

# CITY OF LA VERNE DEVELOPMENT REVIEW COMMITTEE AGENDA

Eric Scherer, Chair  
Cody Howing, City Engineer  
Danny Wu, Public Works



City Hall  
3660 "D" Street  
La Verne, CA 91750  
(909) 596-8706  
[www.laverneca.gov](http://www.laverneca.gov)

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**Tuesday, February 3, 2026 – 9:00 a.m.**  
**City Hall Council Chambers**  
**3660 "D" Street, La Verne, CA 91750**

Attendance and participation at the City of La Verne Development Review Committee meetings are welcomed and appreciated. Community engagement provides the Development Review Committee with valuable information. Regular Meetings are held on the 1<sup>st</sup> Tuesday of every month. In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting.

The Council Chambers will be open to the public at 9:00 a.m. Materials related to an item on this agenda, submitted to the Development Review Committee after distribution of the agenda packet, are available for public inspection at the meeting or in the Community Development Department during normal business hours.

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## **1. CALL TO ORDER**

## **2. PUBLIC COMMENT**

This is the time set aside for anyone wishing to address the Development Review Committee on items not listed in any other place on this agenda.

California Law does not allow the Development Review Committee to take action in response to your statements at this meeting. Your concerns may be referred to staff or set for hearing at a later date.

**3. APPROVAL OF ACTION MINUTES – December 9, 2025**

**4. PROJECT REVIEWS PUBLIC HEARING**

Note: Due to time constraints, discussion on these items will be limited to 30 minutes each.

**PROJECT:                   CONDITIONAL USE PERMIT FOR LA VERNE MUSIC SCHOOL**

**CASE NO.:                 130-25CUP**

**ADDRESS:                 1502 FOOTHILL BOULEVARD, #104**

**Project Planner:        Kaitlyn Cavan, Planning Intern**

**Environmental:         Exempt from the California Environmental Quality Act per Section 15301 (Class 1) (e) and is exempt per Section 15061(b) (3)**

**Action:**

**PROJECT:                   CONDITIONAL USE PERMIT TO ALLOW THE OPERATION OF A PHOTOGRAPHY STUDIO (STUDIO 86)**

**CASE NO.:                 1-26CUP**

**ADDRESS:                 2984 1<sup>ST</sup> STREET, UNIT O**

**Project Planner:        Valerie Chin, Assistant Planner**

**Environmental:         Exempt from the California Environmental Quality Act per Section 15301 (Class 1) (a) and is exempt per Section 15061(b) (3)**

**Action:**

**PROJECT:                   A REQUEST BY THE YOUTH AND FAMILY ACTION COMMITTEE (YFAC) FOR PUBLIC ART ON CITY-OWNED UTILITY BOXES**

**CASE NO.:                 N/A**

**LOCATIONS:             WHEELER AVENUE AND BONITA AVENUE, DAMIEN AVENUE AND BONITA AVENUE, E STREET AND 2<sup>ND</sup> STREET, D STREET AND BEARCAT WAY**

**Project Planner:        Erin Beilstein, Senior Management Analyst**

**Environmental:         N/A**

**Action:**

**5. ADJOURNMENT**

The next meeting of the Development Review Committee is scheduled to be held on March 3, 2026 at 9:00 a.m. at City Hall, 3660 "D" Street, La Verne, CA 91750.

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Proof of Posting      I declare under penalty of perjury that I am employed by the City of La Verne in the Community Development Department; and that I posted this agenda in the City Hall Council Chambers on January 29, 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# CITY OF LA VERNE DEVELOPMENT REVIEW COMMITTEE ACTION MINUTES

Eric Scherer, Chair  
Cody Howing, City Engineer  
Danny Wu, Public Works



City Hall  
3660 "D" Street  
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**Tuesday, December 9, 2025 – 9:00 a.m.**  
**City Hall Council Chambers**  
**3660 "D" Street, La Verne, CA 91750**

Attendance and participation at the City of La Verne Development Review Committee meetings are welcomed and appreciated. Community engagement provides the Development Review Committee with valuable information. Regular Meetings are held on the 1<sup>st</sup> Tuesday of every month. In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting.

The Council Chambers will be open to the public at 9:00 a.m. Materials related to an item on this agenda, submitted to the Development Review Committee after distribution of the agenda packet, are available for public inspection at the meeting or in the Community Development Department during normal business hours.

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## **1. CALL TO ORDER**

Mr. Scherer called the meeting to order at 9:00 a.m.

Voting members present: Eric Scherer, Cody Howing, and Danny Wu

Others present: Assistant City Attorney Lisa Kranitz

## **2. PUBLIC COMMENT**

This is the time set aside for anyone wishing to address the Development Review Committee on items not listed in any other place on this agenda.

California Law does not allow the Development Review Committee to take action in response to your statements at this meeting. Your concerns may be referred to staff or set for hearing at a later date.

None

**3. APPROVAL OF ACTION MINUTES – November 4, 2025**

It was moved by Mr. Howing and seconded by Mr. Wu to approve the minutes of the November 4<sup>th</sup> meeting. The motion carried by a 3-0 vote.

**4. PROJECT REVIEWS PUBLIC HEARING**

Note: Due to time constraints, discussion on these items will be limited to 30 minutes each.

**PROJECT:** CONSIDERATION BY DEVELOPMENT REVIEW COMMITTEE OF A PRECISE PLAN FOR DESIGN FOR EXTERIOR FAÇADE CHANGES TO ACCOMMODATE FOR A SECOND TENANT AT 1504 FOOTHILL BOULEVARD  
**CASE NOS.:** 110-25PPR  
**ADDRESS:** 1504 FOOTHILL BOULEVARD  
**Project Planner:** Kaitlyn Cavan, Planning Intern

**Environmental:** Categorically Exempt per Section 15301

**Action:** The applicants Jamie Pham and Bob Harding of Bickel Group Architecture were present at the meeting.

It was moved by Mr. Howing and seconded by Mr. Wu to approve Case No. 110-25PPR with modifications to Condition No. 5 and Public Works standard condition. Motion carried by a 3-0 vote.

**PROJECT:** CONSIDERATION BY DEVELOPMENT REVIEW COMMITTEE OF A PRECISE PLAN FOR DESIGN AND 2 PARCEL MERGER APPLICATIONS FOR THE BRETHERN HILLCREST GATEWAY PROJECT – A PROPOSED EXPANSION AND UPDATE TO THE HILLCREST CONTINUING CARE RETIREMENT COMMUNITY. THE PROJECT INVOLVES REDEVELOPMENT OF THE NORTH AND SOUTH GATEWAY SITES, A GENERAL PLAN AMENDMENT, ZONE

**CHANGE, MASTER PLAN AMENDMENT, PARCEL MERGERS, AND PRECISE PLAN OF DESIGN REVIEW**  
**CASE NOS.:** 113-25GPA, 114-25ZC, 115-25MPA, 116-25PM, 103-25PM, AND 117-25PPR  
**ADDRESS:** 2705 MOUNTAIN VIEW DRIVE  
**Project Planner:** Candice Bowcock, Principal Planner

**Environmental:** Mitigated Negative Declaration (MND)

**Action:** The applicants Mike Townsend and Matthew Neely of Hillcrest were present at the meeting.

Mr. Wu asked questions regarding underground power lines.

Mr. Howing asked questions regarding the driveway widths, mid-block crosswalk bulb-out, and sidewalk rapid lights.

Mr. Scherer stated that he is happy to see the project move forward and for the clean-up of the maps.

It was moved by Mr. Scherer and seconded by Mr. Wu to conditionally approve Case Nos. 103-25PM, 116-25PM and 117-PPR and recommend approval of Case Nos. 113-25GPA, 114-25ZC and 115-25MPA to the Planning Commission and City Council with a modification to Condition No. 19 and removing Condition No. 56. Motion carried by a 3-0 vote.

## 5. ADJOURNMENT

Mr. Scherer adjourned the meeting at 9:34 a.m. The next meeting of the Development Review Committee is scheduled to be held on January 6, 2026 at 9:00 a.m. at City Hall, 3660 "D" Street, La Verne, CA 91750.

Respectfully submitted,



Natalie Hiatt, Administrative Secretary

# City of La Verne, Development Review Committee Agenda Report



**DATE:** February 3, 2026  
**TO:** Development Review Committee  
**FROM:** Kaitlyn Cavan, Planning Intern  
**SUBJECT:** Case No. 130-25CUP – 1502 Foothill Boulevard Ste. 104 – Conditional Use Permit for Music School.

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## **SUMMARY**

Luis Cordova of Glendora Music and Arts School and Upland Music Academy applied for a Conditional Use Permit to operate a music school located at 1502 Foothill Boulevard Ste. 104. La Verne Music School is proposed within the Foothill Boulevard Specific Plan area which requires a Conditional Use Permit for a privately owned or operated recreational facility.

## **RECOMMENDATION**

Staff recommends that the Development Review Committee recommend approval of Case No. 130-25CUP to the Planning Commission based on this staff report and the findings and conditions of approval in draft Resolution No. 1351 (Attachment 1).

## **DISCUSSION**

On December 15<sup>th</sup>, 2025, Luis Cordova applied for a Conditional Use Permit to operate a music school that offers lessons in voice and digital guitar, piano, drums and more. The studio offers both private and group lessons. Mr. Cordova has owned and operated Glendora Music and Arts School and Upland Music Academy since 2019 and 2022, respectively.

The proposed location is a tenant space within an existing structure in The Commons center within the Foothill Boulevard Specific Plan (FBSP) area. The previous occupant of this space was Strada Bellezza, a beauty spa. The Commercial/Office District of the Foothill Boulevard Specific Plan requires a Conditional Use Permit for privately owned or operated recreational facilities.

## **FLOOR PLAN**

Suite 104 is approximately 2,000 square feet. The floor plan (Attachment 3) consists of a lobby upon entrance which will include a front desk and seating. The hallway leads to five (5) private lesson rooms, each will be complete with a desk, two chairs, a digital

piano, and a guitar. Security cameras will be installed in all lesson rooms. The doors to each lesson room will have a window and no locks.

### **PROPOSED OPERATION**

La Verne Music School proposes regular operating hours of 2:00 p.m. to 8:00 p.m., Monday through Friday, and 8:00 a.m. to 2:00 p.m. on Saturdays. The business will employ seven (7) staff members, with not all employees on site simultaneously. There will be five (5) instructors, one (1) receptionist, and Mr. Cordova running the operational duties. The studio will conduct mostly private lessons with a few group lessons. Each group lesson will be limited to four (4) students in total. No more than five (5) lessons are expected to occur simultaneously, resulting in a maximum of approximately 10-12 people in the building at any given time.

It is anticipated that the studio will hold recitals at the University of La Verne as Mr. Cordova has been doing for years with his other studios.

### **NOISE**

To reduce the possible disturbance from noise to the neighboring tenants, installing noise blocking foam is included as a condition of approval. This condition has been standard with previous businesses such as music schools.

### **PARKING**

Parking for this use is required at a ratio of one space per 250 square feet of gross floor area. Based on the 2,000-square-foot tenant space, a total of eight (8) parking spaces is required. The most recent parking study of The Commons determined that there is an excess of 96 spaces. Therefore, there is sufficient parking to accommodate this business.

### **COMPATIBILITY WITH SURROUNDING USES**

The tenant space is located in The Commons center adjacent to Postal Annex, south of the incoming Grocery Outlet and north of Aspire Salon.

Noise impacts generally may not be detrimental to these types of current commercial uses, however, sound proofing measures outlined in the recommended conditions of approval will seek to ensure that the proposed use does not have a negative impact on surrounding businesses, including future uses that may be more sensitive to noise. Staff finds that the proposed use will be compatible with surrounding uses.

### **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt from the California Environmental Quality Act per Section 15301 (Class 1) (e) and is exempt per Section 15061(b) (3). No further environmental review is required at this time.

**ATTACHMENTS**

1. Draft Resolution No. 1351
2. Narrative
3. Floor Plan
4. Photos
5. Standard Conditions of Approval

1  
2  
3 **RESOLUTION NO. 1351**

4 **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA VERNE,**  
5 **STATE OF CALIFORNIA, APPROVING CASE NO. 130-25CUP, A CONDITIONAL USE**  
6 **PERMIT ALLOWING THE OPERATION OF LA VERNE MUSIC SCHOOL, A MUSIC**  
7 **SCHOOL LOCATED AT 1502 FOOTHILL BOULEVARD, STE. 104.**

8 WHEREAS, on December 15, 2025, Luis Cordova applied for a Conditional Use  
9 Permit to allow the operation of La Verne Music School, a music school at 1502 Foothill  
10 Boulevard, Ste. 104 in The Commons complex within the Foothill Boulevard Specific  
11 Plan; and

12  
13 WHEREAS, Section 3D of the Foothill Boulevard Specific Plan requires a  
14 Conditional Use Permit for privately owned or operated recreational facilities;

15  
16 WHEREAS, Section 18.108.010 through 18.108.180 of the La Verne Municipal  
17 Code authorizes the Planning Commission to consider such requests subject to certain  
18 findings; and

19  
20 WHEREAS, on February 3, 2026, the Development Review Committee heard and  
21 recommended approval of the application to the Planning Commission; and

22  
23 WHEREAS, a notice of public hearing was published in the Inland Valley Daily  
24 Bulletin on January 30, 2026 and notices were mailed on January 27, 2026 to property  
25 owners within 300 feet of the property; and

26  
27 WHEREAS, the project is categorically exempt from the per Section 15301 (Class  
28 1 Existing Facilities) of the California Environmental Quality Act (CEQA); therefore no  
29 additional environmental review is required; and

30  
31 WHEREAS, the Planning Commission conducted a duly noticed public hearing on  
32 February 11, 2026, taking oral and written testimony;

33  
34 NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City  
35 of La Verne:

36  
37 Section 1. **Environmental Determination.** The Planning Commission HEREBY  
38 AFFIRMS and DETERMINES that Case No. 130-25CUP, an application for the operation  
39 of La Verne Music School, a music school within the Foothill Boulevard Specific Plan  
40 area, is categorically exempt from environmental review pursuant to the California  
41 Environmental Quality Act (CEQA) Section 15301 (Class 1) (e) and that no further  
42 environmental review is required at this time.

43  
44 Section 2. **Findings.** The Planning Commission HEREBY FINDS and  
45 DETERMINES that the proposed Conditional Use Permit satisfies the findings of Section  
46 18.108.030 of the La Verne Municipal Code in that:

- 47  
48 1. *The proposed use and development are each consistent with the General Plan and*  
49 *the applicable land use zone.*

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**FACT:** The property has a General Plan designation of Specific Plan Mixed Use and is located within the Foothill Boulevard Specific Plan zone which conditionally permits privately owned or operated recreational facilities. Therefore, the proposed music school is consistent with the General Plan as well as the land use zone.

- 2. The site for the proposed use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the proposed use and development in a manner compatible with existing and proposed surrounding land uses.*

**FACT:** The proposed Conditional Use Permit involves the operation of a music school, classified as a privately owned or operated recreational facility, within an existing commercial building. With the minor proposed changes to the interior of the suite (the installation of sound mitigation materials), the site is adequate in size, shape, topography, accessibility and other physical characteristics to accommodate the proposed use. The proposal is compatible with existing and surrounding land uses.

- 3. The development site has adequate access to those utilities and other services required for the proposed use.*

**FACT:** All required utilities and services necessary for the proposed use presently exist on the property. No new utilities and services will be required.

- 4. The proposed use will be arranged, designed, constructed, operated and maintained so as to be compatible with the character of the area as intended by the General Plan.*

**FACT:** The proposed Conditional Use Permit will allow the operation of a music school within an existing building, with minimal physical changes being made inside. The proposed studio will be arranged, designed, constructed, operated, and maintained in a way compatible with the character of the area as intended by the General Plan.

- 5. Potential adverse effects upon the surrounding properties will be minimized to the extent practical and any remaining adverse effects are justified by the benefits conferred upon the neighborhood or community as a whole.*

**FACT:** Sufficient sound mitigation measures will be implemented at the proposed studio location to minimize potential noise nuisances, therefore potential adverse effects on surrounding properties or building tenants are minimized to the extent practical. The conditions of approval work to ensure that the use remains compatible with the surrounding uses and is consistent with the La Verne Municipal Code (LVMC) requirements, including the multiple chapters of the LVMC that govern noise impacts. The benefit of having a music school in the City will justify any remaining adverse effects from noise created by the proposed use.

Section 3. **Approval.** In accordance with the provisions of the La Verne Municipal Code, the Planning Commission HEREBY APPROVES Resolution No. 1351 and the

1 accompanying environmental determination subject to the following conditions of  
2 approval:  
3

- 4 1. The hours of operation of the business shall be allowed between the hours of 6:00  
5 a.m. and 12:00 a.m., Monday through Sunday.  
6
- 7 2. The Community Development Department and the Police Department may review  
8 the application at any time for compliance with all conditions of approval.  
9
- 10 3. The applicant shall be responsible for installing noise blocking foam to reduce the  
11 possible disturbance from noise to the neighboring tenants.  
12
- 13 4. The applicant shall be responsible for ensuring noise does not become a nuisance  
14 to surrounding businesses and residences.  
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- 16 5. If the City receives noise complaints, the Community Development Director shall  
17 be authorized to require additional noise reduction measures if the noise impacts  
18 are found to be unreasonable and in violation of the LVMC. Failure to correct any  
19 noise violations upon notice by the City of La Verne may result in a revocation of  
20 the Conditional Use Permit.  
21
- 22 6. The applicant shall maintain a current business license with the City of La Verne.  
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- 24 7. Any loitering, illegal activity or other nuisances shall be reported immediately to the  
25 La Verne Police Department.  
26
- 27 8. All sound proofing material must be approved by the La Verne Fire Department.  
28
- 29 9. All necessary building permits and inspections shall be secured prior to approval  
30 of occupancy.  
31
- 32 10. Should parking issues arise as a result of this business, and the issue is not  
33 immediately addressed by the applicant or subsequent owners, this permit may be  
34 presented to the Planning Commission in a revocation hearing that may modify the  
35 conditions of approval to better address the issue or potentially deny the permit  
36 altogether.  
37
- 38 11. The applicant shall be responsible to correct any nuisance impacts. Failure to  
39 correct any nuisance upon notice by the City of La Verne shall be cause for  
40 revocation of this permit.  
41
- 42 12. To the fullest extent permitted by law, the applicant shall indemnify, defend, and  
43 hold harmless the City of La Verne, its City Council, its boards and commissions,  
44 officials, officers, employees, and agents from and against any and all claims,  
45 demands, obligations, damages, actions, causes of action, suits, losses,  
46 judgments, fines, penalties, liabilities, costs and expenses (including without  
47 limitation, attorney's fees, disbursements, and court costs) of every kind and  
48 whatsoever which may arise from or in any manner related (directly or indirectly) to  
49 the City's approval of this project including, but not limited to, the approval of all

1 applications associated with this project; and/or the City's related California  
2 Environmental Quality Act determinations such as the certification of the  
3 environmental decision, the adoption of a Mitigation Monitoring Program (if one  
4 was adopted), and/or statement of overriding considerations (if adopted) for this  
5 project. This indemnification shall include, but not be limited to, damages awarded  
6 against the City, and/or the parties initiating or bringing such proceeding. The  
7 applicant shall indemnify the City for all of the City's costs, attorneys' fees, and  
8 damages which the City incurs in enforcing the indemnification provisions set forth  
9 in this condition. The applicant shall pay to the City upon demand any amount  
10 owed to the City pursuant to the indemnification requirements prescribed in this  
11 condition.

- 12
- 13 13. Violation of any of the conditions of approval shall be grounds for revocation of this  
14 permit.
- 15
- 16 14. This permit shall be conditional upon the privileges being utilized within one year  
17 after the effective date of approval. Discontinuance of the approved uses for six  
18 consecutive months or more shall constitute an abandonment of the permit.
- 19
- 20 15. An affidavit accepting the standard list of conditions and the conditions above shall  
21 be signed by the applicant and be returned to the Community Development  
22 Department.

23

24 Section 4. **Signature.** The Chairperson shall sign and the secretary shall attest to  
25 the approval of Resolution No. 1351.

26

27 APPROVED AND ADOPTED this 11<sup>TH</sup> day of February 2026, by the Planning  
28 Commission at La Verne, California.

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32 \_\_\_\_\_  
Chairperson, Planning Commission

33

34 ATTEST:

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37 \_\_\_\_\_  
Secretary, Planning Commission

**CERTIFICATION**

I hereby certify that the foregoing **Resolution No. 1351** was duly and regularly adopted by the Planning Commission of the City of La Verne at a meeting thereof held on the **11 day of February, 2026**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Natalie Hiatt, Administrative Secretary

DRAFT

To Whom this concerns,

My name is Luis Cordova, I currently own Glendora Music and Arts School and Upland Music Academy. My plan is to bring our Music school and culture to La Verne where I grew up.

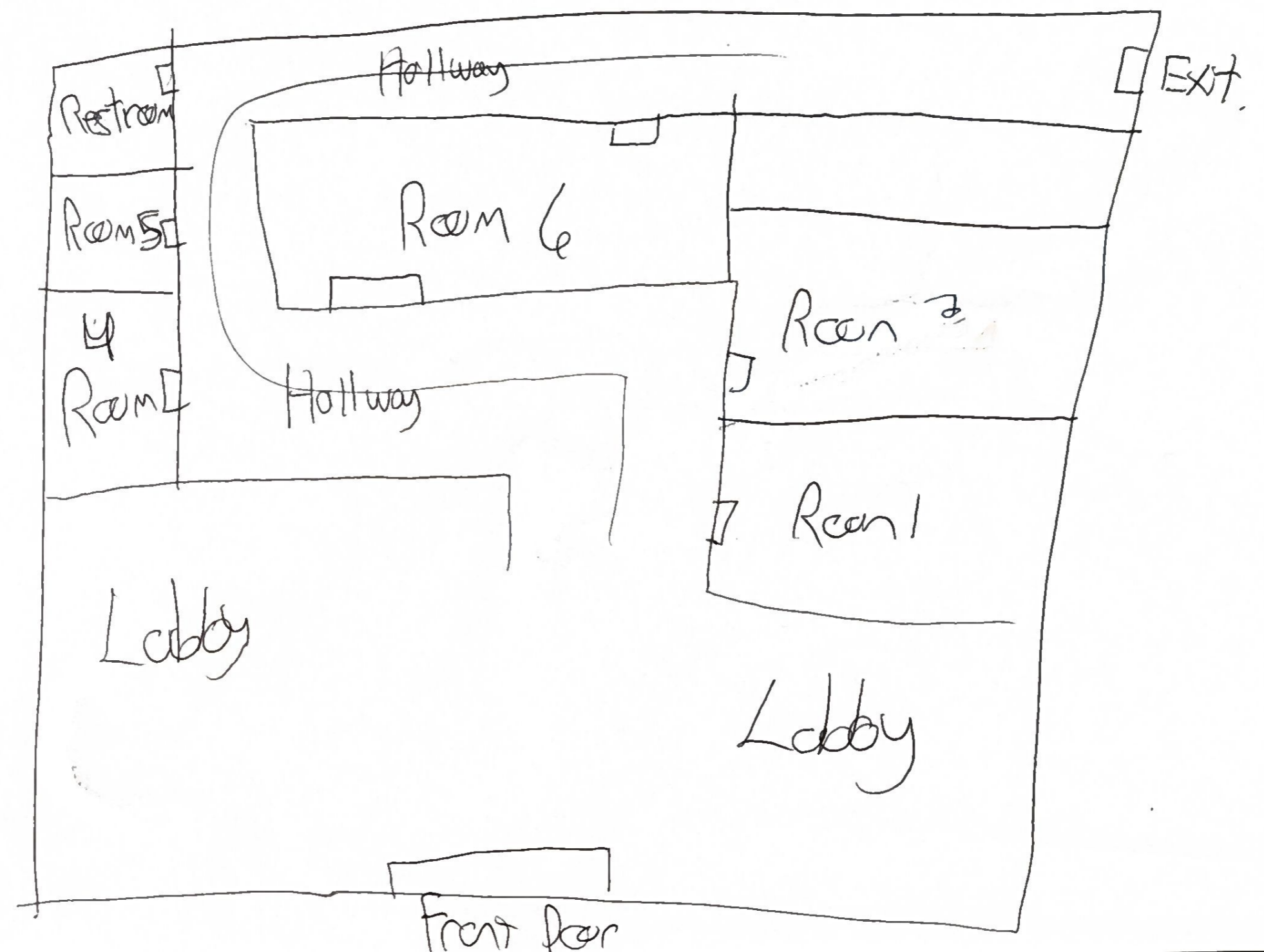
We plan to offer children and adults music lessons where they can Learn voice, guitar, piano, drums and more. All of our instruments are digital so noise has never been an issue at any of my other locations and we are willing to do a noise test with our potential neighbors to mitigate any issues. We have done this before, and passed with flying colors.

We plan on operating Monday - Friday from 2 pm to 8 pm and Saturdays from 8 am to 2 pm. The planned number of employees is 8, not all present at the same time.

If I missed any details please let me know

Luis Cordova  
CEO  
909 218 9936  
Luis@UplandMusicAcademy.com

# Floor Plan









City of La Verne  
Community Development Department

## STANDARD CONDITIONS OF APPROVAL

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**Date:** February 3, 2026

**Project Name:** La Verne Music School - Music School CUP

**Case No.:** 130-25CUP

**Project Address:** 1502 Foothill Boulevard

**DPN:** 1473

**Applicant:** Luis Cordova

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All projects approved by the City of La Verne shall meet the standard conditions checked by each department unless specifically exempted by the City. The standard conditions must be complied with prior to the issuance of any occupancy permits. Call the appropriate department listed below, if you have any questions concerning specific conditions on this list.

Applicant shall comply with all conditions of approval for:

**Tract Number:**

**Parcel Map Number:**

**Resolution Number:** 1351

**Environmental Determination:** Cat Ex

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### Required Planning Department Conditions (909-596-8706)

- NOTICE: - This project is located within a community that has a Home Owner's Association (HOA). The covenants, conditions and restrictions of the community may require that you secure approval from the association before proceeding. The City assumes no liability for any failure to contact your association.
- NOTICE – This project is located within the Hillside Development Overlay Zone (HDOZ). The project is subject to all conditions of the HDOZ as outline in the La Verne Municipal Code (LVMC 18.68).
- Prior to issuance of building permits, all revisions must be resubmitted for review and approval.
- Building permits will not be issued in connection with any project until such time as all plan check fees, and all other applicable fees, are paid in full.
- The project approval does not relieve the applicant from compliance with other Federal, State, and City requirements.

**Required Planning Department Conditions (continued)**

- To the fullest extent permitted by law, the applicant shall indemnify, defend, and hold harmless the City of La Verne, its City Council, its boards and commissions, officials, officers, employees, and agents from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements, and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to City's approval of this project including, but not limited to, the approval of all applications associated with this project; and/or the City's related California Environmental Quality Act determinations such as the certification of the environmental decision, the adoption of a Mitigation Monitoring Program (if one was adopted), and/or statement of overriding considerations (if adopted) for this project. This indemnification shall include, but not be limited to, damages awarded against the City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which the City incurs in enforcing the indemnification provisions set forth in this condition. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed in this condition.
- The project approval expires one year from the effective date of approval (LVMC 18.16.130).
- All construction and development shall conform to the approved plans on file with the Community Development Department.
- The project approval shall not take effect for any purpose until the applicant has filed with the City of La Verne an affidavit stating that he/she is aware of and accepts all of the conditions set forth in the letter of approval, any associated resolutions, and this list of standard conditions.
- NO OCCUPANCY will be granted until ALL IMPROVEMENTS required by this approval have been completed, inspected and approved by the appropriate department.
- Prior to issuance of building permits, all school fees shall be paid. The applicant shall provide the City with written verification of compliance from the Bonita Unified School District.
- Prior to issuance of building permits, all fees payable under State Law shall be paid (including park, water, sewer, fire facility, and other related fees.) To secure a precise accounting of these fees, contact the Finance Department at (909) 596-8716.
- The applicant shall comply with the City of La Verne business license ordinance and cooperate with the City to obtain compliance by contractors and subcontractors, etc. (L.V.M.C. 5.08.020).
- The applicant shall comply with the City of La Verne burglar alarm permit ordinance. If burglar alarms are to be installed, no building permit shall be issued until all required fees are paid. For more information, contact the Police Department at (909) 596-1913.
- All new residential units shall include a recirculating hot water system.

**Required Planning Department Conditions (continued)**

- All new low-rise residential buildings (single-family or multi-family buildings with three (3) habitable stories or less, including detached Accessory Dwelling Units) shall have a photovoltaic (PV) system meeting the minimum qualification requirements specified by the California Energy Commission's Building Energy Efficiency Standards.
- Architectural treatment and landscaping of grouped mailboxes shall be reviewed and approved by both the U.S. Postal Service and the La Verne Community Development Department.
- Design and placement of all exterior light fixtures shall be reviewed and approved by the Community Development Department.
- Architectural details of doors and window mullions shall be reviewed and approved by the Community Development Department.
- Exterior architectural colors and finishes shall match those of the existing structures to the satisfaction of the Community Development Department.
- The applicant shall provide for installation of cable television conduits and facilities to the satisfaction of the assistant city manager or designee.
- Every applicant for a permit of any type of ground sign shall file with the Community Development Department, before the permit is granted, a cash deposit in the sum of \$750. The deposit is to ensure the faithful performance by the applicant of the provisions of the sign ordinance, and of all laws and ordinances relating to signs and sign structure. The deposit will be refunded upon satisfactory completion of all conditions of approval.
- Prior to issuance of building permits, the Community Development Department shall review and approve all Southern California Edison underground utility transformer locations for compatibility with the site design. All portions of the transformers that are above ground shall be adequately screened with landscaping and/or screen walls. Landscaping shall be reviewed and approved by the City Landscape Architectural Consultant and the Community Development Department.
- Copies of all recorded tract maps shall be sent to Bonita Unified School District, 115 W. Allen Avenue, San Dimas, CA 91773, Attn: Asst. Superintendent.
- All roof top appurtenances and equipment shall be adequately screened from view to the satisfaction of the Community Development Department.
- All trash enclosure locations and designs shall be approved by the City's franchise waste hauler and the Community Development Department prior to the issuance of building permits.
- All ground level mechanical/utility equipment (including meters, backflow protection devices, fire valves and other equipment) shall be screened by screening walls and/or landscaping to the satisfaction of the Community Development Department.

**Required Planning Department Conditions (continued)**

- No structure may be built within a designated fuel modification easement or area. Please contact the Community Development Department or the Fire Department regarding fuel modification requirements in your area.
- No fences or walls may be built without first securing a permit from the Community Development Department.
- Applicant is advised that this application may be subject to the Americans with Disabilities Act (ADA). ADA requires that public and private facilities be designed to provide reasonable accommodation for the needs of disabled persons. For more information, consult your architect or attorney.
- Transportation demand management and trip reduction measures, required for compliance with air quality and congestion management regulations, shall be approved by the Community Development Department and implemented prior to final occupancy (L.V.M.C. 18.24).
- (For properties in Lordsburg involving new construction): Payment not to exceed \$\_\_\_\_\_ shall be made to the City for provision of benches, trash receptacles, or bicycle racks meeting the standards of the Lordsburg Specific Plan and/or the City's congestion management ordinance.
- Applicant shall provide a bus bench , trash receptacle , or bicycle racks  in accordance with the following manufacturer and specification:

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**Required Public Works Department Conditions (909 596-8741)**

- Applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way.
- Applicant shall install and complete all necessary public improvements, including but not limited to streets, curbs, gutters, sidewalks, handicap ramps, and storm drains, along the entire street frontage of the development site as required by the Public Works Director.
- Applicant shall abide by all National Pollution Discharge Elimination System (NPDES) requirements including the installation of erosion control and slope stabilization measures necessary to prevent siltation and other debris from being carried offsite and eventually entering the storm drain system, and in conformance with the applicable provisions of the Construction General Permit.
- Applicant shall comply with all requirements of the Low Impact Development (LID) Ordinance (Section 13.60 of the La Verne Municipal Code) and the current Municipal Separate Storm Sewer System (MS4) Permit to the satisfaction of the City Engineer and Public Works Department.

**Required Public Works Department Conditions (continued)**

- Applicant shall be required to provide painted curb numbers to the specifications of the Public Works Director and “STOP” signs painted on the pavement at exists and intersections.
- All utilities shall be placed underground including facilities and wires for the supply and distribution of electrical energy, telephone, etc.
- Easements for the following underground utilities shall be provided: Water ; Sewer ; Storm Drains . Other as specified:
- Submit street improvement plans showing proposed construction of: Curbs ; Gutters ; Storm drains ; Sidewalks . These plans shall be subject to approval by the City Engineer.
- Water service facilities shall be installed to the satisfaction of the City Engineer.
- A separate water service line from the water meter to the residence will be required on all new or renovated residences for a fire sprinkler system. For more information see Public Works Standard Drawing W-1.
- Backflow prevention devices shall be installed to the satisfaction of the Public Works Director.
- All commercial projects shall install backflow prevention devices to the satisfaction of the Public Works Director.
- Water service during construction shall be available after the installation of the water facilities is complete, applicable water fees and meter charges have been paid, and application for service has been made.
- An advance payment for temporary water service is required during the construction period. Upon landscape development and or approval of final building occupancy, temporary water service shall be discontinued unless specific arrangements have been made to the satisfaction of the Public Works Director to continue temporary water service to a later date.
- No finals will be given until all as-built site improvements plans have been submitted to the Public Works Department.
- The property shall be annexed to the Los Angeles County Sanitation District.
- Sanitary sewer facilities shall be installed to the satisfaction of the City Engineer and Public Works Director.
- Back water valves on sewer connections shall be installed to the satisfaction of the Public Works Director.
- The applicant shall provide the City with a Backflow Device Test Form, filled out by a certified licensed tester before any final permits are released.

**Required Public Works Department Conditions (continued)**

- The applicant is required to utilize Waste Management for all refuse and debris handling as the City of La Verne has an exclusive franchise agreement with the company. Please contact Waste Management at (909) 599-1274.

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**Required Fire Department Conditions (909-596-5991)**

- The required on-site minimum fire flow shall be installed and made available to the satisfaction of the Fire Chief, Public Works Director and City Engineer prior to the construction involving combustible materials.
- Provide fire sprinkler; system hook-ups and post indicator/OS & Y valves approved by the Fire Department.
- A set of construction drawings approved by the Building Department must be on file with the Fire Department prior to issuance of any building permits.
- Water mains and hydrants shall be installed and be operational prior to and during the time of construction involving combustible materials (2013 California Fire Code).
- Fire apparatus access roads shall be provided and serviceable prior to and during the time of construction involving combustible materials. The access roads shall be constructed to support the imposed loads of fire apparatus, with all-weather driving surfaces, with a minimum width of 20 feet, with a minimum vertical clearance of 13 feet 6 inches, and with turnarounds for apparatus on dead-end access roads in excess of 150 feet (2013 California Fire Code).
- Unless approved otherwise by the fire chief, all combustible plant material must be cleared 100 feet from a new structure.
- A permit must be obtained from the Fire Department for temporary storage of lumber used to construct 6 or more houses. The permit will be issued on the basis of good access for fire fighting purposes, availability of water and distances to structures or fire hazards.
- All new construction, commercial or residential, shall have an approved automatic fire sprinkler system installed throughout the structure. This system shall be installed according to appropriate NFPA code and the La Verne sprinkler ordinance.
- A set of sprinkler plans and hydraulic calculations shall be submitted for approval to the Fire Department prior to the start of installation.

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**Required Landscape Conditions**

- Final landscape and irrigation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.

**Required Landscape Conditions (continued)**

- Final tree preservation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.
- The area under the drip line of all existing trees, which are to be saved as determined by the City's landscape architect, shall be fenced 5' beyond the drip line during construction. Grading operations shall be restricted under them to prevent soil compaction around the trees and to protect them from damage.
- No trees shall be removed other than those shown on the approved plans. No trees may be removed until a building or grading permit has been issued.
- A permanent maintenance program of all landscaping shall be provided insuring regular irrigation, fertilization and weed abatement.
- All existing and/or proposed landscaping shall be maintained in an acceptable manner during construction and after the project is completed, and is subject to periodic review by the Community Development Department for compliance.
- Approved street trees shall be planted in the front setback area of every lot, to the specification of the parks manager (909-596-8705).
- Landscape materials and irrigation systems are to be inspected by a city representative prior to final release of utilities.

# City of La Verne, Development Review Committee Agenda Report



**DATE:** February 3, 2026

**TO:** Development Review Committee

**FROM:** Valerie Chin, Assistant Planner

**SUBJECT:** CASE NO. 01-26CUP – 2984 FIRST STREET UNIT O – CONDITIONAL USE PERMIT TO ALLOW THE OPERATION OF PHOTOGRAPHY STUDIO (STUDIO 86)

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## **SUMMARY**

The applicant, Uriel Sanchez, on behalf of Studio '86, has applied for a Conditional Use Permit to operate a photography studio located at 2984 First Street, Unit O. The proposed business is located within the Arrow Corridor Specific Plan zone, which requires a Conditional Use Permit for the operation of photography studios and related uses.

## **RECOMMENDATION**

Staff recommends that the Development Review Committee recommend the approval of Case No. 01-26CUP to the Planning Commission based on this staff report and the findings and conditions of approval in draft Resolution No. 1352 (Attachment 1).

## **DISCUSSION**

On January 8, 2026, Uriel Sanchez applied for a Conditional Use Permit (CUP) to allow the operation of Studio '86, a photography studio, at 2984 First Street, Unit O, within the La Verne Business Center. The project site is located within the Arrow Corridor Specific Plan area, where photography studios and similar uses are classified as conditional uses and therefore require approval of a Conditional Use Permit. Studio '86 has occupied the subject tenant space since 2023 without a Conditional Use Permit. The space was previously occupied by Corcoran Furniture Upholstery Co. from 2008 to 2023.

## **PROPOSED OPERATION**

Studio '86 operates as a private, appointment-only photography studio specializing in real estate photography, as well as portrait, editorial, product, and branded content services. All photography activities are conducted indoors using curated sets, professional lighting, and production equipment. The studio would operate Monday through Friday from 8:00 a.m. to 6:00 p.m., with approximately one to two employees on-site at any given time.

## **FLOOR PLAN**

The proposed unit is 1,100 square feet in size and will include an office, storage, and warehouse area for the photography equipment on the first floor. The warehouse area will house dedicated backdrops and themed sets, professional lighting and camera equipment, editing and post-production workstations, and staging areas. The second floor will include a storage room above the office (Attachment 3). The unit will also feature one ADA bathroom.

## **PARKING**

The proposed photography studio will utilize the shared parking within the La Verne Business Center. The tenant space was previously occupied by a furniture warehousing company, which was subject to a parking requirement of one parking space per 1,000 square feet. Based on the proposed photography studio use, a total of two parking spaces are required, consisting of one space for the office component and one space for the warehouse component.

## **COMPATIBILITY WITH SURROUNDING USES**

The proposed facility's unit is located in La Verne Business Center, whose operation is not expected to be negatively affected by the proposed photography studio. The adjacent land uses include residential to the north, mobile home park to the south, and commercial and industrial uses to the east and west. Based on the proposed operation of the facility, staff finds that the proposed use will be compatible with surrounding uses.

## **ENVIRONMENTAL ANALYSIS**

This project is categorically exempt from the California Environmental Quality Act per Section 15301 (Class 1) (a) and is exempt per Section 15061(b) (3). No further environmental review is required at this time.

## **ATTACHMENTS**

1. Draft Resolution No. 1352
2. Narrative
3. Floor Plan
4. Standard Conditions of Approval

**RESOLUTION NO. 1352****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA VERNE, CALIFORNIA, APPROVING CASE NO. 01-26CUP TO ALLOW THE OPERATION OF A PHOTOGRAPHY STUDIO AT 2984 FIRST STREET, SUITE O AND AFFIRMING A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

WHEREAS, on January 8, 2026, Uriel Sanchez submitted an application requesting a Conditional Use Permit to operate a photography studio, Studio '86 (Case No. 01-26CUP) at 2984 First Street, Unit O; and

WHEREAS, the Arrow Corridor Specific Plan zone requires the approval of a Conditional Use Permit for photography studios and other similar uses; and

WHEREAS, Section 18.108.010 of the La Verne Municipal Code authorizes the Planning Commission to hear and grant requests for Conditional Use Permits; and

WHEREAS, Section 18.108.030 of the La Verne Municipal Code authorizes the Planning Commission to consider such requests subject to certain findings; and

WHEREAS, a notice of public hearing was published in the Inland Valley Daily Bulletin on January 30, 2026, and notices were mailed to all owners of property within 300 feet of the subject property on January 27, 2026; and

WHEREAS, the Planning Commission conducted a public hearing and considered public testimony on February 11, 2026, in accordance with Chapter 18.108 of the La Verne Municipal Code; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) and the La Verne Environmental Guidelines, this Conditional Use Permit is categorically exempt per CEQA section 15301 Class 1(a) and Section 15061(b)(3) in that it involves no significant changes to the proposed business location; and

WHEREAS, the Development Review Committee has recommended approval of this Conditional Use Permit on February 11, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of La Verne as follows:

Section 1. The Planning Commission HEREBY FINDS and DETERMINES that the proposal conforms to the findings required by Section 18.108.030 of the La Verne Municipal Code in that:

- 1. The proposed use and development are each consistent with the general plan and the applicable land use zone.*

**Finding:** The Arrow Corridor Specific Plan zone allows for photography studios and other similar uses with a Conditional Use Permit. The proposed facility is a use that falls within this category and is compatible with and complementary to the other uses typical of the business park in which it will be located.

- 2. The site for the proposed use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the proposed use and development in a manner compatible with existing and proposed surrounding land uses.*

**Finding:** The site is adequate in size, shape, topography, accessibility and other physical characteristics to accommodate the photography studio. The proposed use is not expected to cause noise or other disturbances nor to negatively impact surrounding businesses or the nearest residential land uses. The proposed methods for access, and conditions of approval work to mitigate any potential negative effects on surrounding uses and properties. Additionally, the shared parking is adequate to support the proposed use.

- 3. The development site has adequate access to those utilities and other services required or the proposed use.*

**Finding:** The proposed tenant improvements have been conditioned to meet all requirements of the applicable zoning and building codes. Adequate access to utilities and services currently exists and will continue and serve the site and the proposed use.

- 4. The proposed use will be arranged, designed, constructed, operated, maintained so as to be compatible with the character of the area as intended by the general plan.*

**Finding:** Conditions of approval work to ensure that the proposed business use will be constructed (interior tenant improvements), operated, and maintained to be compatible with the rest of the space. The facility will be located within an existing building, so no new construction (footprint expansion), design or arranging of the building/land use will take place. No exterior changes to the facade are proposed at this time.

- 5. Potential adverse effects upon the surrounding properties will be minimized to the extent practical and any remaining adverse effects are justified by the benefits conferred upon the neighborhood or community as a whole.*

**Finding:** The fact that the proposed facility is located far enough from residential dwellings, the surplus in parking, and the adherence to the conditions of approval will minimize any possible negative effects to nearby sensitive uses.

Section 2. The Planning Commission HEREBY APPROVES Case No. 01-26CUP based on the above findings and subject to the conditions below:

1. Approval of this application shall be granted based on the exhibits on file and contained in the staff report regarding all components of the proposed business operation. Changes shall be subject to reconsideration by the Planning Commission.
2. An affidavit acknowledging all conditions of approval shall be signed by the applicant and returned to the Community Development Department.
3. The Community Development Department and the Police Department may review the application at any time for compliance with all conditions of approval.
4. The applicant shall apply for a Certificate of Use and Occupancy for the use and obtain building permits for any tenant improvements.
5. For any future exterior signage, the applicant's proposed sign shall comply with the standards and requirements of the Arrow Corridor Specific Plan and La Verne Municipal Code and obtain the applicable approvals and permits prior to installation.
6. The applicant shall maintain a current business license with the City of La Verne.
7. If the City receives noise complaints, the Community Development Director shall be authorized to require noise reduction measures if the noise impacts are found to be unreasonable and in violation of the La Verne Municipal Code. Failure to correct any noise violations upon notice by the City of La Verne may result in revocation of the Conditional Use Permit.
8. The applicant shall be responsible to correct any nuisance impacts or security problems. Failure to correct any of these upon notice by the City of La Verne shall be cause for revocation of this permit.
9. Any loitering, illegal activity or other nuisances shall be reported immediately to the La Verne Police Department.
10. To the fullest extent permitted by law, the applicant shall indemnify, defend, and hold harmless the City of La Verne, its City Council, its boards and commissions, officials, officers, employees, and agents from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements, and court costs) of every kind and whatsoever which may arise from or in any manner related (directly or indirectly) to the City's approval of this project including, but not limited to, the approval of all applications associated with this project; and/or the City's related California Environmental Quality Act determinations such as the certification of the environmental decision, the adoption of a Mitigation Monitoring Program (if one was adopted), and/or statement of overriding considerations (if adopted) for this project. This indemnification shall include, but not be limited to, damages awarded

against the City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of the City's costs, attorneys' fees, and damages which the City incurs in enforcing the indemnification provisions set forth in this condition. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed in this condition.

11. Violation of any of the conditions of approval shall be grounds for revocation of this permit.

Section 3. The Planning Commission HEREBY AFFIRMS that the project is categorically exempt per Categorical Exemption 15301 (Class 1) (a) and exempt per Section 15061(b)(3) in accordance with the California Environmental Quality Act and the La Verne Environmental Guidelines.

Section 4. The Chairperson shall sign, and the secretary shall attest to the approval of Resolution No. 1352.

APPROVED AND ADOPTED this 11<sup>th</sup> day of February 2026, by the Planning Commission at La Verne, California.

\_\_\_\_\_  
Chairperson, Planning Commission

ATTEST:

\_\_\_\_\_  
Secretary, Planning Commission

## **Business Plan**

### **Studio 1986 – Photography Studio**

**Location:** La Verne, California

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#### **1. Executive Summary**

Studio '86 is a professional photography and creative production studio providing high-quality visual content for individuals, brands, and creative professionals. The studio operates as a dedicated workspace where photography and digital media are produced in a controlled, efficient, and artist-focused environment.

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#### **2. Business Description**

Studio '86 functions as a full-service photography studio designed for portrait, editorial, product, and branded content creation. All work is conducted indoors using curated sets, professional lighting, and production equipment. The studio operates by scheduled sessions to ensure a focused and streamlined creative process.

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#### **3. Services Offered**

- Professional photography services
- Creative direction and concept development
- Studio-based photo shoots
- Brand, product, and editorial content creation
- Image selection and post-production editing

Services are delivered directly by the studio and its creative team.

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#### **4. Operations Plan**

- Work is performed by appointment
- Controlled session scheduling
- Small production teams per session
- Standard business hours
- Indoor-only operations

The studio operates as a professional creative workspace similar to a design or media production office.

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## 5. Target Market

- Individuals seeking professional portrait photography
- Small businesses and brands
- Artists, musicians, and creative professionals
- Marketing and content teams

Studio '86 serves clients looking for curated, high-quality visual storytelling.

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## 6. Creative Space & Equipment

The studio includes:

- Dedicated photography shooting areas
- Backdrops and themed sets
- Professional lighting and camera equipment
- Editing and post-production workstations
- Equipment storage and staging areas

The space is optimized for efficiency, consistency, and creative flexibility.

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## 7. Marketing Strategy

- Portfolio-driven website and social media presence
- Referrals and repeat clients
- Collaborations with creatives and local businesses

- Branded content and behind-the-scenes marketing

Marketing emphasizes craftsmanship, aesthetic consistency, and creative vision.

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## **8. Financial Overview**

Revenue is generated through:

- Photography service packages
- Commercial and brand projects
- Creative production services
- Ongoing client relationships

Operating expenses include rent, utilities, equipment, insurance, and marketing.

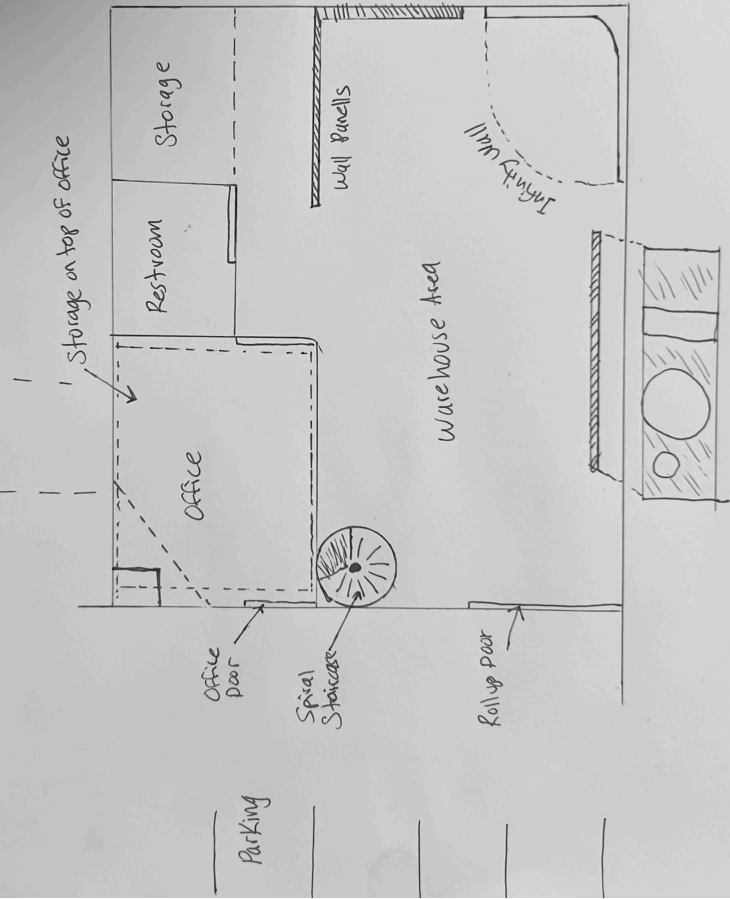
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## **9. Risk Management & Safety**

- Clear client guidelines and session protocols
  - Controlled occupancy during shoots
  - Professional liability and equipment insurance
  - Regular maintenance of studio equipment
- 

## **10. Vision & Growth**

Studio '86 aims to grow as a recognized creative production studio known for high-quality imagery and distinctive visual style. Future growth includes expanding creative offerings, investing in advanced production tools, and building long-term brand partnerships.





City of La Verne  
Community Development Department

## STANDARD CONDITIONS OF APPROVAL

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**Date:** February 11, 2026      **Project Name:** Studio 86 CUP

**Case No.:** 01-26CUP      **Project Address:** 2984 First Street

**DPN:** 1474      **Applicant:** Uriel Sanchez

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All projects approved by the City of La Verne shall meet the standard conditions checked by each department unless specifically exempted by the City. The standard conditions must be complied with prior to the issuance of any occupancy permits. Call the appropriate department listed below, if you have any questions concerning specific conditions on this list.

Applicant shall comply with all conditions of approval for:

**Tract Number:**

**Parcel Map Number:**

**Resolution Number:** 1352

**Environmental Determination:** Cat Ex

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### Required Planning Department Conditions (909-596-8706)

- NOTICE: - This project is located within a community that has a Home Owner's Association (HOA). The covenants, conditions and restrictions of the community may require that you secure approval from the association before proceeding. The City assumes no liability for any failure to contact your association.
- NOTICE – This project is located within the Hillside Development Overlay Zone (HDOZ). The project is subject to all conditions of the HDOZ as outline in the La Verne Municipal Code (LVMC 18.68).
- Prior to issuance of building permits, all revisions must be resubmitted for review and approval.
- Building permits will not be issued in connection with any project until such time as all plan check fees, and all other applicable fees, are paid in full.
- The project approval does not relieve the applicant from compliance with other Federal, State, and City requirements.

**Required Planning Department Conditions (continued)**

- To the fullest extent permitted by law, the applicant shall indemnify, defend, and hold harmless the City of La Verne, its City Council, its boards and commissions, officials, officers, employees, and agents from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements, and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to City's approval of this project including, but not limited to, the approval of all applications associated with this project; and/or the City's related California Environmental Quality Act determinations such as the certification of the environmental decision, the adoption of a Mitigation Monitoring Program (if one was adopted), and/or statement of overriding considerations (if adopted) for this project. This indemnification shall include, but not be limited to, damages awarded against the City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which the City incurs in enforcing the indemnification provisions set forth in this condition. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed in this condition.
- The project approval expires one year from the effective date of approval (LVMC 18.16.130).
- All construction and development shall conform to the approved plans on file with the Community Development Department.
- The project approval shall not take effect for any purpose until the applicant has filed with the City of La Verne an affidavit stating that he/she is aware of and accepts all of the conditions set forth in the letter of approval, any associated resolutions, and this list of standard conditions.
- NO OCCUPANCY will be granted until ALL IMPROVEMENTS required by this approval have been completed, inspected and approved by the appropriate department.
- Prior to issuance of building permits, all school fees shall be paid. The applicant shall provide the City with written verification of compliance from the Bonita Unified School District.
- Prior to issuance of building permits, all fees payable under State Law shall be paid (including park, water, sewer, fire facility, and other related fees.) To secure a precise accounting of these fees, contact the Finance Department at (909) 596-8716.
- The applicant shall comply with the City of La Verne business license ordinance and cooperate with the City to obtain compliance by contractors and subcontractors, etc. (L.V.M.C. 5.08.020).
- The applicant shall comply with the City of La Verne burglar alarm permit ordinance. If burglar alarms are to be installed, no building permit shall be issued until all required fees are paid. For more information, contact the Police Department at (909) 596-1913.
- All new residential units shall include a recirculating hot water system.

**Required Planning Department Conditions (continued)**

- All new low-rise residential buildings (single-family or multi-family buildings with three (3) habitable stories or less, including detached Accessory Dwelling Units) shall have a photovoltaic (PV) system meeting the minimum qualification requirements specified by the California Energy Commission's Building Energy Efficiency Standards.
- Architectural treatment and landscaping of grouped mailboxes shall be reviewed and approved by both the U.S. Postal Service and the La Verne Community Development Department.
- Design and placement of all exterior light fixtures shall be reviewed and approved by the Community Development Department.
- Architectural details of doors and window mullions shall be reviewed and approved by the Community Development Department.
- Exterior architectural colors and finishes shall match those of the existing structures to the satisfaction of the Community Development Department.
- The applicant shall provide for installation of cable television conduits and facilities to the satisfaction of the assistant city manager or designee.
- Every applicant for a permit of any type of ground sign shall file with the Community Development Department, before the permit is granted, a cash deposit in the sum of \$750. The deposit is to ensure the faithful performance by the applicant of the provisions of the sign ordinance, and of all laws and ordinances relating to signs and sign structure. The deposit will be refunded upon satisfactory completion of all conditions of approval.
- Prior to issuance of building permits, the Community Development Department shall review and approve all Southern California Edison underground utility transformer locations for compatibility with the site design. All portions of the transformers that are above ground shall be adequately screened with landscaping and/or screen walls. Landscaping shall be reviewed and approved by the City Landscape Architectural Consultant and the Community Development Department.
- Copies of all recorded tract maps shall be sent to Bonita Unified School District, 115 W. Allen Avenue, San Dimas, CA 91773, Attn: Asst. Superintendent.
- All roof top appurtenances and equipment shall be adequately screened from view to the satisfaction of the Community Development Department.
- All trash enclosure locations and designs shall be approved by the City's franchise waste hauler and the Community Development Department prior to the issuance of building permits.
- All ground level mechanical/utility equipment (including meters, backflow protection devices, fire valves and other equipment) shall be screened by screening walls and/or landscaping to the satisfaction of the Community Development Department.

**Required Planning Department Conditions (continued)**

- No structure may be built within a designated fuel modification easement or area. Please contact the Community Development Department or the Fire Department regarding fuel modification requirements in your area.
- No fences or walls may be built without first securing a permit from the Community Development Department.
- Applicant is advised that this application may be subject to the Americans with Disabilities Act (ADA). ADA requires that public and private facilities be designed to provide reasonable accommodation for the needs of disabled persons. For more information, consult your architect or attorney.
- Transportation demand management and trip reduction measures, required for compliance with air quality and congestion management regulations, shall be approved by the Community Development Department and implemented prior to final occupancy (L.V.M.C. 18.24).
- (For properties in Lordsburg involving new construction): Payment not to exceed \$\_\_\_\_\_ shall be made to the City for provision of benches, trash receptacles, or bicycle racks meeting the standards of the Lordsburg Specific Plan and/or the City's congestion management ordinance.
- Applicant shall provide a bus bench , trash receptacle , or bicycle racks  in accordance with the following manufacturer and specification:

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- Applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way.
- Applicant shall install and complete all necessary public improvements, including but not limited to streets, curbs, gutters, sidewalks, handicap ramps, and storm drains, along the entire street frontage of the development site as required by the Public Works Director.
- Applicant shall abide by all National Pollution Discharge Elimination System (NPDES) requirements including the installation of erosion control and slope stabilization measures necessary to prevent siltation and other debris from being carried offsite and eventually entering the storm drain system, and in conformance with the applicable provisions of the Construction General Permit.
- Applicant shall comply with all requirements of the Low Impact Development (LID) Ordinance (Section 13.60 of the La Verne Municipal Code) and the current Municipal Separate Storm Sewer System (MS4) Permit to the satisfaction of the City Engineer and Public Works Department.

**Required Public Works Department Conditions (continued)**

- Applicant shall be required to provide painted curb numbers to the specifications of the Public Works Director and “STOP” signs painted on the pavement at exists and intersections.
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- Easements for the following underground utilities shall be provided: Water ; Sewer ; Storm Drains . Other as specified:
- Submit street improvement plans showing proposed construction of: Curbs ; Gutters ; Storm drains ; Sidewalks . These plans shall be subject to approval by the City Engineer.
- Water service facilities shall be installed to the satisfaction of the City Engineer.
- A separate water service line from the water meter to the residence will be required on all new or renovated residences for a fire sprinkler system. For more information see Public Works Standard Drawing W-1.
- Backflow prevention devices shall be installed to the satisfaction of the Public Works Director.
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- An advance payment for temporary water service is required during the construction period. Upon landscape development and or approval of final building occupancy, temporary water service shall be discontinued unless specific arrangements have been made to the satisfaction of the Public Works Director to continue temporary water service to a later date.
- No finals will be given until all as-built site improvements plans have been submitted to the Public Works Department.
- The property shall be annexed to the Los Angeles County Sanitation District.
- Sanitary sewer facilities shall be installed to the satisfaction of the City Engineer and Public Works Director.
- Back water valves on sewer connections shall be installed to the satisfaction of the Public Works Director.
- The applicant shall provide the City with a Backflow Device Test Form, filled out by a certified licensed tester before any final permits are released.

**Required Public Works Department Conditions (continued)**

- The applicant is required to utilize Waste Management for all refuse and debris handling as the City of La Verne has an exclusive franchise agreement with the company. Please contact Waste Management at (909) 599-1274.

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**Required Fire Department Conditions (909-596-5991)**

- The required on-site minimum fire flow shall be installed and made available to the satisfaction of the Fire Chief, Public Works Director and City Engineer prior to the construction involving combustible materials.
- Provide fire sprinkler; system hook-ups and post indicator/OS & Y valves approved by the Fire Department.
- A set of construction drawings approved by the Building Department must be on file with the Fire Department prior to issuance of any building permits.
- Water mains and hydrants shall be installed and be operational prior to and during the time of construction involving combustible materials (2013 California Fire Code).
- Fire apparatus access roads shall be provided and serviceable prior to and during the time of construction involving combustible materials. The access roads shall be constructed to support the imposed loads of fire apparatus, with all-weather driving surfaces, with a minimum width of 20 feet, with a minimum vertical clearance of 13 feet 6 inches, and with turnarounds for apparatus on dead-end access roads in excess of 150 feet (2013 California Fire Code).
- Unless approved otherwise by the fire chief, all combustible plant material must be cleared 100 feet from a new structure.
- A permit must be obtained from the Fire Department for temporary storage of lumber used to construct 6 or more houses. The permit will be issued on the basis of good access for fire fighting purposes, availability of water and distances to structures or fire hazards.
- All new construction, commercial or residential, shall have an approved automatic fire sprinkler system installed throughout the structure. This system shall be installed according to appropriate NFPA code and the La Verne sprinkler ordinance.
- A set of sprinkler plans and hydraulic calculations shall be submitted for approval to the Fire Department prior to the start of installation.

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**Required Landscape Conditions**

- Final landscape and irrigation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.

**Required Landscape Conditions (continued)**

- Final tree preservation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.
- The area under the drip line of all existing trees, which are to be saved as determined by the City's landscape architect, shall be fenced 5' beyond the drip line during construction. Grading operations shall be restricted under them to prevent soil compaction around the trees and to protect them from damage.
- No trees shall be removed other than those shown on the approved plans. No trees may be removed until a building or grading permit has been issued.
- A permanent maintenance program of all landscaping shall be provided insuring regular irrigation, fertilization and weed abatement.
- All existing and/or proposed landscaping shall be maintained in an acceptable manner during construction and after the project is completed, and is subject to periodic review by the Community Development Department for compliance.
- Approved street trees shall be planted in the front setback area of every lot, to the specification of the parks manager (909-596-8705).
- Landscape materials and irrigation systems are to be inspected by a city representative prior to final release of utilities.

# City of La Verne, Development Review Committee Agenda Report



**DATE:** February 3, 2026  
**TO:** Development Review Committee  
**FROM:** Erin Beilstein, Senior Management Analyst  
**SUBJECT:** Utility Box Art – YFAC Grant

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## **SUMMARY**

The Youth & Family Action Committee (YFAC) Utility Box Project is a youth-focused public art effort that uses City-owned electrical boxes as “mini murals” to add new artwork in visible locations throughout La Verne. The project’s intent is to transform everyday infrastructure into engaging public art that builds civic pride, sparks creativity, and enhances how residents experience public space. YFAC’s broader mission is to support positive opportunities for youth, strengthen families, and address community challenges through engagement and prevention-focused activities—this project aligns with that purpose by providing a constructive, community-facing youth opportunity.

## **RECOMMENDATION**

Receive and review the four (4) art submissions being brought forward from the Utility Box Project RFP process and provide an approval for designs to move forward, including direction on which designs best fit the character of the proposed box locations.

## **DISCUSSION**

YFAC issued an RFP inviting La Verne youth artists and youth teams to propose original utility box designs intended for public display on City-owned electrical boxes. The public art goal is to engage local youth in creating attractive, inventive, community-focused artwork in unexpected places—art that “welcomes different audiences” and “adds joy” to everyday activity in the city.

Per the RFP’s outlined process, a selection panel reviews submissions and forwards selected designs to the Development Review Committee (DRC) for approval. DRC review is a key step because the Committee determines which selected artworks best fit the character of specific locations. Approval is also necessary before contracts are finalized and installation work begins.

These four submissions are being presented to DRC so the Committee can evaluate their compatibility with the intended sites and confirm they align with the project's goals for visible, community-appropriate public art in high-traffic areas.

### **PROPOSED LOCATIONS**

The Utility Box locations as identified by the City Engineer, City Manager's Office staff, and YFAC Committee as options are:

- D and Bonita
- E and Bonita
- D and Bearcat
- E and 2<sup>nd</sup>
- Damien and Bonita
- Wheeler and Bonita

Recognizing that there are six potential locations and only four submissions, there is flexibility on which art could be approved and for which locations.

### **ATTACHMENTS**

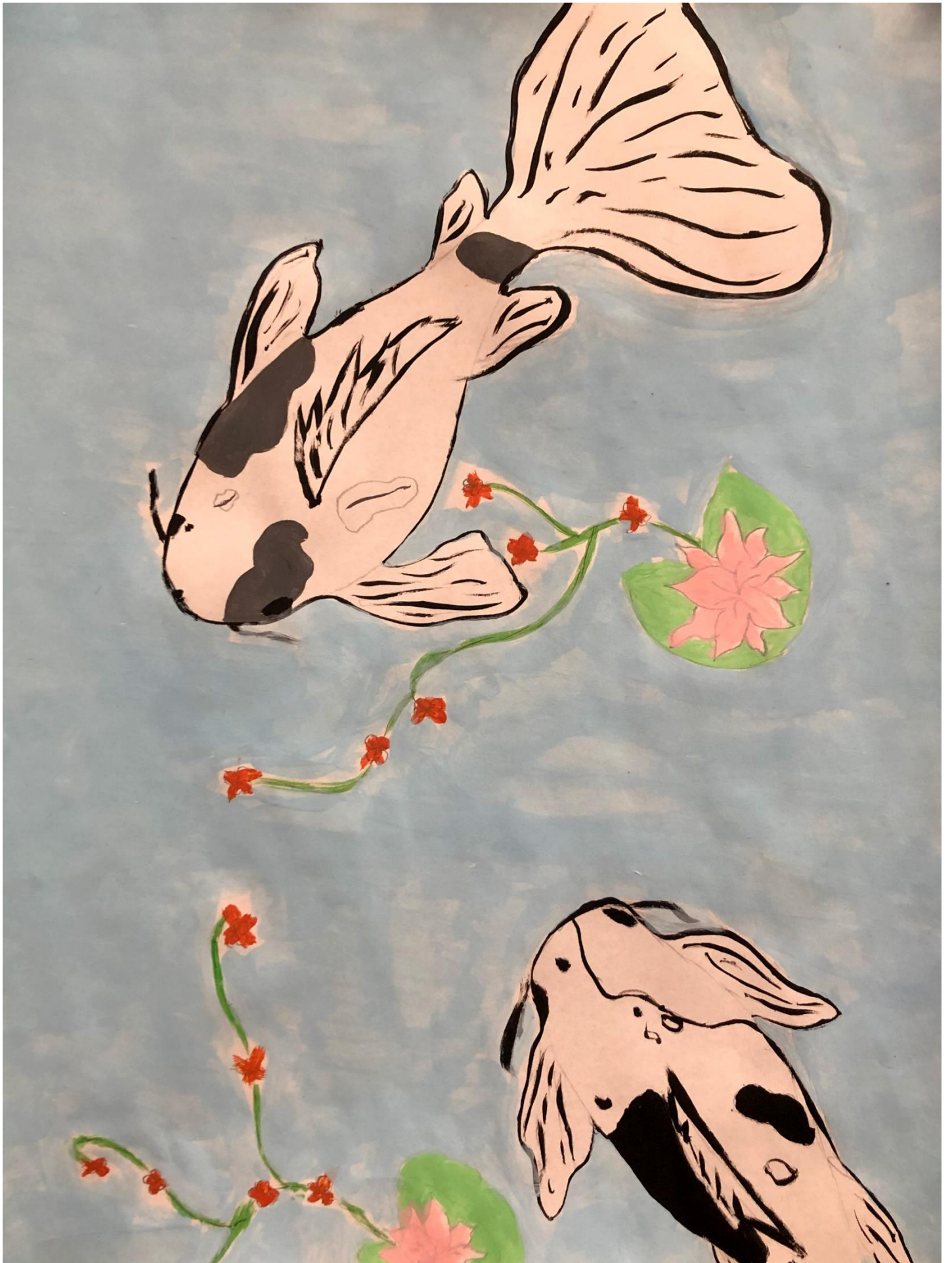
- A. Art Submissions
- B. Utility Box Location Options























ICE  
CREAM

# Wheeler and Bonita





DAMIEN AND  
BONITA



E AND 2<sup>nd</sup>



D AND  
BEARCAT



E and  
BONITA



D AND  
BONITA