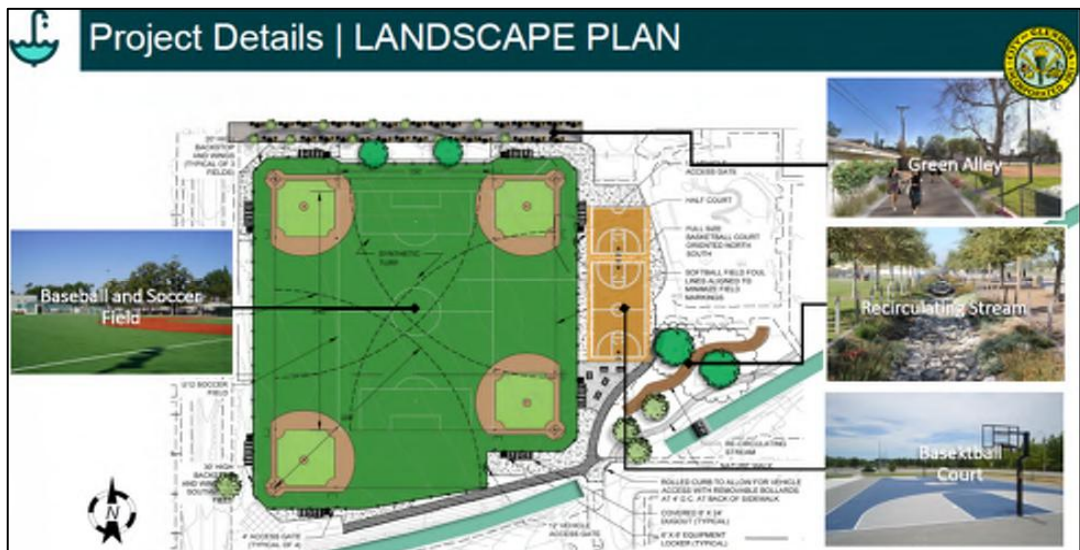
**Stormwater Regulatory Compliance Contract** | Glendora will be entering into a contract with a 3<sup>rd</sup> party engineering firm to ensure comprehensive stormwater regulatory compliance.

**Upper San Gabriel River Enhanced Watershed Management Program (USGR EWMP)**

| In response to provisions of National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Order No. R4- 20120175, Glendora partners with Los Angeles County and the Cities of Baldwin Park, Covina, Industry, La Puente, South El Monte, and West Covina in the USGR EWMP to administer and cost-share implementation of a coordinated, integrated monitoring program for the Upper San Gabriel River Watershed.



**Finkbiner Park Storm Water Capture Project** | Glendora being in the foothills of the San Gabriel Mountains, rain and stormwater pass through the City streets. With Los Angeles County and neighboring cities, the Finkbiner Park Stormwater Project Design is in progress and 90% complete. Stormwater will be captured in underground chambers and treated to improve the quality of runoff water.



- **Goal CON-9: *Preservation and conservation of natural resources and sensitive habitats.***
  - Policy CON-9.4: *Ensure the preservation of the natural plant communities in the hillside areas.*
  - Policy CON-9.7: *Ensure preservation of local watersheds in development to maintain native plant habitats and ensure connectivity of wildlife corridors.*

**Big Dalton Canyon Wilderness Park Eagle Scout Project** | Staff helped coordinate an Eagle Scout project at the Big Dalton Canyon Wilderness Park first removing invasive Tree of Heaven, old fence posts, and chain link fencing; and then replanting and mulching native oak and elderberry trees.



■ **Goal CON-10 A tree preservation strategy.**

- Policy CON-10.4: *Ensure appropriate placement and proper maintenance of tree resources within the City.*

**Urban Forest Master Plan & Urban Forestry Manual** | As part of the City's 2023-2025 Adopted Strategic Plan, staff will be issuing a request for proposals to hire a consultant to assist in developing an Urban Forest Master Plan and updating the City's Urban Forestry Manual, including a review and update of relevant sections of the Glendora Municipal Code and tree-related fees.

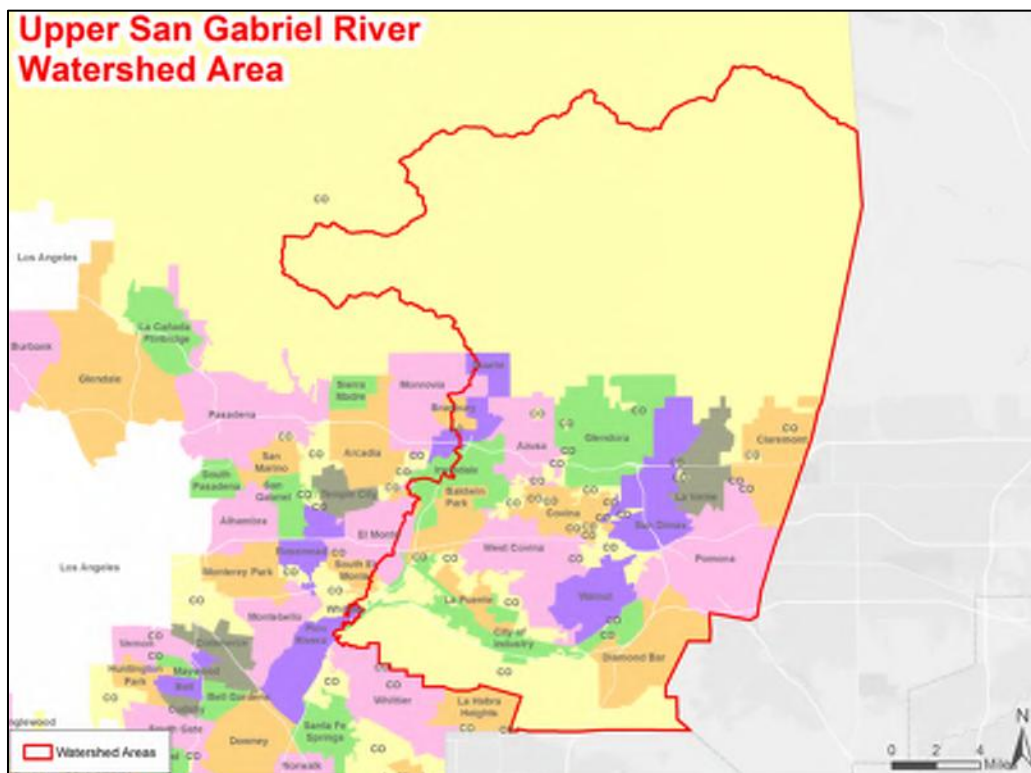


**South Hills Wilderness Park Volunteer Tree Mulching Project** | Staff led a volunteer group of local high school students spreading mulch around saplings at the South Hills Wilderness Park.

- GOAL CON-11 PROACTIVE CITY PARTICIPATION WITH LOCAL, REGIONAL, AND STATE AGENCIES TO PROMOTE MULTI-AGENCY INVOLVEMENT IN UNDERSTANDING AND ADDRESSING ENVIRONMENTAL AND CONSERVATION ISSUES.

**Upper San Gabriel River Watershed Area Steering Committee (USGR WASC) |**

Glendora participates as a municipal voting member on the USGR WASC, which reviews projects proposed for funding under the Los Angeles County Safe, Clean Water Program and develops an annual Stormwater Investment Plan (SIP) for the watershed area.



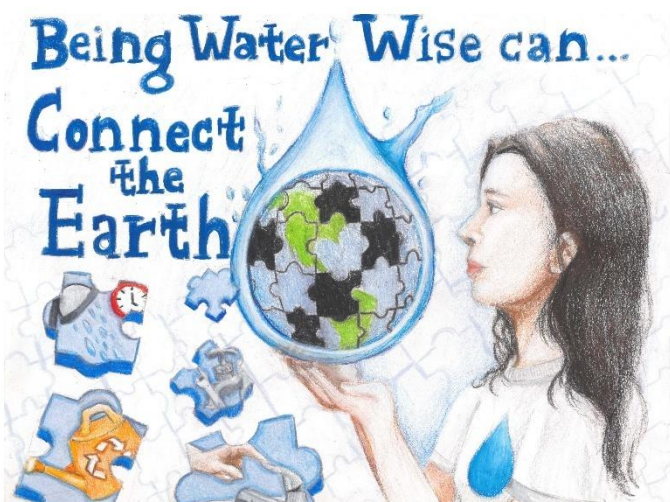
- Policy CON-11.1: *Investigate new opportunities to work with local, regional and State agencies regarding environmental and conservation issues.*

**Water Education Program |** The City's Water Education Program features an annual Water Awareness Poster Contest, with winning entries submitted to the Metropolitan Water District's competition. A student from Glendora was recognized as a winner in 2025. Water Conservation staff also helps organize field trips to Three Valleys Municipal

Water District for students of the Glendora Unified School District to learn more about where our water comes from.

Glendora is also a member of the Water Education Water Awareness committee with other local water agencies which offers grants for teachers to fund innovative water related classroom projects and scholarship opportunities for college bound senior high school students. Glendora also promotes MWD's Community Partnership Program which provides K-12 grant opportunities towards water related education outreach programs to host workshops, water festivals, or water themed curriculum.

**Local/State Agency Collaboration** | Glendora participates in the regional Member Agency Administered Program (MAAP) with MWD in partnership with Three Valleys Valley's Municipal Water District, which offers local agencies funding reimbursements opportunities for water conservation related projects and/or programs.



## SAFETY ELEMENT

The aim of the Safety Element is “to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides and other hazards”. It serves as a guide for City government and the general public in understanding the hazards facing the City of Glendora and how to reduce the impacts of these hazards. The Safety Element draft is 90% complete and is currently under review by CalFire and the Board of Forestry. Once these reviews are completed, the project will be aligned with the Local Hazard Mitigation Plan, which is currently being finalized by the Police Department. The City council adopted an updated Safety Element In October 2025 and the 2025 Local Hazard Mitigation Plan was adopted in January 2026.

### Safety Element Progress Updates

- **Goal SAF-2 *Reduced incident of damage to life and property from wildland fires:***
  - Policy SAF-2.1: *Require all proposed developments to prove that the development can adequately be served by fire flows.*
  - Policy SAF-2.2: *Maintain low density/intensity land use designations in the hillside areas.*
  - Policy SAF-2.4: *Require proposed developments to comply with access requirements of the Los Angeles County Fire Department and Glendora Police Department.*

**Fire Flow Adequacy** | The City continues to require proof of fire flow adequacy and Los Angeles County Fire Department review for new development proposals within high-fire severity/hillside areas.

- **Goal SAF-6 *Coordinated public safety and community planning.***
- **Goal SAF-9 *Minimized loss of life, injury or property during disaster events.***

**Multi-Hazard Function Plan** | The Safety Element includes several policies related to programs mandated by the State and federal government. These programs include the State-required Standardized Emergency Management System (SEMS), the implementation of which resulted in the City’s adoption of a Multi-Hazard Function Plan (MHFP).

## NOISE ELEMENT

The purpose of the Noise Element is to provide a framework to limit noise exposure within the City. Existing and future noise environments and the compatibility of land uses are considered in the Element, as well as sensitive receptors and generators of stationary noise. Projected noise levels are included to help guide future land use policy and prevent high noise levels in sensitive areas at buildout.

Various measures are described to mitigate potential noise conflicts. These measures are designed to lessen impacts from unavoidable noise conflicts within the City of Glendora. The Noise Element also serves as a guideline for compliance with the State's Noise Insulation Standards.

As part of the General Plan process the City surveyed the planning area to identify mobile and stationary noise sources that have, or could have, an adverse impact on land uses in the planning area. Noise levels at various intersections and roadways were measured to identify current and predicted noise levels based on traffic levels expected under the land use plan's build out scenario. Goals and policies were adopted to ensure that appropriate land use planning techniques incorporated into new development planning to minimize impacts to sensitive noise receptors.

### Noise Element Progress Updates

- **Goal N-1: *Reduced noise impacts from transportation sources:***
  - Policy N-1.1: *Ensure traffic noise mitigation measures are included and implemented in the design of new development.*
  - Policy N-1.3: *Limit construction, delivery, and through truck traffic to designated routes.*

**Noise Studies** | Noise studies are continuously conducted as part of the environmental review process and mitigation measures are required as appropriate depending on the location and type of development project and/or location.

**Noise Ordinance** | The City's Noise Ordinance continually places restrictions for construction activities to minimize and regulate construction-related noise.

# OPEN SPACE AND RECREATION ELEMENT

The purpose of the Open Space and Recreation Element is to examine existing open space and recreational facilities and outline strategies and actions to preserve and enhance these amenities within the City. The Open Space designation in Glendora includes both private and public lands in the foothills and South Hills.

Open space and recreational facilities are located throughout the City and provide recreational, training, and educational opportunities along with various programs and services to assist and improve the quality of life in the community. Such amenities and areas in the City of Glendora include parks, community centers, trails, hillside areas, open space easements, and institutional uses.

## Open Space and Recreation Element Updates

- **Goal OSR-4: *Diversified range of park and recreation facilities and programs for all Glendora residents.***
  - Policy OSR-4.1: *Investigate opportunities to enhance and expand existing park and recreation facilities.*
  - Policy OSR-4.3: *Provide a variety of program opportunities for residents of all ages.*
  - Policy OSR-4.8: *Expand park use to include services that increase the overall wellbeing of residents.*
- **Goal OSR-5: *Improved community access to recreation facilities.***
  - Policy OSR-5.4: *Ensure park and recreation facilities meet American with Disabilities Act (ADA) standards.*

**La Fetra Center Renovations** | Updates to the Adult Community Center included renovations to the public kitchen area, exterior painting of the building, and installation of new carpeting. These improvements modernized the facility, enhanced safety, and improved overall appearance, ensuring a more welcoming and secure environment for adult and senior recreational activities.

**Pour-In-Place Surfacing for South Hills Park, Ole Hammer Park, and Willow Springs Park** | This City Park resurfacing project included resurfacing playground areas at three city parks using pour-in-place surfacing. This project advanced the City's goal of updating all playgrounds with safer, more durable surfaces to replace rubber tire chunks. The new surfacing provides improved accessibility, reduced maintenance and debris, enhanced safety through impact-absorbing padding, and visually appeal. The project was completed in January 2025.



**Crowther Teen and Family Center Gym Improvements** | Improvements focused on improving safety, durability, and maintenance efficiency. In the gym, outdated wooden bleachers were removed and replaced with heavy-duty plastic bleachers that are easier to clean, maneuver, and provide improved ergonomic seating. Sound panels were updated by replacing the exterior material, enhancing both appearance and sound control. Beginning in 2025, gym floors began to be resurfaced annually rather than biennially to better maintain surface quality and longevity.

**Dawson Park Playground and Pour-In-Place Surfacing** | The Teen Center playground was fully remodeled and completed by the end of October 2025. The updated design improved ADA accessibility and marked the final City-owned playground to be upgraded with poured-in-place surfacing. Capital Project Funds totaling \$130,420.24 were used for construction, overnight security, and playground inspection. The final project cost, including a ten percent contingency, was \$141,978.06.



**Rowley Wilderness Amphitheater Kiosk Map** | Funds were allocated for the repair and replacement of trail signs and posts, along with the production of a new trail map for the kiosk at the Big Dalton Rowley Wilderness Area, totaling \$1,300. The updated trail signage improves accessibility by featuring a clean design with high contrast elements to ease visibility.

## AIR QUALITY ELEMENT

The Air Quality Element seeks to improve air quality in the planning area through policies and infrastructure planning. Examples of policy level planning include regional cooperation with regional governments such as SCAG and SCAQMD in supporting alternative transportation initiatives.

### Air Quality Element Updates

- **Goal AQ-2: *Reduction of vehicular trips.***

- Policy AQ-2.1: *Reduce mobile source emissions by encouraging reduction in project-related vehicle trips and vehicle miles traveled (VMT).*

**VMT Policy** | The City continues to use a VMT Policy in accordance with the California Environmental Quality Act (CEQA) Traffic Impact Analysis Requirements. This promotes a reduction in greenhouse gases, the development of multimodal transportation, and a diversity of uses. The City applied and received a grant to purchase three new vehicles. These vehicles will support the City's Short Range Transit Plan's goal of providing all-day service to key local destinations, reducing reliance on driving by offering a public transit option during evening hours, thus reducing emissions. Delivery of the vehicles are expected early 2026.

- Policy AQ-2.4: *Promote and encourage ride-sharing activities throughout the community.*

- **Goal AQ-5: *Promotion of alternative transportation modes.***

- Policy AQ-5.1: *Promote and encourage the use of public transit, such as the Metrolink and local bus lines.*

**Metro A Line Light Rail Support** | The City supports the A Line (previously known as the Gold Line as of September 2025) by providing ongoing information and TAP card application assistance for reduced-fare programs for seniors, persons with disabilities, low-income riders, and students, encouraging greater use of the service through affordable fare options.



- Policy AQ-5.3: *Promote telecommuting and modified work schedules as a method of trip reduction.*

**Altcom Program** | The City continues its employee alternative commute incentive program, which encourages City employees to choose a commute option that is an alternative to a single occupancy vehicle, such as biking, walking, carpooling, or utilizing public transit.

## HISTORIC PRESERVATION ELEMENT



Hamilton House -  
Centennial Heritage  
Park (1890)

In 1999 the City adopted the Historic Preservation Element to reflect the community's desire to preserve historic resources. The element identified the different levels of historic significance at the federal, state, and local levels. Goals and policies are in place that require the City to consider the effects of development on historic resources. The City continues to update information and policies related to historic resources.

### **Historic Preservation Progress Updates:**

**Alteration to Historic Resource** | Any proposed alteration to a historic resource or landmark requires City review and/or public hearings to determine if proposals are appropriate and meet the Secretary of the Interiors Standards.

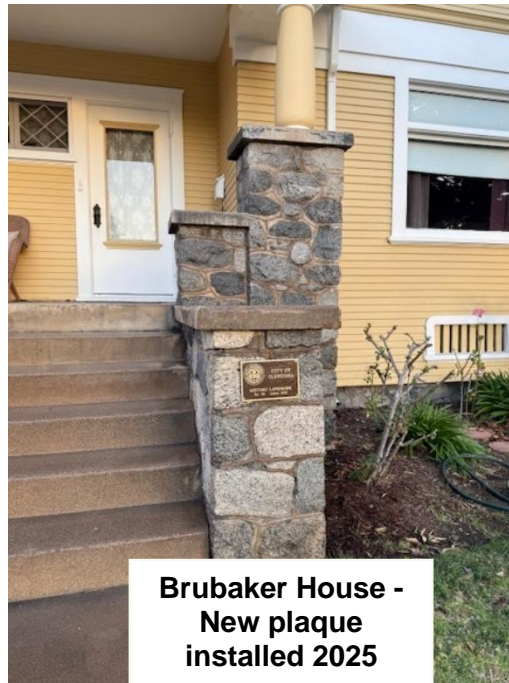
**Webpage** | The City maintains a Historic Preservation webpage with information and resources including a list of historic landmarks and a sample Mills Act Contract: <https://www.cityofglendora.gov/Explore/Community-Development/Planning-Division/Historic-Preservation>

- **Goal: Preserve and protect Glendora’s historic resources as physical reminders of the city’s past and as unique focal points to shape the community’s identity:**
  - Policy: *Maintain a list of historic resources designated under national, state, and local agencies.*
  - Policy: *Ensure the protection of historic resources through the enforcement of existing codes.*
  - Policy: *Provide relief from property taxes through Mills Act Contracts.*

**Historic Landmarks** | In late 2024 and early 2025 city purchased bronze plaques for 400 N. Glendora Ave., 131 E. Whitcomb Ave. and 200 S. Vista Bonita. Plaques were distributed to property owners and are to be mounted in publicly accessible and visible locations (on building exterior near front entry, or grounded mounted in concrete adjacent to public sidewalk).

- 400 N. Glendora Ave. (Cornerstone Bible Church) – New Landmark
- 131 E. Whitcomb Ave. (Malcolm House) – New Landmark
- 200 S. Vista Bonita Ave. (Brubaker House) – Previously approved landmark that did not have plaque.

- **Goal: Increase the public’s awareness and appreciation for Glendora’s historic resources.**



**Brubaker House -  
New plaque  
installed 2025**

**131 E. Foothill Boulevard** | In June 2025, the Planning Commission reviewed/approved three, new, two-story multifamily apartments. A Certificate of Appropriateness was required due to the subject property's designation as a Contributing Resource to the City's Historic Preservation Overlay Zone (HPOZ). Site is now under construction.



**Glendora Community Archive** | A searchable collection of scanned local materials with newspapers dating 1890 to present, historical directories dating 1954-1990, locally produced cookbooks, and more.

**Route 66 Centennial Tour-Glendora and surrounding areas** | A tour of local historical landmarks along Route 66 and their background is available to the community, curated by the Library on <https://theclio.com/tour/2860>.

## ADDITIONAL NOTES

### **Consistency with General Plan Guidelines**

The General Plan is internally consistent, comprehensive, and maintains a long-term perspective on continued City growth and development. The General Plan evaluates the City's entire planning area which includes the City and its Sphere of Influence that covers some of the unincorporated County lands adjacent to the City. The General Plan includes the seven required elements and the optional elements of Air Quality and Historic Preservation.

With respect to internal consistency, the elements are based on the anticipated growth within the community. As an example of the consistency written into the General Plan, the Land Use Element was the foundation for new housing and population data as vacant and underutilized parcels were identified and housing growth was projected onto the parcels. Growth from housing and population was used to drive the formation of the Circulation Element which included a forecast model of peak traffic volumes and Average Daily Trips (ADT) based on projected growth from the Land Use Element. Peak traffic and ADT volumes were then simulated to generate anticipated noise levels on roadways to identify any potential impacts on the Community Noise Equivalent Levels (CNEL) for the Noise Element. In another example of consistency, the Housing Element includes a housing sites analysis that is based on the land use designations and policies of the Land Use Element.

### **Sustainable Development**

The City's General Plan includes sustainable development policies that embrace compact development, walkability, and transit-oriented development; promote infill development; protect open space (nearly 50 percent of the City's land use area is designated as open space); protect natural habitats and habitat connectivity; and avoid natural hazards. These policies are incorporated across a number of General Plan elements including Land Use, Open Space and Recreation, Conservation, and Safety. The City maintains a certified Housing Element which properly addresses adequate housing for all income levels. A number of policies also address energy efficiency in building and site planning. Waste reduction and recycling policies are being

implemented to reduce consumer waste and promote recycling (the City maintains an over 65% diversion rate as required by State law).

## **Environmental Justice Existing Conditions Report**

The topic of Environmental Justice (or “EJ”) aims to prevent and correct disproportionate environmental impacts on vulnerable communities. These impacts can result from either the presence or absence of certain land uses, facilities, and/or physical and social infrastructure. For example, the presence of industrial land uses causing air pollution in a vulnerable community is an EJ issue. The absence of parks and open space, sidewalks and bike lanes, safe housing, and healthy food options in a vulnerable community are also EJ issues. Therefore, Environmental Justice can be defined as “the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.”

### **Air Quality Element:**

- **Goal AQ-4: *Protect the health of all residents, regardless of age, culture, ethnicity, gender, race, socioeconomic status, or geographic location, from the health effects of pollution with equitable environmental policymaking and enforcement.***
  - Policy AQ-4.1: *Evaluate potential environmental justice issues by requiring a review of environmental impacts for potential development projects.*

### **Housing Element**

- **Goal 3: *Provide suitable sites for housing development which can accommodate a range of housing by type, size, location, price, and tenure to accommodate the City’s share of the regional housing need.***
  - Policy 3.2: *Encourage development of residential uses in strategic proximity to employment, recreational facilities, schools, neighborhood commercial areas, and transportation routes.*
  - Policy 3.5: *Ensure that residential development sites have appropriate and adequate services and facilities, including water, wastewater, and neighborhood infrastructure.*

The Environmental Justice Existing Conditions Report addresses eight EJ-related topics for Glendora, the findings of which are summarized below:

1. Reduce Pollution Exposure and Improve Air Quality – Though Glendora does not have DACs based on composite CalEnviroScreen scores, there are census tracts with high individual pollution burden indicators or high burden population characteristic indicators (e.g., low birth weight, unemployment). These census tracts are concentrated in the southern portion of the city along both the north and south sides of the 210 Freeway.
2. Promote Public Facilities – Public facilities that serve the community such as transit stations and routes, cultural facilities, daycare centers, community centers, post offices, libraries, public schools, parks, etc. are well distributed throughout Glendora, including vulnerable communities. All identified vulnerable communities contain some public park space. There are four community center facilities in the city, all located within vulnerable communities.
3. Promote Healthy Food Access – Glendora is within the 28th and 31st Congressional Districts. Glendora’s 28th District has a higher food insecurity rate than the County, while the 31st District food insecurity rate is lower than the County. There are eight food markets within the city; one of them is located in a vulnerable community. Glendora does not currently have any active farmers’ markets or community gardens.
4. Promote Safe and Sanitary Homes –
  - a. Approximately 89% of the city’s housing stock is over 30 years old and 65% is over 50 years old. The majority was built from 1950-1959.
  - b. About 4% of Glendora households live in overcrowded conditions.
  - c. Renter-households are more prone to overcrowding (54%) compared to owner-households (45%).
  - d. Renters have higher percentages of overpayment (45%) than owners do (30%).
  - e. Southern Glendora census tracts also have a higher concentration of cost burdened renters compared to the northern tracts.
  - f. Overall, housing cost burden was most prevalent among extremely low-income households in Glendora (81%).
5. Promote Physical Activity – The City of Glendora has a generous combination of local parks, natural areas, regional open space, and regional recreation parks generally well-distributed throughout the city, including vulnerable communities. Most residents (52%) live within a 5-10 minute walk from a park. The biggest opportunity area lies in the

southeast portion of the city. Existing and proposed bikeways are generally well-distributed throughout Glendora, including vulnerable communities. There are several miles of hiking trails in the northern and southern portions of the city.

6. Reduce Any Unique or Compounded Health Risks Not Otherwise Addressed – Glendora does not have any notable unique situations which would significantly compound health risks.
7. Promote Civic Engagement in the Public Decision-making Process – Certain demographic categories can help predict a community’s level of civic engagement. For example:
  - a. Age distribution can help predict the likelihood of a community participating in civic activities. Those between the ages of 45 and 64 make up the largest percent of Glendora’s population.
  - b. Language is a critical signifier of a population’s likely participation in civic activities. Though there is a small percentage of limited English-speaking households in Glendora, non-native English speakers, and especially those individuals with limited English fluency, are less likely to participate in civic activities.
  - c. Educational attainment is a strong signifier of a population’s likely participation in civic activities. Higher educational attainment generally correlates with increased civic participation. All census tracts in Glendora have low to medium CalEnviroScreen burden scores for education.
  - d. Race and ethnicity are important predictors of civic engagement, and studies have shown that White populations are more likely to be civically engaged than other groups.
8. Prioritize Improvements and Programs That Address Specified Needs – The Department of Housing and Community Development (HCD) and the California Tax Credit Allocation Committee (CTCAC) created an opportunity map as a way to measure and visualize place-based characteristics linked to critical life outcomes, such as educational attainment, earnings from employment, and economic mobility. The HCD/CTCAC Opportunity Map for Glendora shows that most census tracts within the city are considered high to highest resource areas (see Figure 3.8.1 in the Existing Conditions Report).

### **Preparation and Implementation of the General Plan**

During the City’s last General Plan update, the City conducted extensive community outreach involving dozens of workshops and neighborhood meetings that resulted in the identification of

community issues and opportunities. This community discussion provided the framework for the development of goals and policies which were eventually considered and adopted by the City Council.

The goals and policies of the General Plan are implemented by the day-to-day policies the City enforces through the Zoning Ordinance, Building Code, NPDES regulations, and the numerous programs and services the City administers to serve residents such as parks and recreation programs, housing assistance programs, economic development policies, public works programs, and capital facilities improvement programs.

### **Special Considerations**

The City's General Plan was prepared in consideration and recognition of all of the applicable state and federal mandated requirements. Examples of applicable state and federal requirements which affect the planning area include the Seismic Hazards Mapping Act, NPDES, federal and state regulations concerning flora and fauna, and AB 32.

### **General Plan Mandatory Elements Update List**

The following list identifies the year in which the City last updated the General Plan elements:

#### **Required Elements**

- Land Use: Updated 2006
- Circulation: Updated 2007
- Housing: Updated 2022
- Conservation: Updated 2007
- Open Space: Updated 2007
- Noise: Updated 2007
- Safety: Updated 2025

#### **Optional Elements**

- Air Quality: Updated 2007
- Historic Preservation: Updated 1999

Jurisdiction	Glendora	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		90
<b>Total Units</b>		<b>90</b>

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	46	17	0
2 to 4 units per structure	3	11	0
5+ units per structure	70	6	0
Accessory Dwelling Unit	0	56	0
Mobile/Manufactured Home	0	0	0
<b>Total</b>	<b>119</b>	<b>90</b>	<b>0</b>

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	90	90
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	2
Number of Proposed Units in All Applications Received:	#REF!
Total Housing Units Approved:	4
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	3	3
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	2	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	0
Sites Rezoned to Accommodate the RHNA	0







Jurisdiction	Glendora	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Acutely Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	1	
	Non-Deed Restricted		-	-	-	1	-	-	-	-	-	-	-	
Very Low	Deed Restricted	735	-	-	-	-	-	-	-	-	-	-	1	734
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	386	-	-	-	-	-	-	-	-	-	-	5	381
	Non-Deed Restricted		1	-	4	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	388	-	2	-	-	-	-	-	-	-	-	8	380
	Non-Deed Restricted		-	1	5	-	-	-	-	-	-	-	-	
Above Moderate		767	8	13	71	50	52	90	-	-	-	-	284	483
Total RHNA		2,276												
Total Units			9	16	80	51	52	90	-	-	-	-	298	1,978

\*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

\*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):

- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"

- If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

\*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Glendora								
<b>Reporting Year</b> 2025 (Jan. 1 - Dec. 31)								
<b>Table D</b>								
<b>Program Implementation Status pursuant to GC Section 65583</b>								
<b>Housing Programs Progress Report</b>								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
1	2	3	4	5	6	7	8	9
<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
Community Preservation Activities (Program 1)	One annual educational campaign about maintenance requirements on social media. Address substandard housing conditions for five units annually.		6th Cycle	Ongoing implementation and annual monitoring throughout the planning period.	To encourage the conservation and maintenance of existing units in compliance with building code, zoning and environmental standards, on an annual basis the City will provide public educational information on their social media sites about property maintenance requirements. Information on common code violations will be provided at the public counter, on the City's website, and periodically in the City newsletter.			
Neighborhood Improvements (Program 2)	Complete eight infrastructure and public facility improvement projects that serve lower income neighborhoods by 2029.		6th Cycle	Ongoing	Annually apply to HUD for CDBG funds and other funding sources to implement public improvements in low income areas, including the People Movement Project to support transit-oriented development around the metro station.			

<p><b>Preservation of Assisted Housing Developments (Program 3)</b></p>	<p>Annually review assisted housing developments to ensure compliance with affordability covenants and continued longterm affordability.</p>		<p>6th Cycle</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Monitor status of existing and future affordable housing projects.</li> <li>• Upon receipt of Notice of Intent to convert from property owners, coordinate with the LA County Development Authority to connect tenants of at-risk units to the Section 8 Housing Choice Voucher program. (Pursuant to new State law, property owners opting to convert to market rate housing must provide three-year, one-year, and six-month noticing.)</li> <li>• Conduct annual monitoring of Elwood Family Apartments, a City RDA-funded affordable housing project, to ensure compliance with income and occupancy requirements, as well as Housing Quality Standards.</li> <li>• Conduct quarterly and</li> </ul>			
<p><b>Mobile Home Rent Stabilization (Program 4)</b></p>	<p>Provide rent stabilization for approximately 670 mobile homes.</p>		<p>6th Cycle</p>	<p>Ongoing</p>	<p>Continue to maintain the Rent Stabilization ordinance and offer rent review as authorized by the ordinance.</p>			

<p>Housing Choice Vouchers (Section 8) (Program 5)</p>	<p>Annually promote the use of Housing Choice Vouchers by providing informational materials to rental property managers.</p>		<p>6th Cycle</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Continue to promote the Housing Choice Voucher to residents and property owners through the dissemination of brochures and public counters, providing information on the City's website, and referring residents and property owners to LACDA.</li> <li>• Work with LACDA to promote acceptance of Housing Choice Vouchers through outreach and education to renters and rental property managers. Specifically, SB 329 in 2019, redefines source of income as "lawful, verifiable income paid directly to a tenant or to a representative of a tenant, or paid to a housing owner or landlord on behalf of a tenant, including federal, state or local public assistance, and federal, state, or local housing subsidies, including, but not limited</li> </ul>			
<p>Energy Conservation (Program 6)</p>	<p>Provide information on the City's Planning Division website on how to obtain density incentives for development of green buildings.</p>		<p>6th Cycle</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Promote density incentives for green building to developers.</li> <li>• Continue to explore additional ways to promote energy conservation and sustainability.</li> </ul>			

<p>Affordable Housing Incentives (Program 7)</p>	<p>Facilitate the development of affordable housing - 100 units over eight years.</p>		<p>6th Cycle</p>	<p>In 2023, the City acquired property at 1762 Dale Road. The site is intended for an affordable housing development. In 2024, the City cleared the existing site for future development and began exploring housing options. ----</p> <p>Also Ordinance 2090 (2024) updated City code language regarding affordable housing incentives density bonuses for compliance with State Government Code.</p>	<ul style="list-style-type: none"> <li>• Continue to be an active participant in the SGVHRT joint powers authority.</li> <li>• Outreach to affordable housing developers annually to explore opportunities for affordable housing. Outreach should include developers with experience in development projects that include units affordable to extremely low income households and households with special needs.</li> <li>• Continue to provide regulatory and technical assistance to affordable housing developers.</li> <li>• Annually explore various sources (e.g., HCD and HUD) for funding opportunities, including those available for housing for extremely low income and special needs households.</li> <li>• <b>Apply for, or support,</b></li> </ul>			
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<p>Provide Adequate Residential Sites Inventory and Monitoring of No Net Loss (Program 8)</p>	<p>Provide adequate sites to accommodate the City's entire RHNA allocation of 2,276 units (735 very low income; 386 low income; 388 moderate income; and 767 above moderate income), and complete Specific Plan amendments in the Route 66 Specific Plan and Arrow Highway Specific Plan to increase permitted densities within one year from October 15, 2021.</p>		<p>6th Cycle</p>	<p>Completed - 7/11/23 [Ordinance 2077]</p>	<ul style="list-style-type: none"> <li>• Develop a procedure in 2022 to monitor the development of vacant and nonvacant sites in the sites inventory and ensure that adequate sites are available to meet the remaining RHNA by income category.</li> <li>• Provide information on available sites and development incentives to interested developers and property owners on City website. Within one year of the 6th Housing Element statutory deadline (by October 15, 2022), the City will increase permitted densities in the BG Zoning District of the Route 66 Specific Plan from 20 dwelling units per acre and two stories, to 30 dwelling units per acre and three stories. The City will increase land area zoned for housing in the Route 66 Specific Plan TCMU subdistrict by</li> </ul>			
<p>By-Right Approval for Projects with 20 Percent Affordable Units (Program 9)</p>	<p>Identify and promote redevelopment of the reuse sites subject to this new provision and facilitate development that includes an affordable housing component.</p>		<p>6th Cycle</p>	<p>Completed - 7/11/23 [Ordinance 2077]</p>	<p>Amend Zoning Ordinance within one year of Housing Element adoption.</p>			
<p>Replacement Housing (Program 10)</p>	<p>Mitigate the displacement effect of new residential development on existing tenants</p>		<p>6th Cycle</p>	<p>Implemented - City will comply with State law SB330 which includes no-net loss of residential protections.</p>	<p>Amend Zoning Ordinance within one year of Housing Element adoption.</p>			

<p>Lot Consolidation and Multi-Family Development (Program 11)</p>	<p>Develop tools to facilitate lot consolidation and streamline development within 12 months of Housing Element adoption as outlined in Program 16. Facilitate lot consolidation on the 140 parcels (comprising 36 sites) in the sites inventory (Appendix B) to accommodate a potential of 1,623 units.</p>		<p>6th Cycle</p>	<p>Allow flexibility in nonconforming lot line adjustments by eliminating requirement for minimum percentage conformity [Ordinance 2081] -- Eliminated 1-acre minimum lot size requirement for mixed use developments along Route 66 and Arrow Highway [Ordinance 2081]</p>	<p>Identify sites with consolidation potential on the inventory, assist developers in identifying sites available for development, and facilitate discussions between interested property owners and developers. Continue to process lot line adjustments as ministerial actions unless other discretionary decisions are required. Facilitate the consolidation of small lots and encourage multi-family housing projects by amending Zoning Code within one year of Housing Element adoption to:</p> <ul style="list-style-type: none"> <li>• Remove constraints for lot line adjustments (Action #17 of Program 16)</li> <li>• Streamline development review by increasing the threshold of multi-family project requiring a <b>Planning Commission</b></li> </ul>			
<p>Density Bonus Ordinance (Program 12)</p>	<p>Not applicable</p>		<p>6th Cycle</p>	<p>Completed (Ordinance No. 2090) 2024</p>	<ul style="list-style-type: none"> <li>• Revise the Zoning Code to update density bonus provisions consistent with State law in 2022 (see Action #29 of Program 15).</li> <li>• Promote the use of density bonus incentives and provide technical assistance to developers in utilizing density bonus provisions to maximize feasibility and meet local housing needs.</li> </ul>			
<p>Objective Design Standards (Program 13)</p>	<p>Not applicable</p>		<p>6th Cycle</p>	<p>In progress with an estimated completion date of Fall 2025.</p>	<p>Complete object design standards by June 2023.</p>			









ANNUAL GENERAL PLAN PROGRESS REPORT UPDATE AND  
HOUSING ELEMENT IMPLEMENTATION ANNUAL PROGRESS  
REPORT

COMMUNITY DEVELOPMENT

**PLANNING COMMISSION**

**MARCH 3, 2026**

YALINI SIVA, SENIOR PLANNER



# SUMMARY OF REQUESTS

- **Receive and file the General Plan Annual Progress Report and the Housing Element Implementation Annual Progress Report.**

# LEGISLATIVE HISTORY

- **California Government Code Section 65400 requires the City to submit a General Plan Annual Progress Report to the local legislative body (City Council), the Governor's Office of Land Use and Climate Innovation (LCI), and the Department of Housing and Community Development (HCD) on the status of the General Plan, its implementation progress, and how the City is meeting the region's housing needs.**

# GENERAL PLAN

- **Often referred to as the blueprint for the community and serves as the comprehensive, long-range plan that provides the framework for future physical growth and enhancement.**
- **Community Plan 2025 is made up of chapters called "elements."**
- **Each element addresses a different topic and provides goals and policies related to that topic.**
- **All elements, except for the Housing Element, may be updated whenever deemed necessary.**

# GENERAL PLAN ELEMENTS

Elements	
<b>Land Use</b> ( <i>Updated 2006</i> )	<b>Noise</b> ( <i>Updated 2007</i> )
<b>Circulation</b> ( <i>Updated 2007</i> )	<b>Open Space and Recreation</b> ( <i>Updated 2007</i> )
<b>Housing</b> ( <i>Updated in 2023</i> )	<b>Air Quality</b> ( <i>Updated 2007</i> )
<b>Conservation</b> ( <i>Updated 2007</i> )	<b>Historic Preservation</b> ( <i>Updated 1999</i> )
<b>Safety</b> ( <i>Updated October 2025</i> )	

# GENERAL PLAN IMPLEMENTATION

- **Purpose of report is to provide an update on the City's progress toward implementing policies and programs identified in the General Plan.**
- **Update on housing units constructed in the past year.**
- **HCD uses the annual progress report to track housing information, including the City's progress toward accommodating its fair share of regional housing needs as identified through the Regional Housing Needs Assessment (RHNA).**

# NOTABLE ACCOMPLISHMENTS: HOUSING

- **Current Housing Element, 6th Cycle approved by City Council in 2022; approved by the State August 10, 2023.**
- **16 housing programs addressing community housing needs according to 5 issue areas:**
  - **Housing Conservation and Improvement**
  - **Housing Assistance**
  - **Provision of Adequate Housing Sites**
  - **Removal of Governmental Constraints**
  - **Promotion of Equal Housing Opportunity**

# NOTABLE ACCOMPLISHMENTS: HOUSING

- **The Housing Element Implementation Progress Report Tables (Attachment B) contain a complete breakdown of 2024 housing activity in Glendora.**

<b>Housing Type</b>	<b>Entitled</b>	<b>Permitted</b>	<b>Final Inspections</b>
<b>Single Family (attached and detached)</b>	46	17	0
<b>ADUs</b>	0	56	0
<b>Multi-family</b>	73	17	0
<b>Totals</b>	119	90	16

# NOTABLE ACCOMPLISHMENTS: LAND USE



# NOTABLE ACCOMPLISHMENTS: LAND USE



# NOTABLE ACCOMPLISHMENTS: LAND USE



# NOTABLE ACCOMPLISHMENTS: LAND USE

- **Restaurant – 147 N. Glendora Avenue** | In May 2025, the Planning Commission approved the sales of beer and wine at a restaurant within an existing structure on Glendora Avenue. Interior construction improvements and permits are currently underway.



# NOTABLE ACCOMPLISHMENTS: CIRCULATION

- **Glendora People Movement Project** | The Glendora People Movement Project is a 10-mile build out of active transportation facilities across Glendora, including urban trails and first and last mile improvements.



# NOTABLE ACCOMPLISHMENTS: CIRCULATION

- Metro A (Line light rail) – Glendora Station (*Opened 2025*)



# NOTABLE ACCOMPLISHMENTS: OPEN SPACE & RECREATION

- **Pour-In-Place Surfacing for South Hills Park, Ole Hammer Park, and Willow Springs Park |** This City Park resurfacing project included resurfacing playground areas at three city parks using pour-in-place surfacing. This project advanced the City's goal of updating all playgrounds with safer, more durable surfaces to replace rubber tire chunks. The new surfacing provides improved accessibility, reduced maintenance and debris, enhanced safety through impact-absorbing padding, and visually appeal. The project was completed in January 2025.



# NEXT STEPS

- **The General Plan Annual Progress Report and the Housing Element Implementation Annual Progress Report need to be submitted to the City Council prior to being filed with the State.**
- **Progress reports will be filed with the State (HCD and OPR) by April 1st, 2026.**

# RECOMMENDATION

## **That the Planning Commission:**

- 1. Receive and file the 2025 General Plan Annual Progress Report and the Housing Element Implementation Annual Progress Report.**
- 2. Recommend that the City Council receive the 2025 General Plan Annual Progress Report at a City Council meeting and direct staff to submit the report to the California Department of Housing and Community Development and the Office of Land Use and Climate Innovation in accordance with Government Code section 65400.**