



# ZONING REVIEW COMMITTEE AGENDA

## CITY OF EL MONTE ZONING REVIEW COMMITTEE

### SPECIAL MEETING DATE

TUESDAY, MARCH 24, 2026

6:00 P.M.

CITY HALL EAST – COUNCIL CHAMBERS

11333 VALLEY BOULEVARD

### CITY OF EL MONTE ZONING REVIEW COMMITTEE

#### CHAIRPERSON

Cuitlahuac Dominguez

#### CITY PLANNER

Sandra Elias

#### CHIEF BUILDING OFFICIAL

Mike Petarra

This meeting shall be conducted in compliance with the procedures of Government Code section 54953 as most recently amended by AB 2449 which took effect January 1, 2023. As amended by AB 2449, Government Code section 54953(f) allows less than a quorum of the Zoning Review Committee to participate remotely at any given meeting of the Zoning Review Committee where the remote participant(s) have a statutorily defined “just cause” reason or “emergency” reason for participating remotely. When a member of the Zoning Review Committee participates remotely pursuant to Government Code section 54953(f), the location from which the Zoning Review Committee member is participating remotely does not need to be identified on the agenda and does not need to be open to members of the public. Because Government Code section 54953(f) allows Zoning Review Committee members to notify the City of their need to participate remotely as late as the start of the meeting, the Zoning Review Committee will prepare for all meetings with the assumption that some number of its members (less than a quorum) might need to participate remotely pursuant to Government Code section 54953(f). All such meetings will be conducted in compliance with the requirements of Government Code section 54953(f)(1). Per Government Code section 54953(f)(2)(B), any Zoning Review Committee member who participates remotely per Government Code section 54953(f) **“shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals”**

**Members of the public wishing to observe the meeting may do so in person.**

Phone: (626) 258-8626  
www.elmonteca.gov  
planning@elmonteca.gov

**Members of the public wishing to make public comment may do so in one of the following ways:**

(1) By directly addressing the Zoning Review Committee in person at the time(s) allotted on the agenda for such comment. Persons wishing to address the Zoning Review Committee in person are asked to fill out a speaker card providing their name and indicating whether they wish to address the Zoning Review Committee on an item(s) of business appearing under (i) the Public Hearing portion of the agenda; (ii) any item of business appearing under any other portion of the agenda; and/or (iii) a non-agendized matter that is within the subject matter jurisdiction of the Zoning Review Committee. Speaker cards should be submitted to City Staff prior to the Zoning Review Committee's approval of the agenda, if possible; or

(2) Email or Telephone – All interested parties can submit comments in advance to the Planning Division's general email at [planning@elmonteca.gov](mailto:planning@elmonteca.gov) or by calling the City's telephone line: (626) 258-8626. All comments must be received by the Planning Division no later than 3:00 pm on March 24, 2026.

**Instruction regarding accommodation under the Americans with Disabilities Act can be found on the last page of this Agenda.**

### **OPENING OF MEETING**

**1. Call Meeting to Order**

**2. Flag Salute**

**3. Roll Call**

**4. Public Comments**

Citizens wishing to address the Zoning Review Committee on land use and development matters may do so at this time. Note that the Committee cannot respond to or take any action on the item.

Citizens wishing to speak on an agenda item will be given the opportunity to speak after the item is presented by staff.

Limit your comments to three (3) minutes. State your name and address for the record.

### **PUBLIC HEARING**

**5. Minor Use Permit (MUP) No. 16-2025 (Continued from March 10, 2026)**

*Address:* 12019 Conference Street / APN: 8541-016-024

*Request:* The Applicant is requesting approval to construct a residential addition of 710 sq. ft. to an existing 812 sq. ft. dwelling on an existing parcel that is 14,000 sq. ft. in size. The subject property is developed

with two (2) dwellings and is located in the R-1C zone within the Rurban Homestead Overlay District (RHOD). The subject property is considered nonconforming because it exceeds the maximum residential density. The MUP request is made pursuant to Chapter 17.123 (Conditional and Minor Use Permits) and Chapter 17.16 (Nonconforming Provisions) of the El Monte Municipal Code (EMMC).

*CEQA Determination:* Article 19. Categorical Exemptions – Class 1, Section 15301 (Existing) in accordance with the requirements of the California Environmental Quality Act of 1970 and the CEQA Guidelines, as amended

*Case Planner:* Whitney Weisberg, Assistant Planner

*Recommendation:*

- Open the public hearing;
- 1. Receive presentation from staff;
- 2. Pose questions to staff;
- 3. Allow members of the public to offer comment;
- 4. Pose follow up questions to staff;
- 5. Close the public hearing; and
- 6. Approve the request, adopt the Conditions of Approval and adopt the Categorical Exemption.

### **NEXT ZONING REVIEW COMMITTEE MEETING**

**Tuesday, April 14, 2026, at 6:00 p.m.**  
City Hall East – City Council Chambers

**Availability of staff reports:** Copies of the staff reports or other written documentation relating to each item of business described hereinabove are available on the City's Home Page at [www.elmonteca.gov](http://www.elmonteca.gov) or <http://ci.el-monte.ca.us/AgendaCenter> You may also call the Planning Division at (626) 258-8626 for more information.

**Individuals with special needs:** The City of El Monte wishes to assist individuals with special needs. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Division at (626) 258-8626. Notification 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting. [28 Code of Federal Regulations 35.102-35.104 ADA Title II]

**General explanation of how the meeting is conducted:**

1. The staff report is presented by City Planning staff.
2. The Zoning Review Committee may ask questions if necessary for clarification.
3. The Zoning Review Committee Chair opens the public hearing.
4. The applicant makes a presentation to the Zoning Review Committee.
5. Individuals speaking in favor of the project address the Committee.
6. Individuals speaking against the project address the Committee.
7. The applicant responds to project opponents.
8. The public hearing is closed.
9. Zoning Review Committee members discuss the project.
10. Zoning Review Committee members vote on the project.
11. Any interested party who disagrees with the Zoning Review Committee decision may appeal the Committee's decision to the Planning Commission within 10 calendar days. Any appeal filed must be directed to the City Clerk's Office and must be accompanied by a fee of \$992.00 or \$1,677.00 (depending on the type of project). Any individual that received notice of this meeting from the City of El Monte will receive notice of an appeal if one is filed.



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

**STAFF REPORT**

**DATE:** March 24, 2026 (Continued from March 10, 2026)  
**TO:** Zoning Review Committee  
**FROM:** Steve Fowler, Community and Economic Development Director  
**BY:** Whitney Weisberg, Assistant Planner  
**APPLICATIONS:** Minor Use Permit (MUP) No. 16-2025

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**PROJECT/APPLICANT INFORMATION:**

Subject Property: 12019 Conference Street / APN: 8541-016-024  
Project Applicant & Owner: Leobardo Mares

**PROJECT DESCRIPTION:**

The Applicant is requesting approval of a Minor Use Permit (MUP) to construct a 710 square foot residential addition to an existing 812 square foot dwelling on a legal nonconforming site. The proposal also includes the construction of a new 90 square foot porch, new 245 square foot patio, demolition of 24 square feet of the existing dwelling, and modification of the detached 400 square foot garage to create an attached 442.5 square foot garage. The subject property is 14,000 square feet, contains two dwellings, and is located within the R-1C zone. The subject property is nonconforming because it exceeds that maximum residential density per El Monte Municipal Code (EMMC) Sec. 17.20.050. The MUP request is made pursuant to Chapter 17.123 (Conditional and Minor Use Permits) of the EMMC.

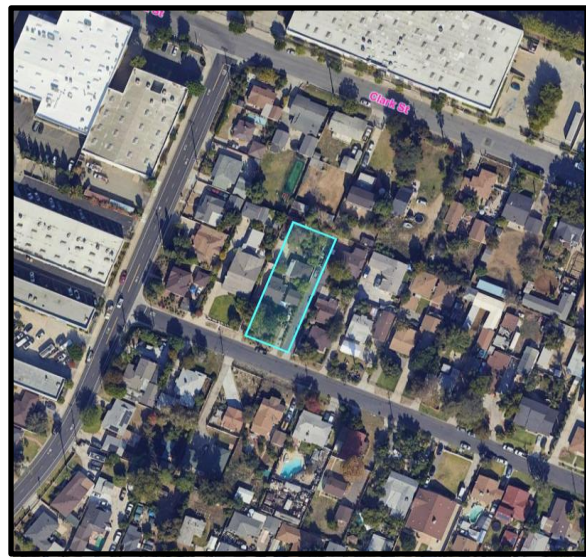
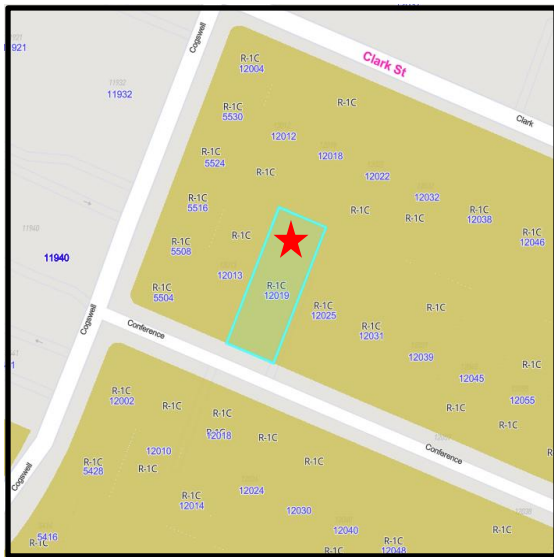
**SUBJECT PROPERTY:**

<b>Location:</b>	12019 Conference Street
<b>General Plan:</b>	Low Density Residential (0.1-6.0 dwellings per acre)
<b>Council District:</b>	District 1
<b>Zone:</b>	R-1C (One-Family Dwelling) Rurban Homesteads Overlay District (RHOD)
<b>Street Frontage:</b>	Conference Street: 70± feet
<b>Lot Size:</b>	14,000± SF (0.32± acres)
<b>Existing Development:</b>	2 units, Total: 1,488± SF

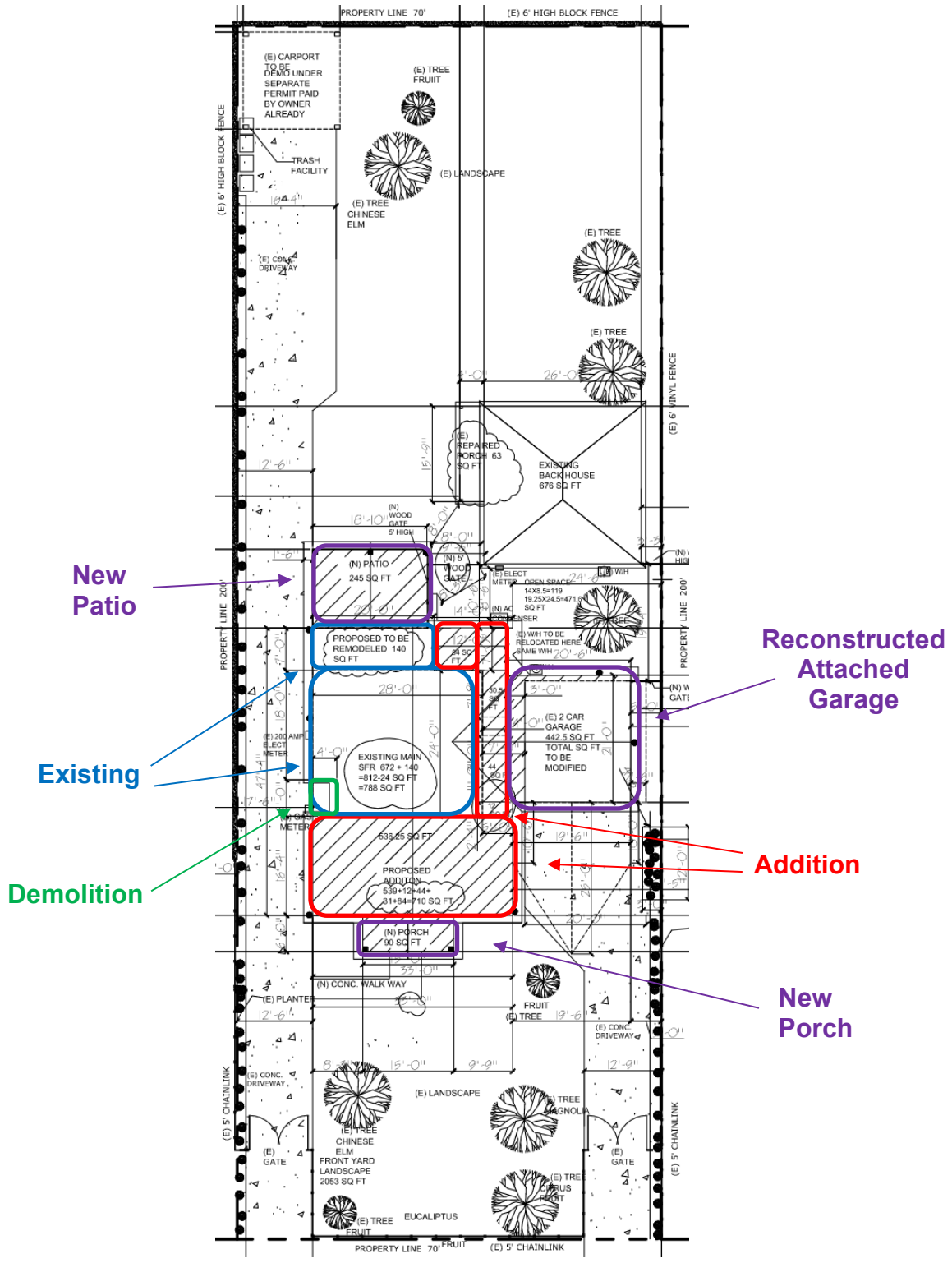
**SURROUNDING PROPERTIES:**

	<b>Zoning:</b>	<b>General Plan:</b>	<b>Land Use:</b>
<b>North:</b>	R-1C (One-Family Dwelling)	Low Density Residential	Single-family residential uses
<b>South:</b>	R-1C (One-Family Dwelling)	Low Density Residential	Single-family residential uses
<b>East:</b>	R-1C (One-Family Dwelling)	Low Density Residential	Single-family residential uses
<b>West:</b>	R-1C (One-Family Dwelling)	Low Density Residential	Single-family residential uses

**ZONING & AERIAL PHOTO:**

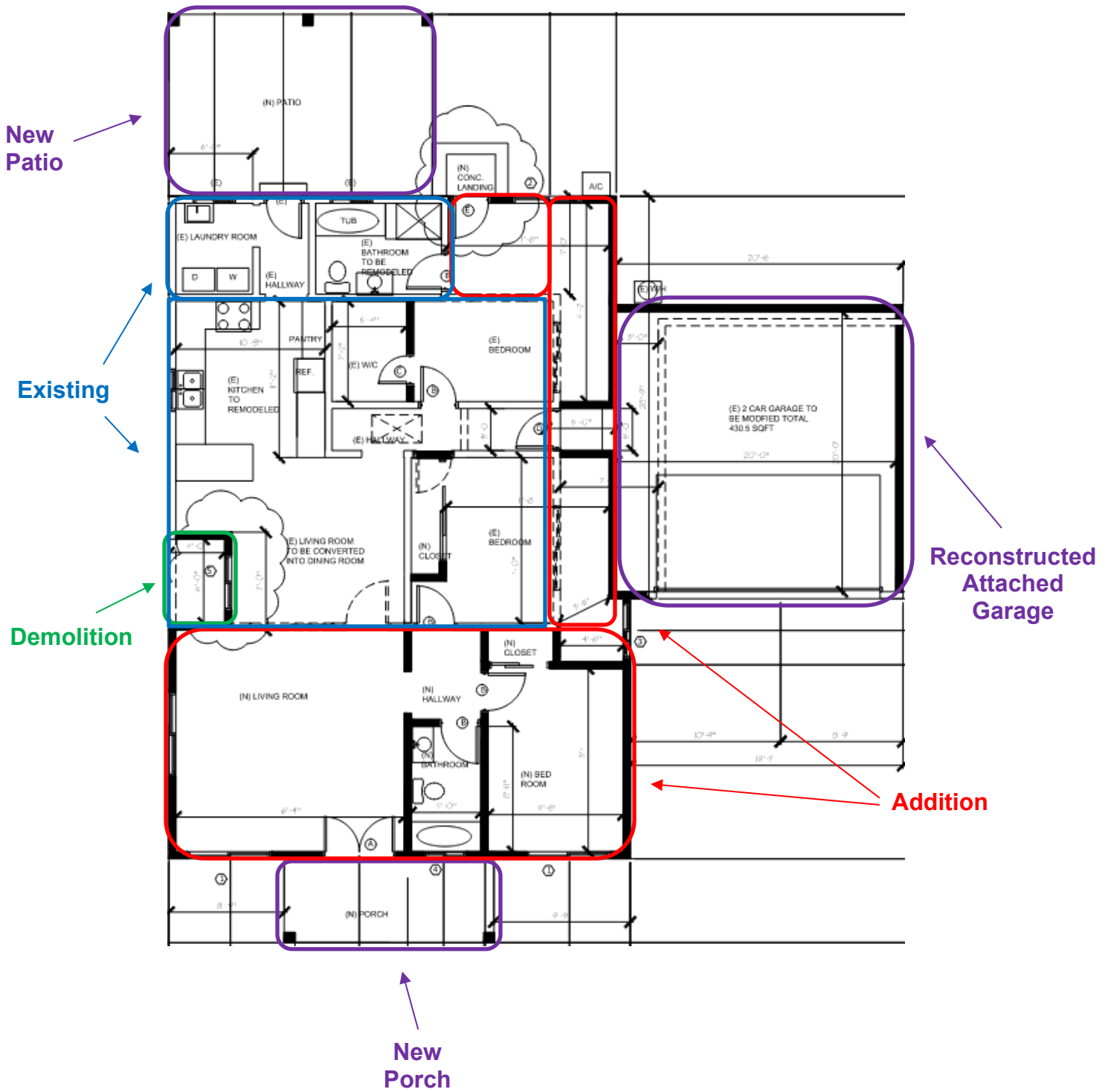


# Exhibit 1: Proposed Site Plan

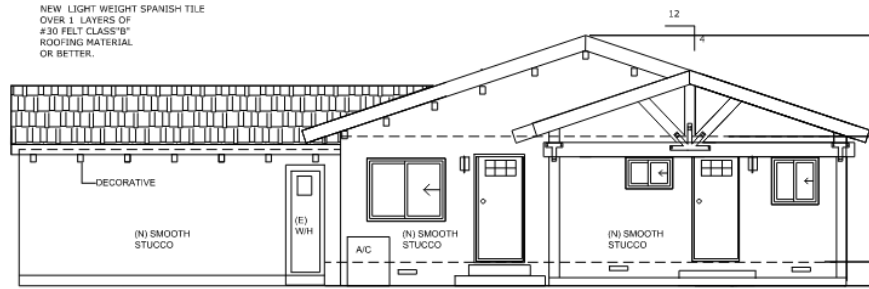


**CONFERENCE STREET**

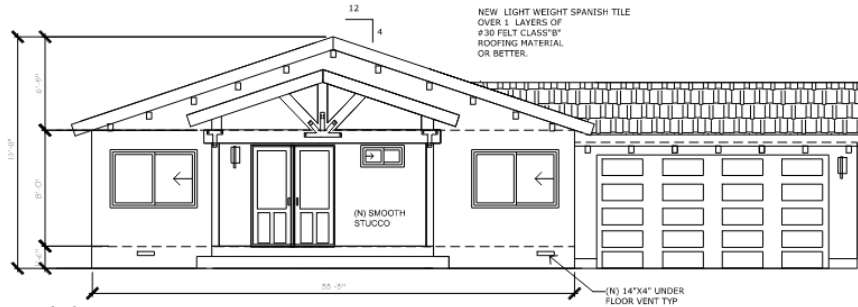
**Exhibit 2: Proposed Floor Plan**



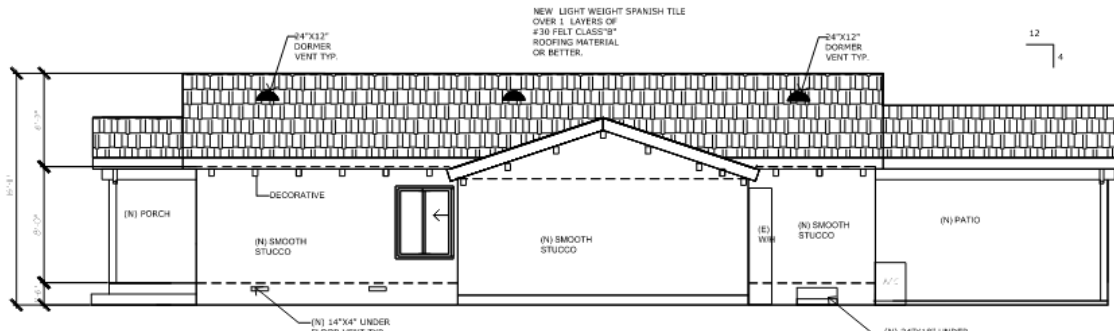
### Exhibit 3: Proposed Elevations



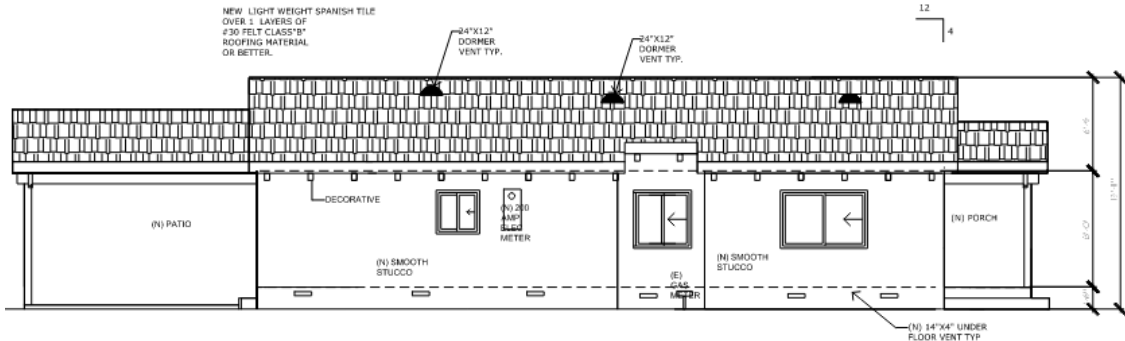
**(P) NORTH ELEVATION**  
SCALE: 1/4=1'-0"



**(P) SOUTH ELEVATION**  
SCALE: 1/4=1'-0"



**(P) EAST ELEVATION**  
SCALE: 1/4=1'-0"



**(P) WEST ELEVATION**  
SCALE: 1/4=1'-0"

## **BACKGROUND:**

The subject site is a 14,000 square foot lot currently developed with two (2) single-family dwellings totaling 1,488 square feet. The subject dwelling was constructed in 1948 and the rear dwelling was constructed in 1958.

The proposed project is located on a legal nonconforming site due to an excess in density. The applicant is proposing to construct a 710 square foot addition to the existing 812 square foot dwelling. The project also includes a 24 square foot demolition of a portion of the existing structure, rendering the total dwelling to be proposed at 1,498 square feet.

## **PROJECT CHARACTERISTICS**

### ***Nonconforming Conditions***

The 14,000 square foot subject site contains two detached dwelling units. The property exceeds the allowable density by one (1) dwelling unit in accordance with the R-1C (One-Family Dwelling) Zone (EMMC Division 2, Chapter 17.20).

### ***Parking***

An existing dwelling on a nonconforming site may expand by more than 35% of its gross floor area or 400 square feet, and no additional on-site parking shall be required per EMMC Sec. 17.16.040. Therefore, there is no additional parking proposed on site. However, the existing detached two-car garage for the front primary dwelling unit is being modified to an attached garage with code-compliant setbacks and interior dimensions.

### ***Floor Plan/Use***

The proposed project will add one (1) bedroom, one (1) full bathroom, expand the size of the two (2) existing bedrooms, and add additional living room space at the front of the dwelling. The addition will increase floor area by 710 square feet, but the development will still comply with the required rear setback of 20 feet and side setback of 5 feet. The existing 400 square foot detached garage is being altered to become a 442.5 square foot attached garage. A new 245 square foot rear patio and new 90 square foot front porch are also proposed.

### ***Private & Overall Open Space***

Per Sec. 17.16.040, a residential expansion of a nonconforming dwelling of over 35% of the gross floor area requires the subject unit to comply with private open space requirements. Therefore, 620 square feet of private open space is being proposed in the form of an enclosed backyard, which exceeds the 200 square feet required. No additional overall or common open space is required or proposed.

## **ENTITLEMENTS REQUESTED:**

The following entitlement is requested pursuant to the requirements of Section 17.123 Conditional and Minor Use Permits of the EMMC:

**Minor Use Permit (MUP) No. 16-2025** – Requesting approval to construct a 710 square foot residential addition to an existing 812 square foot dwelling on a legal nonconforming lot. The proposal also includes the construction of a new 90 square foot porch, new 245 square foot patio, demolition of 24 square feet of the existing dwelling, and modification of the detached 400 square foot garage to an attached 442.5 square foot garage.

Staff has determined that the project is consistent with the City of El Monte General Plan and the El Monte Municipal Code (EMMC) requirements, as determined in the Findings.

## **PROJECT ANALYSIS:**

### ***General Plan Consistency***

The subject site is designated “Low Density Residential.” This designation is implemented by One Dwelling (R-1A, R-1B, and R-1C) zoning districts, which allows 0.1 to 6.0 dwellings per acre. The property contains 14,000 square feet and has a maximum density of one (1) unit. This entitlement will not change the existing property’s density.

### ***Zoning Code Consistency***

The subject site is zoned R-1C (One-Family Dwelling) within the Rurban Homesteads Overlay District. The R-1C Zone includes deeper lots that allow for one (1) dwelling per lot. The two (2) existing dwellings were established legally according to Los Angeles County Assessor records. Per EMMC Sec. 17.16.040, sites that are nonconforming with the R-1C density standard follow the R-2 (Multiple-Family Dwelling) zone development standards.

The Rurban Homesteads Overlay District (RHOD) was established to preserve rural character, promote a low-density, rural residential lifestyle, and ensure continued availability of lots that allow animal keeping, agricultural cultivation and retain the area’s homestead heritage. It is the intent of the RHOD to protect areas for low-density, rural development by retaining large lots in a configuration that enables animal raising and keeping and to ensure that new residential development and alterations and additions to existing residences are compatible with the scale, mass and character of the rural neighborhood. This project complies with all requirements of the RHOD overlay aside from density, which was established legally prior to the adoption of this zoning overlay.

Table 3 below provides the development standards for the R-2 zone and RHOD per El Monte Municipal Code (EMMC) Sections 17.22 & 17.24, and determines whether the proposed project complies with each standard.

**Table 3. Development Standards**

<b>Development Feature</b>	<b>R-2/RHOD Requirement</b>	<b>Proposed</b>	<b>Meets Requirement?</b>
Front Yard Setback	20'-0"	47'-5"	Yes
Interior Side Yard Setback (West)	5'-0"	12'-6"	Yes
Interior Side Yard Setback (East)	5'-0"	5'-0"	Yes
Rear Yard Setback	20'-0"	86'-3"	Yes
Height	2 stories and 30'-0"	15'-11"	Yes
First Floor Top Plate Height (RHOD)	12'-0" in front 1/3 of structure	9'-6"	Yes
Lot Coverage	40% up to 5,600 SF	22% or 3,036.5 SF	Yes
FAR	40% up to 5,600 SF	16% or 2,174 SF	Yes
Maximum Length of Building Walls	40'-0"	33'-0"	Yes
Minimum Distance Between Buildings	8'-0"	8'-0"	Yes
Front Yard Trees (RHOD)	2	5	Yes
Private Open Space	200 SF	620 SF	Yes
Minimum Dwelling Size	1,000 SF (3 Bedroom)	1,498 SF	Yes
Number of Driveways	1	2 existing	Legal non-conforming
Parking	2-car garage (20'x20')/dwelling unit	2-car garage for altered dwelling unit only	Legal non-conforming
Zoning Code Density (R-1C)	1 unit per lot	2 existing units	Legal non-conforming

All development proposals associated with this project will comply with relevant development standards such as floor area ratio (FAR), lot coverage, and setbacks. There will be no impacts to nearby properties such as daylight obstruction or visual blight.

The proposed project will not authorize a use or activity that is not otherwise expressly authorized in the subject property's zoning classification. The subject site is established with an existing legal nonconforming density and the proposed MUP allows construction of an addition up to 50% GFA or 750 SF, whichever is greater.

Per EMMC Sec. 17.16.040, a nonconforming residential building expansion that is more than 35% of the gross floor area shall not be required to provide additional parking. The two existing driveways are reflected in permit records and were established legally even though one driveway is permitted per lot per EMMC Sec. 17.72.

### **CITY REVIEW PROCESS:**

Staff and other City Departments and Divisions have reviewed the project through the City's internal review process. This review process enables the various City Departments and Divisions (i.e., Planning, Building, Public Works/Engineering, Neighborhood Services, and Police) to review development proposals for conformity with established EMMC provisions. Additionally, the review process ensures that each development proposal is designed to be compatible with any existing on-site structures and neighboring properties. The concerns and/or conditions of all reviewing parties are included in the recommended conditions of approval. Public notices were mailed to all property owners and occupants within a 300-foot radius of the subject property. Prior to agenda posting, the Planning Division heard from zero (0) residents about the project.

### **ENVIRONMENTAL REVIEW:**

In accordance with the requirements of the California Environmental Quality Act (CEQA), this project is Categorically Exempt under Class 1, Section 15301 (Existing Facilities) of the CEQA Guidelines, as amended.

### **FINDING OF FACT:**

EMMC Section 17.123.040 – Necessary Findings outlines the five (5) required findings that the Zoning Review Committee is required to make to approve any MUP:

### **FINDING:**

1. The Minor Use Permit will not be detrimental to the public health, safety or welfare or injurious to the subject property or other improvements in the vicinity.

### **FACT:**

The proposed residential addition expands the existing living room area and two existing bedrooms and creates one new bedroom and one new bathroom. These alterations will allow the property owner to maximize the habitability of the property. There will be no impacts to nearby properties such as daylight obstruction, visual

blight, noise, or odor. Moreover, the property will remain under the maximum Floor Area Ratio (FAR), lot coverage, and other applicable development standards.

**FINDING:**

2. The proposed use applied for at the location indicated is one for which a Minor Use Permit is authorized.

**FACT:**

The subject site is located within the R-1C (Low Density Residential) zoning district on a legal nonconforming site. EMMC 17.16.040 prescribes an MUP for an addition of up to 50% of the existing floor area or 750 square feet, whichever is greater in the R-1C zone. The proposed addition is 48% of the existing floor area on the lot and 710 square feet total, which is less than both the maximum 50% of existing floor area and 750 square foot expansion permitted. Therefore, this use is authorized through a MUP.

**FINDING:**

3. The subject property for the proposed use is adequate in size and shape to accommodate such use and that all yards, spaces, walls, fences, parking, loading, landscaping and other features required for the proposed use are provided.

**FACT:**

The proposed addition is within the prescribed permit threshold for an MUP and meets all necessary zoning development standards. Conditions of Approval will ensure the subject site is well maintained and eliminates visual blight.

New landscaping is not required on projects that involve less than a 750 square foot addition or 50% expansion in gross floor area per EMMC Sec. 17.72.020.B.3. Therefore, new landscaping is not required. The property provides a 47'-5" front setback and 86'-3" rear setback which are both over twice the size of the required setbacks for the zone. The property's front yard should feature landscaping across at least 60% of the total area per EMMC Sec. 17.72. The proposal features existing landscaping in at least 65% of the total front yard area. There is evidence of vehicles parking on the front yard landscaping, which is not permitted per EMMC Sec. 17.70.080. Therefore, Condition of Approval No. 15 outlines that parking should only occur in paved areas.

The front yard must feature one tree per 35 feet of frontage (two trees total) per EMMC Sec. 17.22 (RHOD), and there are five trees provided, so no new trees are required. There may be a tree located in the location of the proposed rear patio based on aerial imagery of the site that is not located on the existing site plan. Condition of Approval No. 8 outlines that the applicant must ensure that all trees are identified on the existing site plan during Building & Safety Plan Check and apply for Tree Removal Permits if necessary.

The project features existing 2-foot-wide planters along the entirety of both driveways, which is less than the current code requirement of 3-foot-wide planters per EMMC Sec. 17.72. There is a small section of the driveway closest to the garage for the front unit that does not currently feature landscaping, but a compliant 3-foot-wide planter is being proposed. Condition of Approval No. 9 memorializes this proposal by outlining that the applicant must install a 3-foot-wide landscape planter along any sections of the driveway that do not feature any planter areas.

The property includes existing five-foot-high chain link fencing in the front portion of the property. The rear portion of the property includes six-foot-high vinyl fencing. Chain link fencing has been prohibited in residential areas per EMMC Sec. 17.60.120. Therefore, Condition of Approval No. 10 prohibits future construction of chain link. The applicant has proposed five-foot-high wood fencing within the interior of the property that is compliant with current code. Though elevations were provided for this wood fencing, elevations for the proposed gates were not provided. Therefore, Condition of Approval No. 11 requires that the applicant submit elevations for the gate during Building & Safety plan check.

The proposed addition does not trigger any new on-site parking spaces (EMMC Table 17.16-3). However, the existing noncompliant detached garage is being modified to become an attached garage with code-compliant side setbacks and interior dimensions. The two existing driveways are reflected in permit records and were established legally even though one driveway is permitted per lot per EMMC Sec. 17.72.

The lighting plan provided demonstrates that the outdoor lighting along the property lines will range from 0.0 to 2.7 footcandles. The candlepower in residential zones shall not exceed 0.3 footcandles along the property lines. Therefore, the applicant must adjust the lighting plan in Building & Safety plan check to comply with the code per Condition of Approval No. 12.

It appears that the porch on the rear house was altered sometime between July 2024 and April 2025 according to historical aerial imagery. Therefore, Condition of Approval No. 13 requires the applicant to provide permit records for this porch alteration or add it to the scope of work and receive permits for it during Building & Safety Plan Check.

**FINDING:**

4. The subject property abuts streets and highways adequate in width and pavement type to carry the kind of traffic which will be generated by the proposed use.

**FACT:**

The subject site fronts Conference Street. According to the City's General Plan, Conference Street is classified as a local street. Local streets typically serve residential neighborhoods, provide direct access to individual parcels, and are almost exclusively used by local traffic, with relatively low speed and on street

parking. The project's residential use can be adequately served by Conference Street and the connecting roadways.

**FINDING:**

5. The Minor Use Permit is consistent with the purpose, goals and policies of the City's General Plan, Zoning Code and any applicable Specific Plan.

**FACT:**

The proposed project is consistent with the City's 2011 General Plan which designates the subject site as "Low Density Residential". Policy LU-1.1, 1.6, and 1.7 support the development in ensuring residential compatibility and improvement of quality of life. The subject site is located within the R-1C (Low Density Residential) zoning district, on legal nonconforming site which allows an addition up to 50% of the gross floor area or 750 SF, whichever is greater with an approved MUP. The MUP does not increase the nonconforming density and number of dwelling units.

Therefore, the granting of a MUP advances the purpose, goals, and policies of the General Plan.

**RECOMMENDATION:**

Staff recommends that the Zoning Review Committee evaluate the proposal and consider the following Actions:

- A. Adopt a Categorical Exemption Under Article 19, Class 1, Section 15301 (Existing Facilities) pursuant to the California Environmental Quality Act and Guidelines; and
- B. Adopt the Finding of Facts to approve Minor Use Permit No. 16-2025, subject to the Conditions of Approval.

**ATTACHMENTS:**

1. Conditions of Approval
2. Project Plans
3. Public Hearing Notice, Radius Map and Site Posting

## **ATTACHMENT NO. 1- CONDITIONS OF APPROVAL:**

Staff recommends that the Zoning Review Committee hereby approve Minor Use Permit No. 16-2025 for the Project in accordance with the California Environmental Quality Act, subject to the following conditions:

### **PLANNING DIVISION**

1. The approval of Minor Use Permit (MUP) No. 16-2025, allows for a 710 square foot (SF) addition to an existing 812 SF single-story dwelling on a legal nonconforming lot along with accessory structure additions and alterations within the scope of work.
2. The project shall substantially conform to MUP No. 16-2025, the project plans on file with the City Planning Division and as presented to the Zoning Review Committee on March 24, 2026.
3. Approval of MUP No. 16-2025 shall be effective for a period of 24 months from the approval effective date; provided however, that prior to such a date, building permits shall have been obtained or a complete time extension application must be filed.
4. A copy of the conditions of approval shall be printed and attached to any project plans related to this approval and submitted to the Building and Safety Division during the plan check process.
5. All applicable conditions shall be met or deemed to have been addressed by the Community & Economic Development Director or designee prior to final inspection.
6. All Planning Division standards and conditions shall be complied with prior to the time specified in the Conditions of Approval or as outlined in City Codes.
7. Prior to clearance for Building and Safety Plan Check from the Planning Division, the applicant shall demonstrate compliance with the conditions of approval in writing to the project planner.
8. The applicant must ensure that all trees are identified on the existing site plan during Building & Safety Plan Check and apply for a Tree Removal Permit(s) if necessary.
9. The applicant must install a 3-foot-wide landscape planter along any sections of the driveway that do not feature any planter areas as indicated on the project plans. The nonconforming 2-foot-wide planters do not need to be expanded to three feet unless landscape plans are required.
10. If new fencing is proposed or constructed on the site at any point in the future, chain link shall be prohibited.
11. The applicant must provide elevations for proposed gates during Building & Safety Plan Check.

12. The applicant must adjust the lighting plan to comply with the El Monte Outdoor Lighting requirements outlined in EMMC Sec. 17.60.050 during Building & Safety Plan Check. Lighting shall be no more than 0.3 footcandles at the property lines.
13. The applicant must provide permit records for the porch attached to the rear dwelling unit that was altered between July 2024 and April 2025. If valid permit records are not available, the applicant must add the porch to the scope of work during Building & Safety Plan Check to receive a valid permit for it.
14. No work shall be conducted without a valid building permit.
15. Vehicle parking shall be limited to approved paved areas; no parking shall occur on landscaped areas.
16. The garage shall be EV-capable and pre-equipped for electric vehicle (EV) charging units.

## **LEGAL**

17. Adherence to the entitlement conditions of approval shall be demonstrated at all times. A failure to comply may be cause for a review by the Planning Commission for potential revision or revocation of the approvals herein pursuant to EMMC §17.10.140 (Revocation of Permits).
18. By acceptance of the approval of the project by the City, the Applicant shall defend, indemnify, and hold harmless the City and its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, and employees to challenge, set aside, void or annul the approval of the project from an action which may be brought within the time period provided for such actions or challenges under applicable law. The City shall promptly notify the Applicant of any claim, action, or proceeding and the City shall cooperate in any such defense.

## **MAINTENANCE**

19. The site and the public right of way adjacent to any portions of the site shall be kept free of weeds, trash, or other debris, and that abandoned vehicles be promptly reported, pursuant to the Municipal Code and Los Angeles County Fire and Health Codes at all times.
20. Graffiti must be removed from any interior/exterior surfaces to the structures and improvements on the property within 24 hours following the application of the graffiti. Graffiti shall be removed by either painting over the evidence of such vandalism with a paint that has been color-matched to the surface to which it is applied, or graffiti may be removed with solvents or detergents, as appropriate.
21. All entitlements and permits approved by the City Council, Planning Commission, Zoning Review Committee or Community & Economic Development Director (and Public Works Director for permits issued for items in the public right-of-way) shall remain in full force and effect as long as the use, building or structure remains in

operation. Any entitlement granted pursuant to EMMC Title 17 is transferable and assignable; however, all successors in interest shall abide by all of the original conditions. Any entitlement or permit granted by aforementioned reviewing body may be revoked or revised for cause if any of the conditions of approval, terms with the maintenance agreement, or terms of the permit are violated or if any law or ordinance is violated, pursuant to Section 17.10.040 (EMMC).

22. All equipment and materials shall be stored within the existing building and outside storage/display is prohibited.

## **ENGINEERING**

23. An encroachment permit will be required for all work within the public right-of-way.

24. Comply with the City's ordinances and regulations pertaining to construction debris recycling. Contact the Building & Safety Department to obtain a Construction & Demolition Debris Diversion Program form. The Construction & Demolition Debris Diversion Program is also applicable with respect to the grading process.

25. The disposal, removal, recycling and diversion of all construction and demolition waste and debris generated by the Project must be performed exclusively by the City's duly authorized and duly franchised construction and demolition solid waste hauler. The City's construction and demolition hauler is Valley Vista Services whose contact information is as follows: (626) 961-6291 or [info@valleyvistaservices.com](mailto:info@valleyvistaservices.com).

26. All USA/Dig Alert graffiti markings must be removed by the contractor from the sidewalk, curb & gutter and/or asphalt pavement prior to final approval.

27. No encroachment into the City right-of-way from private property will be allowed without an approved Encroachment Permit from the Engineering Division.

28. The City Engineer may require other information or may impose additional conditions and requirements as deemed necessary to protect health and safety, and to benefit the public.

29. Repair, remove, and replace deficient and/or standard curb & gutter adjacent to the development at the direction of the City Engineer/City Inspector. Use APWA standard plans and specifications

## **BUILDING AND SAFETY**

30. Project shall comply with 2025 California Residential & Fire Codes, with 2026 LA County Residential & Fire Code amendments, and El Monte Municipal Code.

# ADDITION

12019 CONFERENCE ST  
EL MONTE, CA 91732  
APN 8541-016-024  
TRACT #101.118, LOT 123

SCOPE:  
MAIN SFR:  
REMODEL EXISTING BATHROOM AND LAUNDRY ROOM, IN DETERIORATED CONDITION  
ADD NEW BEDROOM AND BATHROOM, EXTEND LIVING ROOM, REMODEL KITCHEN  
NEW FRONT PORCH, NEW BACK PATIO AND CUT BACK GARAGE AND ADD TO GARAGE.  
NEW A/C UNIT, NEW ROOF FRAMING AT MAIN RESIDENCE  
BACK HOUSE PORCH, REBUILT DUE TO TERMITE DAMAGE : 63 SQ FT

AREA ANALYSIS (MAIN SF)

FIRST FLOOR	EXISTING	DEMO	NEW	TOTAL
	812 -24 (788)		710	1498
TOTAL	812 -24 (788)		710	1498

812 MAIN SFR + BACK HOUSE 676  
=1488 X .35 =520 SQ FT

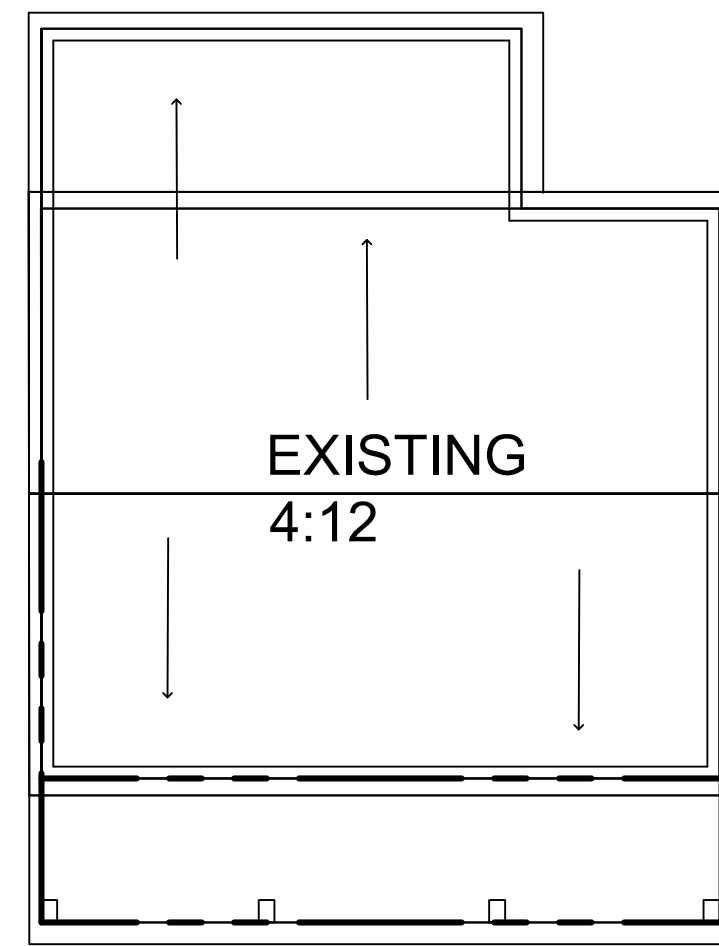
AREA ANALYSIS (BACK HOUSE )

FIRST FLOOR	EXISTING	TOTAL
	676	676
TOTAL	676	676

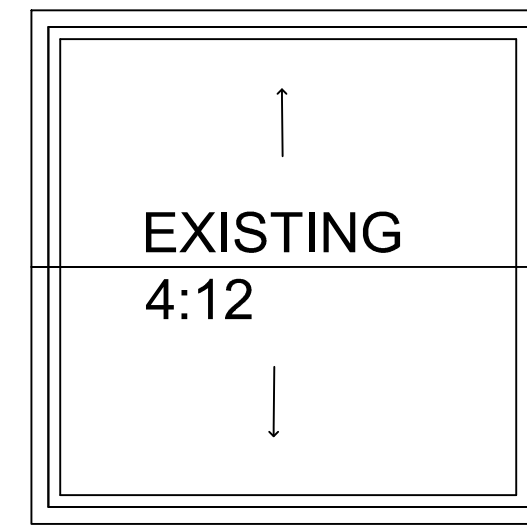
NEW PORCH OF MAIN SFR : 90 SQ. FT.  
NEW BACK PATIO OF MAIN HOUSE: 245 SQ. FT.  
EXISTING PORCH OF BACK HOUSE TO BE REBUILT : 63 SQ. FT.  
EXISTING 2 CAR GARAGE TO BE MODIFIED : 442.5 SQ. FT.  
EAVE OVER 2' : 22 SQ. FT.  
EXISTING CARPORT TO BE DEMO ON A SEPARATE PERMIT : -256 SQ. FT.  
DEMO PERMIT ALREADY ISSUED AND PAID BY OWNER

LOT SIZE: 14,000 SQ. FT.      OCCUPANCY GROUP : R -3  
LOT COVERAGE : 3036.5 /14,000 SQ. FT. =22%      FIRE SPRINKLERS: NO  
F.A.R. : 2174 /14,000 SQ. FT. =16%      NUMBER OF STORIES: 1  
TYPE OF CONSTRUCTION      NUMBER OF DWELLING UNITS : 2  
TYPE V-B      ZONING : R-1C

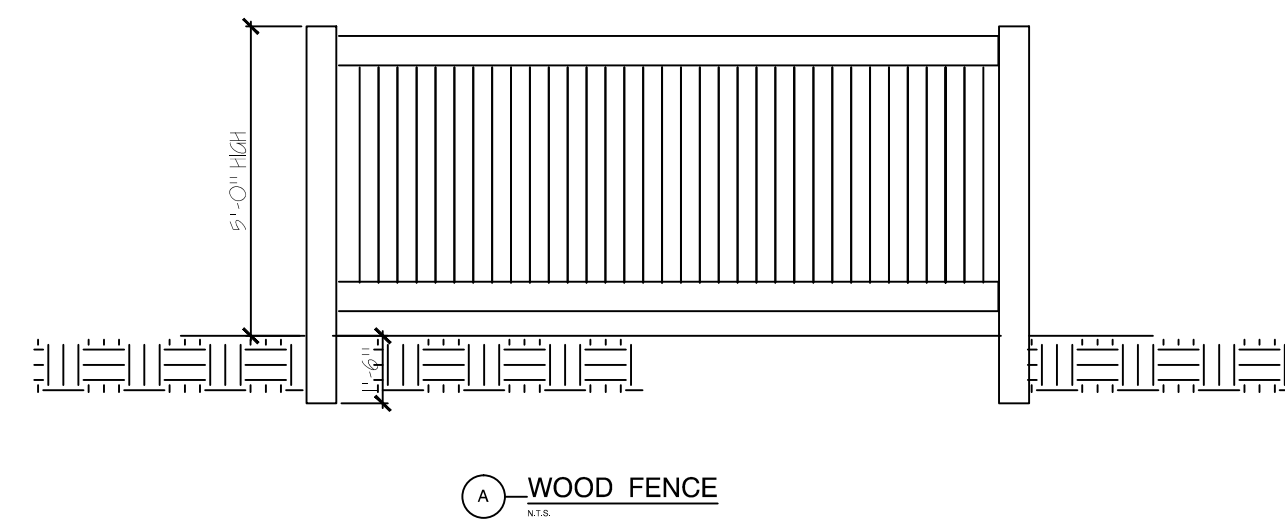
WATER COMPANY: SAN GABRIEL WATER COMPANY



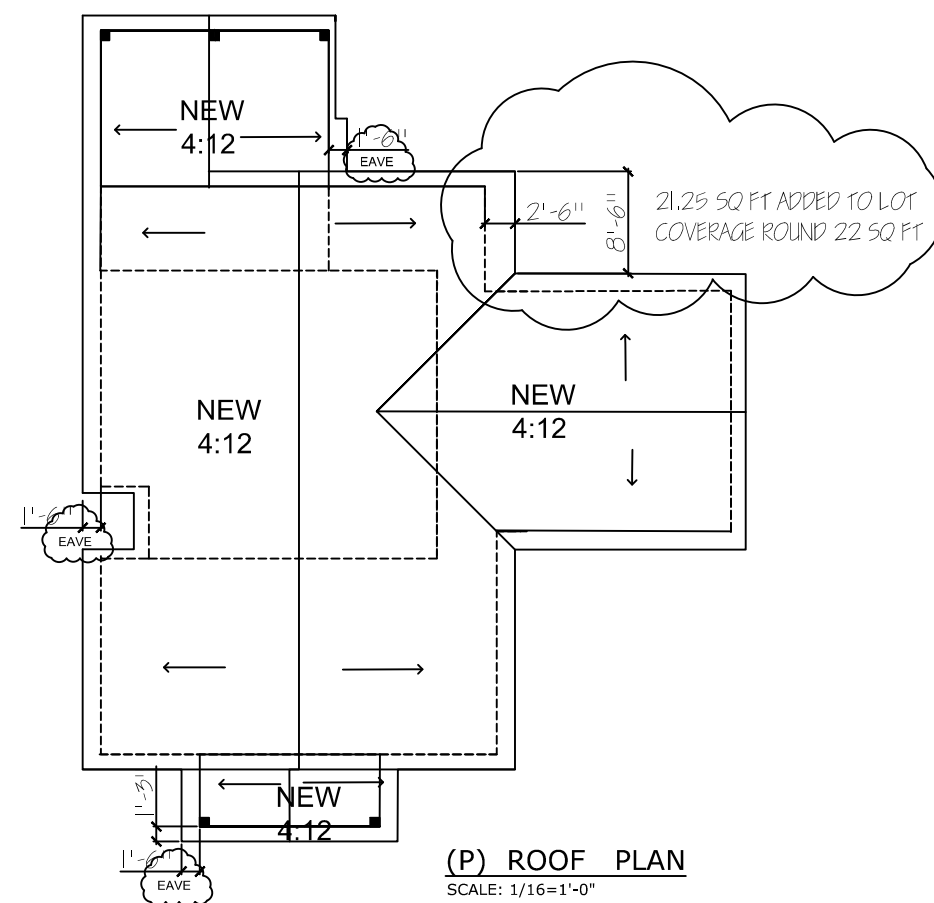
(E) ROOF PLAN  
SCALE: 1/8=1'-0"



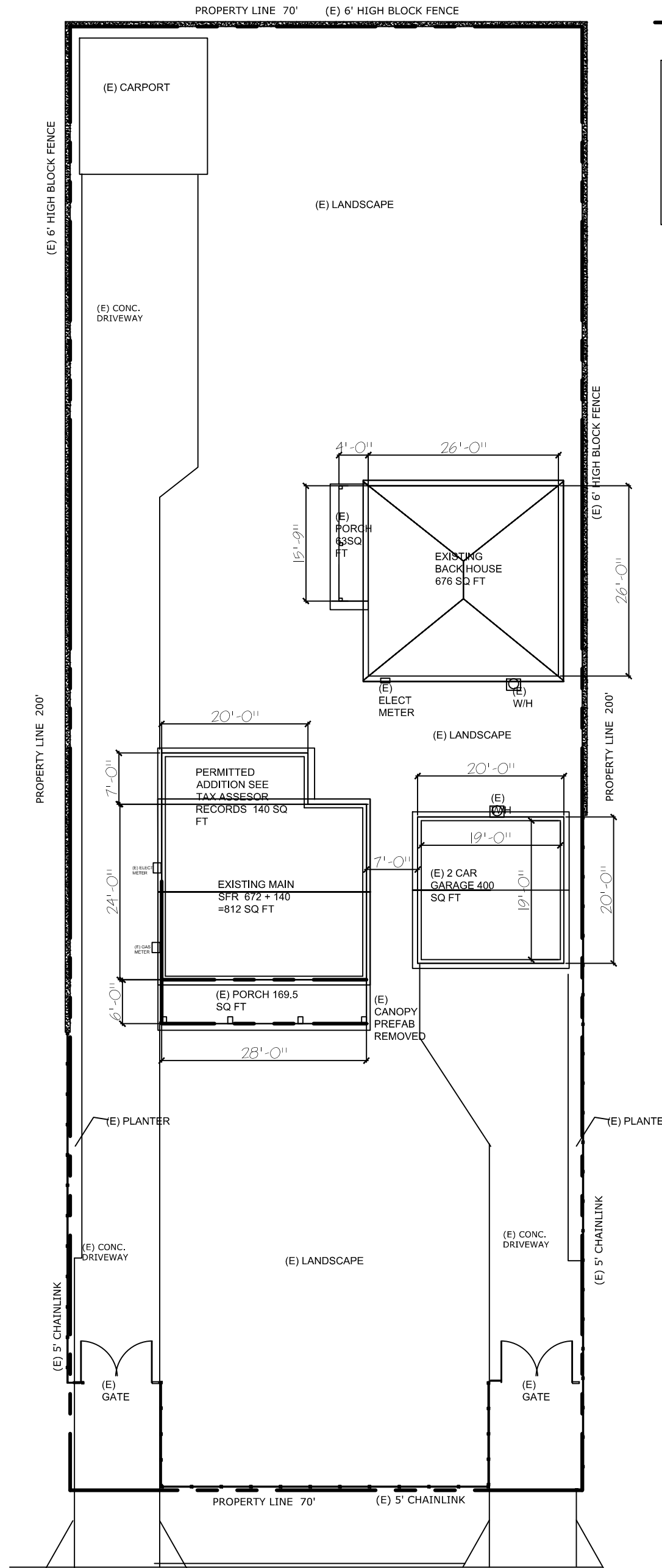
(E) GARAGE ROOF PLAN  
SCALE: 1/8=1'-0"



WOOD FENCE

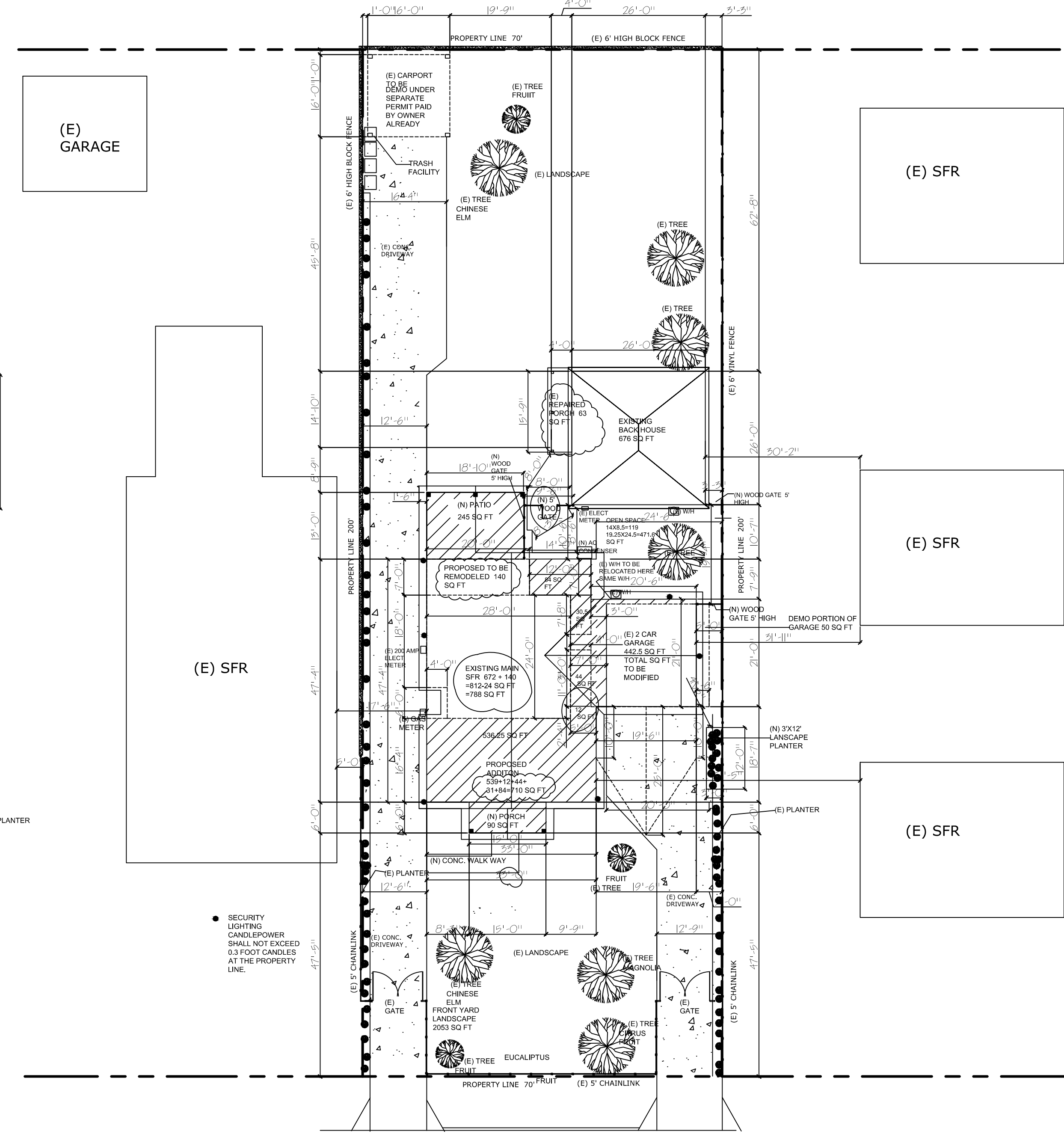


(P) ROOF PLAN  
SCALE: 1/16=1'-0"



EXISTING PLOT PLAN  
SCALE: 1/16=1'-0"

ALL NEW ROOF MATERIALS ARE TO MATCH EXISTING



PROPOSED PLOT PLAN  
SCALE: 1/16=1'-0"

REVISED
DATE

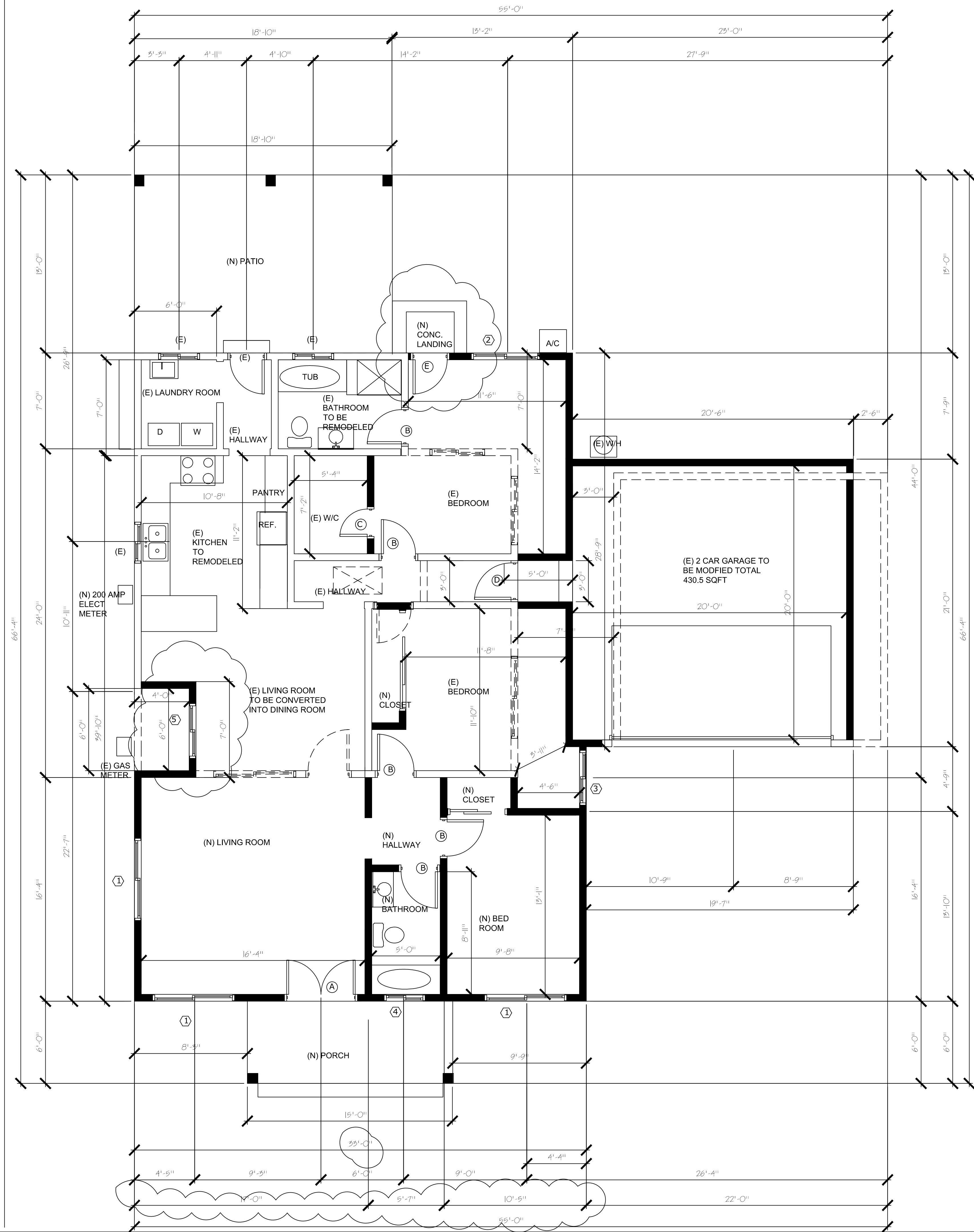
JOB ADDRESS:  
12019 CONFERENCE ST  
EL MONTE, CA 91732  
OWNER:  
LEOBARDO MARES  
PHONE : 626-484-6609  
EMAIL : maresbalo@gmail.com

**ARIAS**  
AND ASSOCIATES  
RESIDENTIAL & COMMERCIAL DESIGNS  
11818 RIO HONDO Pkwy. EL MONTE CALIFORNIA 91732  
BUS. (626) 548-9305  
EMAIL: ariasdesigns000@gmail.com

PLOT PLAN

DATE  
JOB NO.: 2511549  
DRAWN: MA

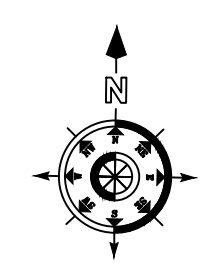
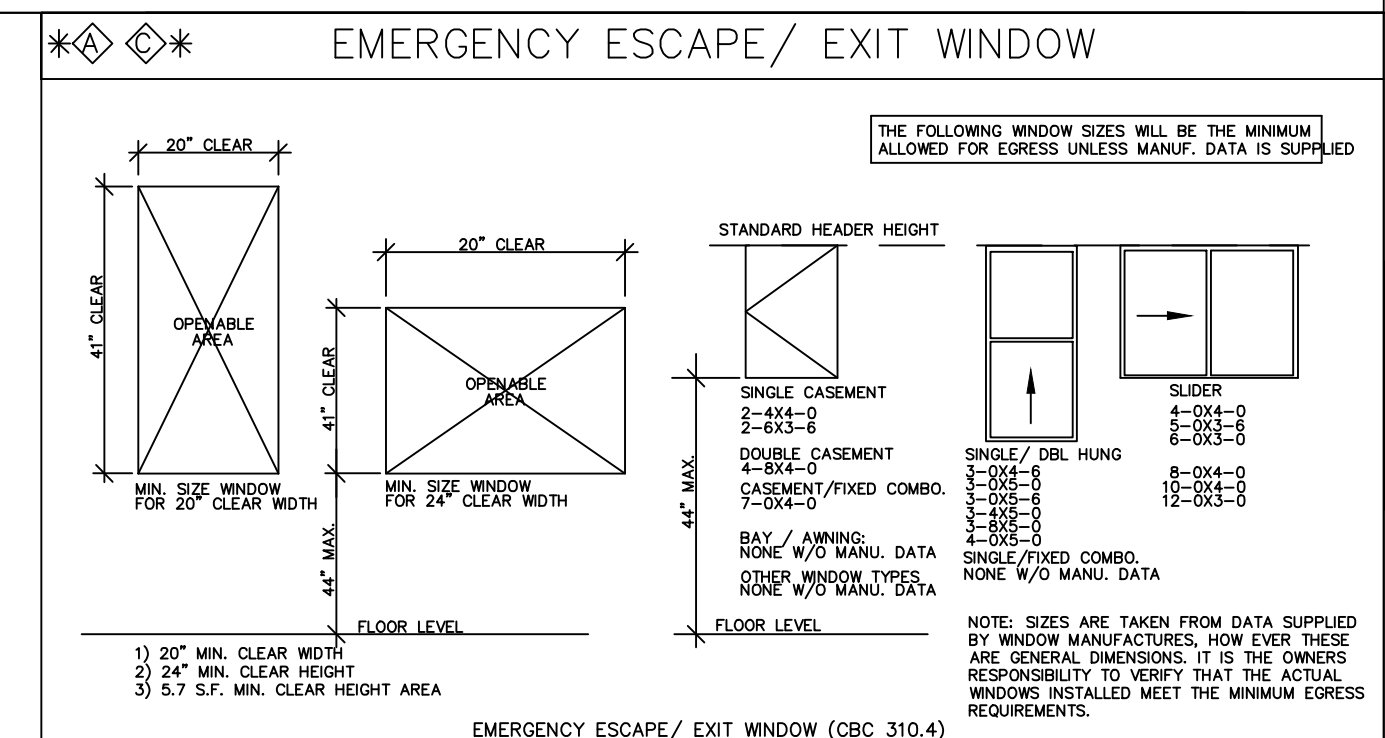
SHEET  
**1**  
OF 5



DOOR SCHEDULE						WINDOW SCHEDULE					U-FACTOR	SHGC		
SIM.	TYPE	#	W	H	MATERIAL	QTY.	SIM.	TYPE	W	H	FRAME MATERIAL	0.35	.30	
1	(A)	DOUBLE	5068	5'-0"	6'-8"	SOLID CORE. WOOD W/DEAD BOLT.	2	(1)	SLIDING	6'-0"	4'-0"	VINYL. FRAME, DUAL GLAZED		
5	(B)	STANDARD	2868	2'-8"	6'-8"	HOLLOW CORE. WOOD.	1	(2)	SLIDING	5'-0"	4'-0"	VINYL. FRAME, DUAL GLAZED		
1	(C)	STANDARD	2068	2'-0"	6'-8"	HOLLOW CORE. WOOD.	1	(3)	SLIDING	4'-0"	5'-0"	VINYL. FRAME, DUAL GLAZED		
1	(D)	STANDARD	3068	3'-0"	6'-8"	SOLID CORE. WOOD W/DEAD BOLT. 20 MIN RATED	1	(4)	SLIDING	3'-0"	1'-6"	VINYL. FRAME, DUAL GLAZED TEMP.		
2	(E)	STANDARD	3068	3'-0"	6'-8"	SOLID CORE. WOOD W/DEAD BOLT.	1	(5)	SLIDING	4'-0"	4'-0"	VINYL. FRAME, DUAL GLAZED		

NOTE:  
THE NFRC TEMPORARY LABEL DISPLAYED ON WINDOWS AND SKYLIGHTS (INCL. TUBULAR) MUST REMAIN ON THE UNIT UNTIL FINAL INSPECTION HAS BEEN COMPLETED.

NOTE:  
"THE LOAD RESISTANCE OF GLASS UNDER UNIFORM LOAD SHALL BE DETERMINED IN ACCORDANCE WITH ASTM E1300."



FLOOR PLAN  
SCALE: 1/4"=1'-0"

WALL LEGEND

	NEW WALL 2X4 @ 16" O.C.
	(E) WALL TO BE REMOVED
	(E) WALL

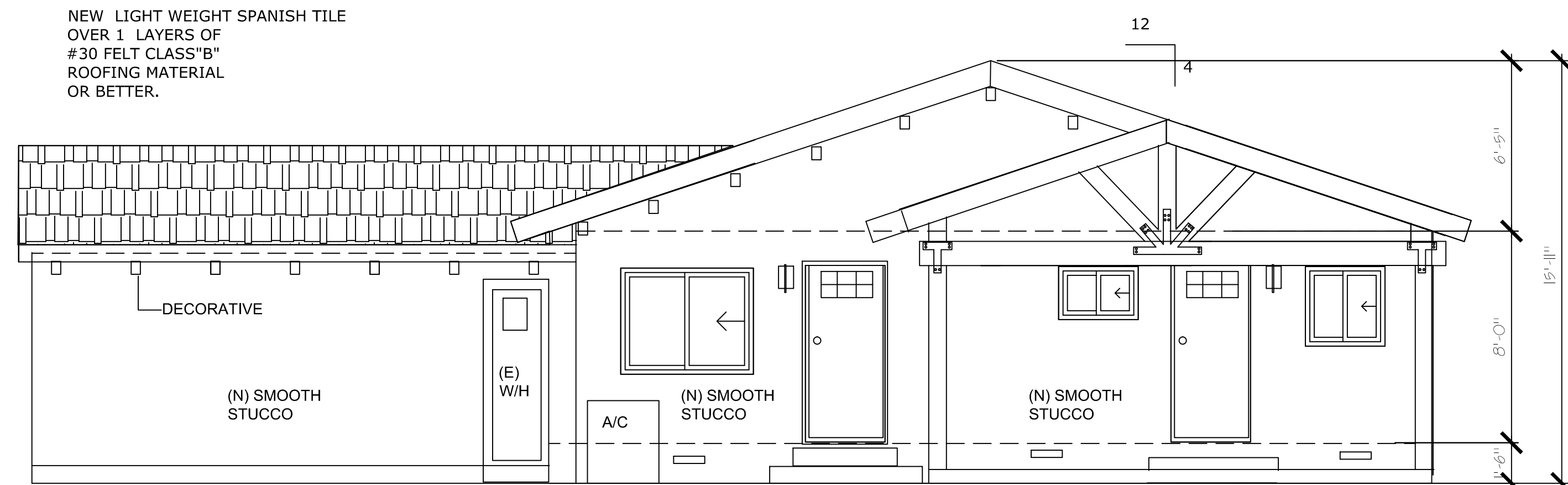
BY	DATE

JOB ADDRESS:  
12019 CONFERENCE ST  
EL MONTE, CA 91732  
OWNER:  
LEOBARDO MARES  
PHONE : 626-484-6609  
EMAIL : maresbalio@gmail.com

**ARIAS**  
AND ASSOCIATES  
RESIDENTIAL & COMMERCIAL DESIGNS  
11818 RIO HONDO PWAY - EL MONTE CALIFORNIA 91732  
BUS. (626) 548-9305  
EMAIL: ariasdesigns2000@gmail.com

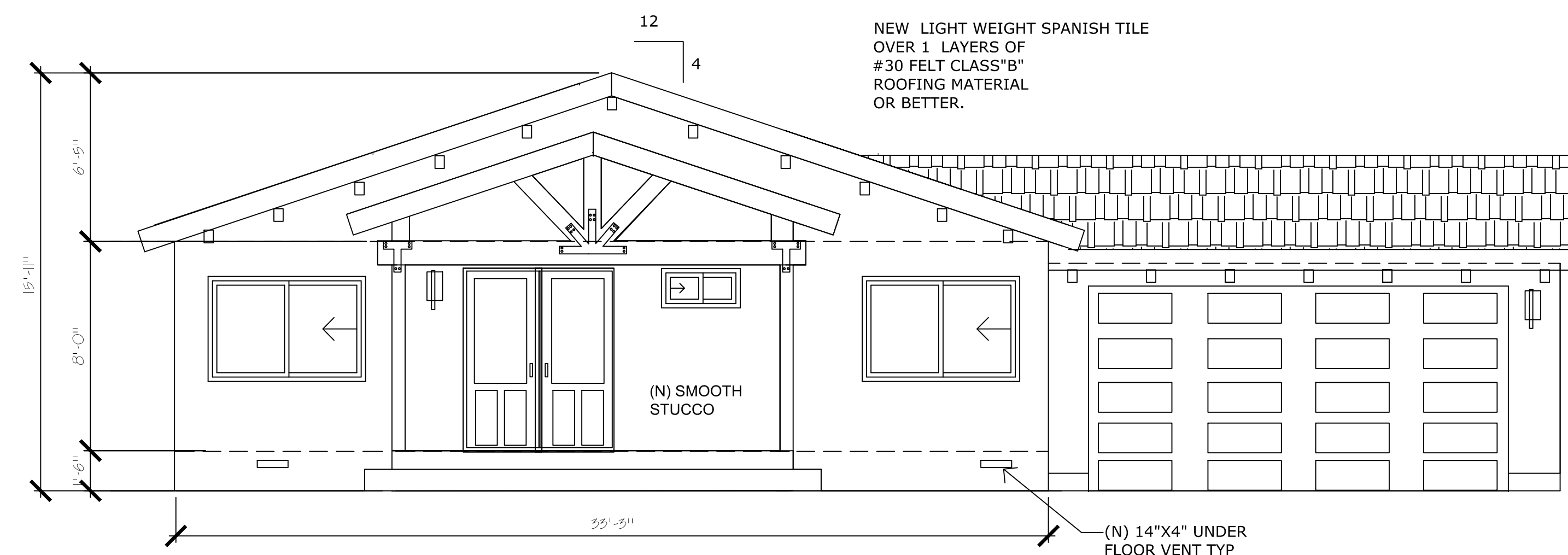
PROPOSED FLOOR PLAN

AS NOTED
DRAWN:
SHEET
<b>2</b>
OF 5



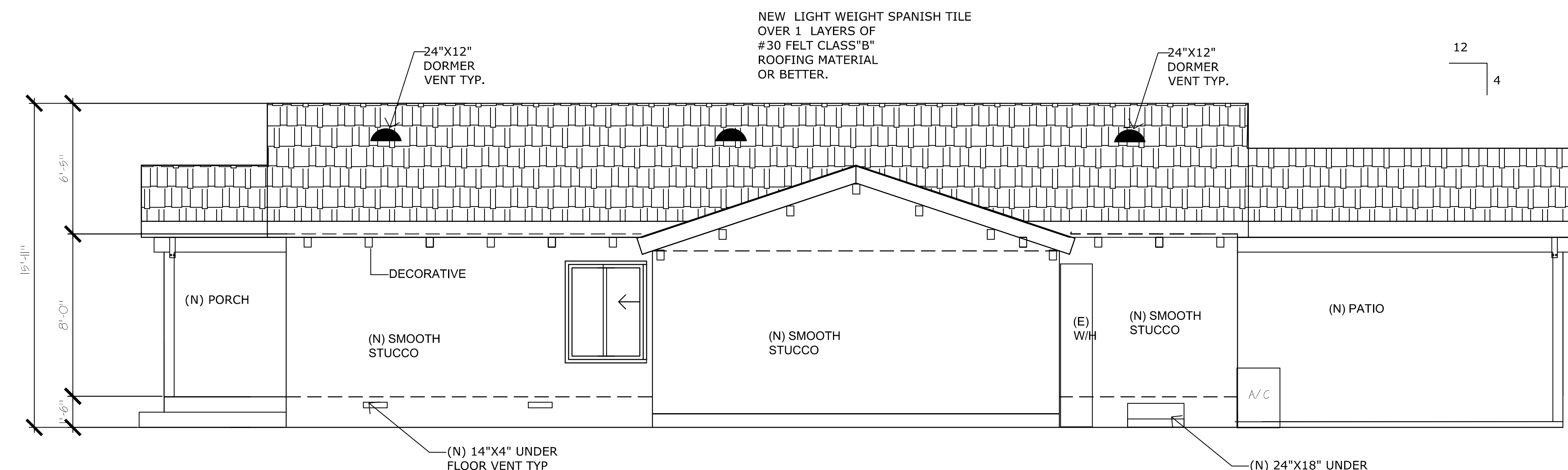
**(P) NORTH ELEVATION**

SCALE: 1/4=1'-0"



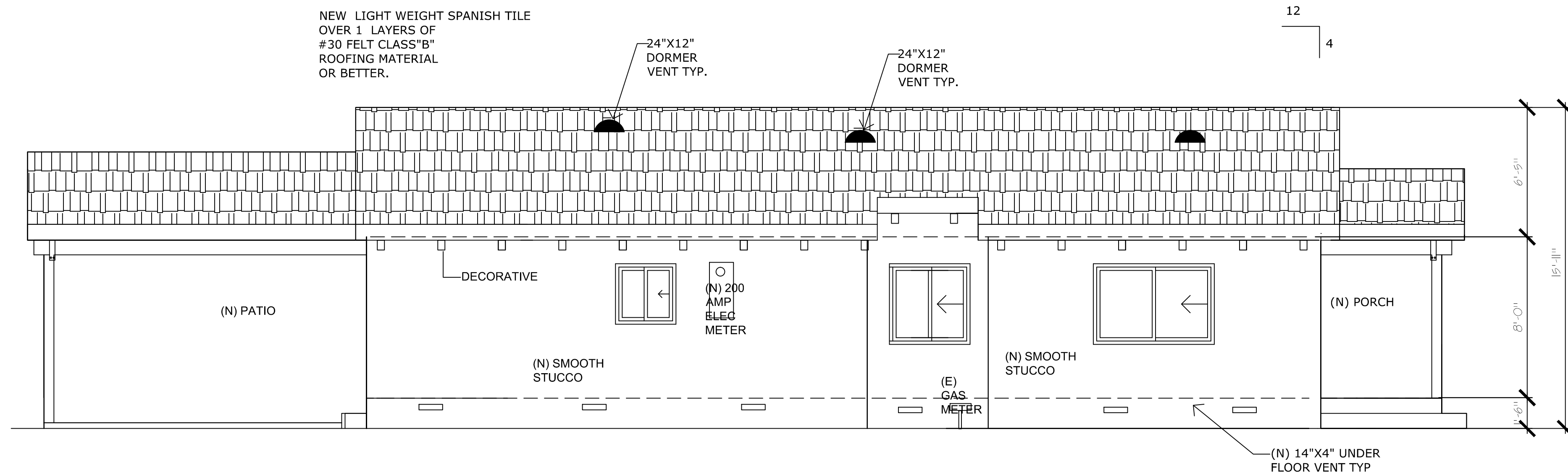
**(P) SOUTH ELEVATION**

SCALE: 1/4=1'-0"



**(P) EAST ELEVATION**

SCALE: 1/4=1'-0"



**(P) WEST ELEVATION**

SCALE: 1/4=1'-0"

DATE

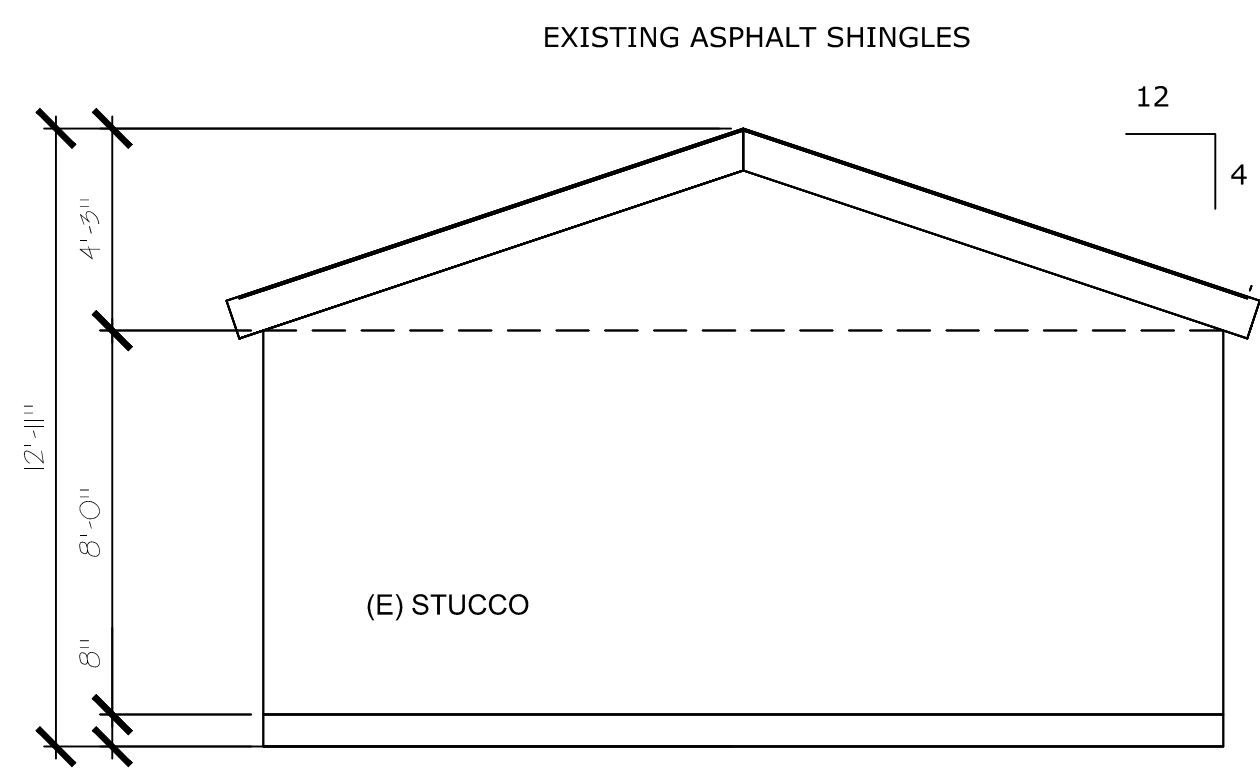
**JOB ADDRESS:**  
 12019 CONFERENCE ST  
 EL MONTE, CA 91732  
**OWNER:**  
 LEONARDO MARES  
**PHONE :** 626-484-6609  
**EMAIL :** mareshalo@gmail.com

**A R I A S**  
**AND ASSOCIATES**  
 RESIDENTIAL & COMMERCIAL DESIGNS  
 11818 RIO HONDO FWY., EL MONTE CALIFORNIA 91732  
 BUS. (626) 548-9305  
 EMAIL: ariasdesigns2000@gmail.com

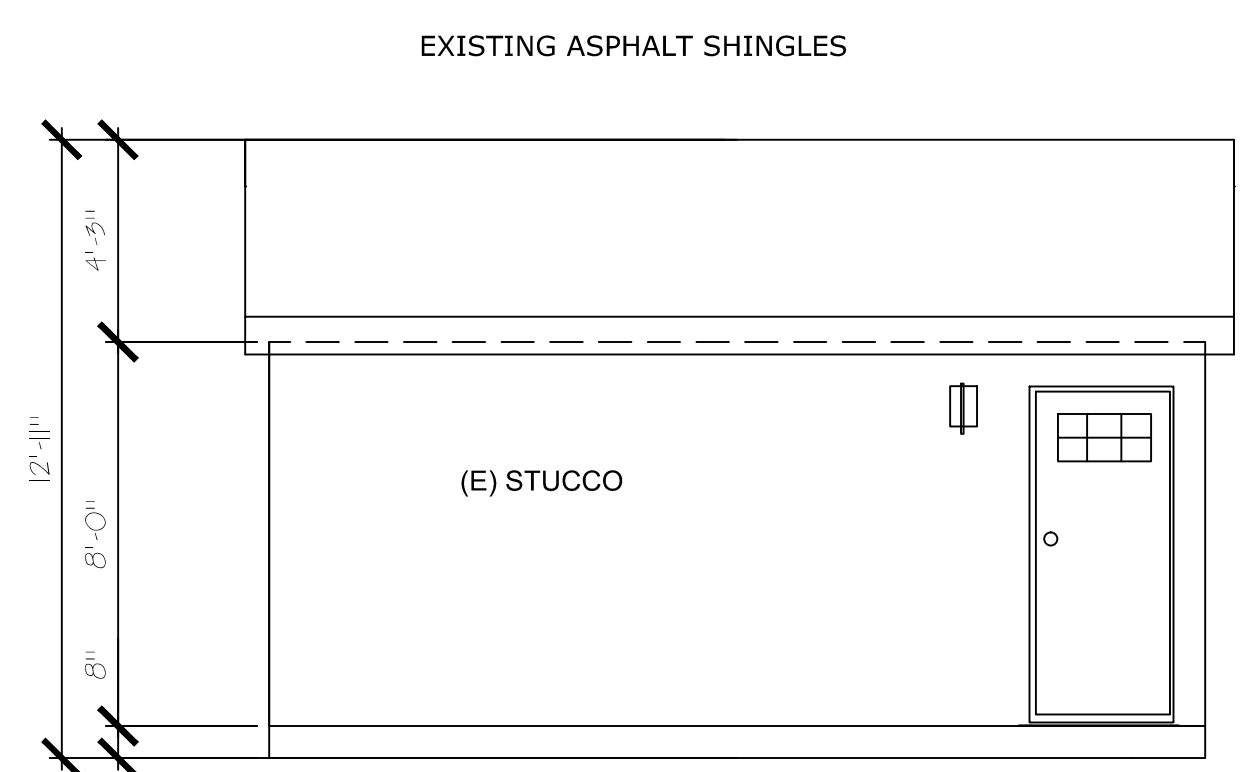
**PROPOSED ELEVATIONS**

DATE  
 SCALE AS NOTED  
 DRAWN: SA

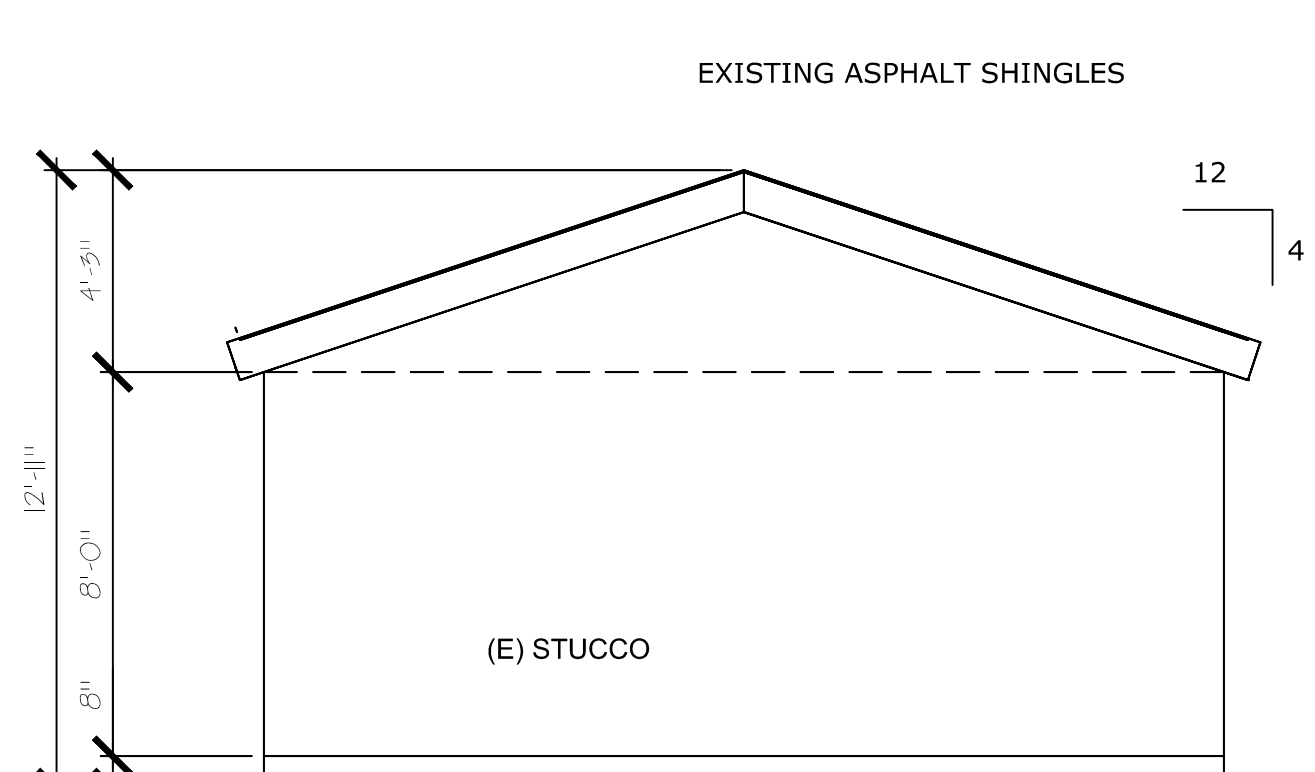
SHEET  
**3**  
 OF 5



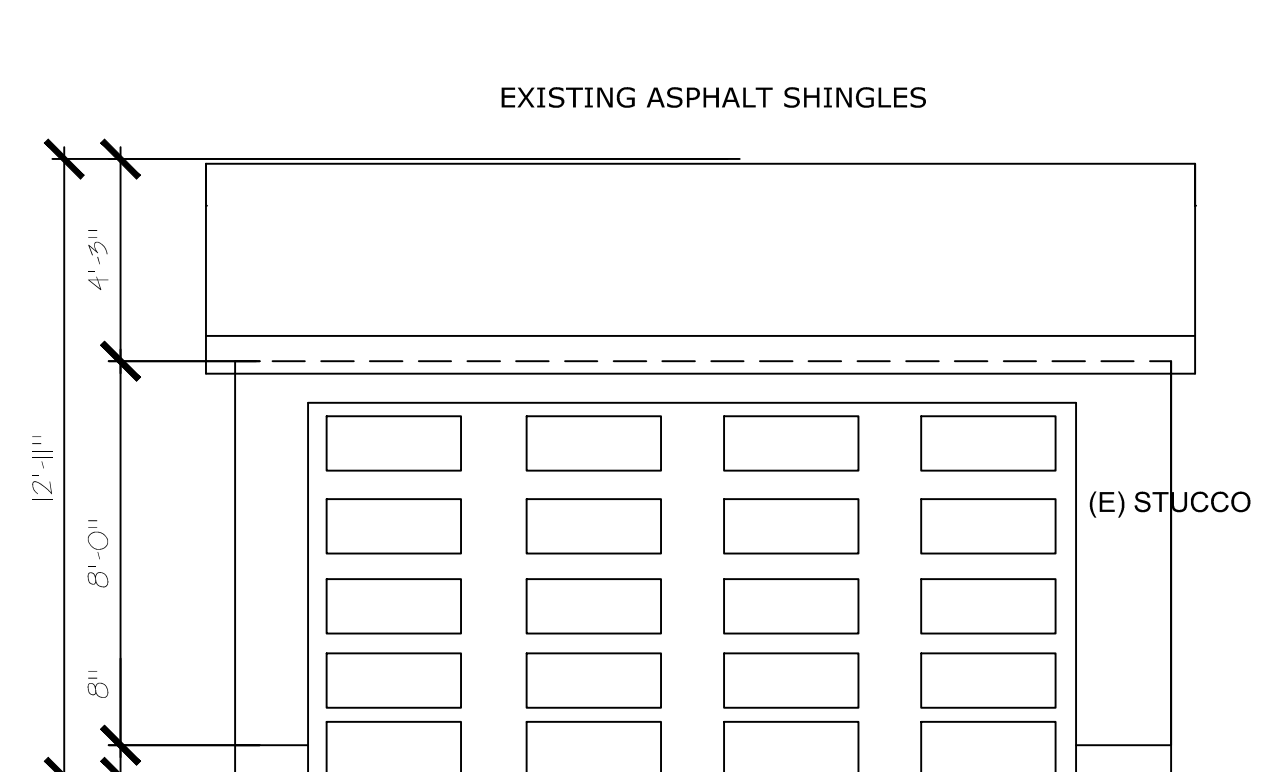
**(E) EAST ELEVATION**  
SCALE: 1/4=1'-0"



**(E) NORTH ELEVATION**  
SCALE: 1/4=1'-0"

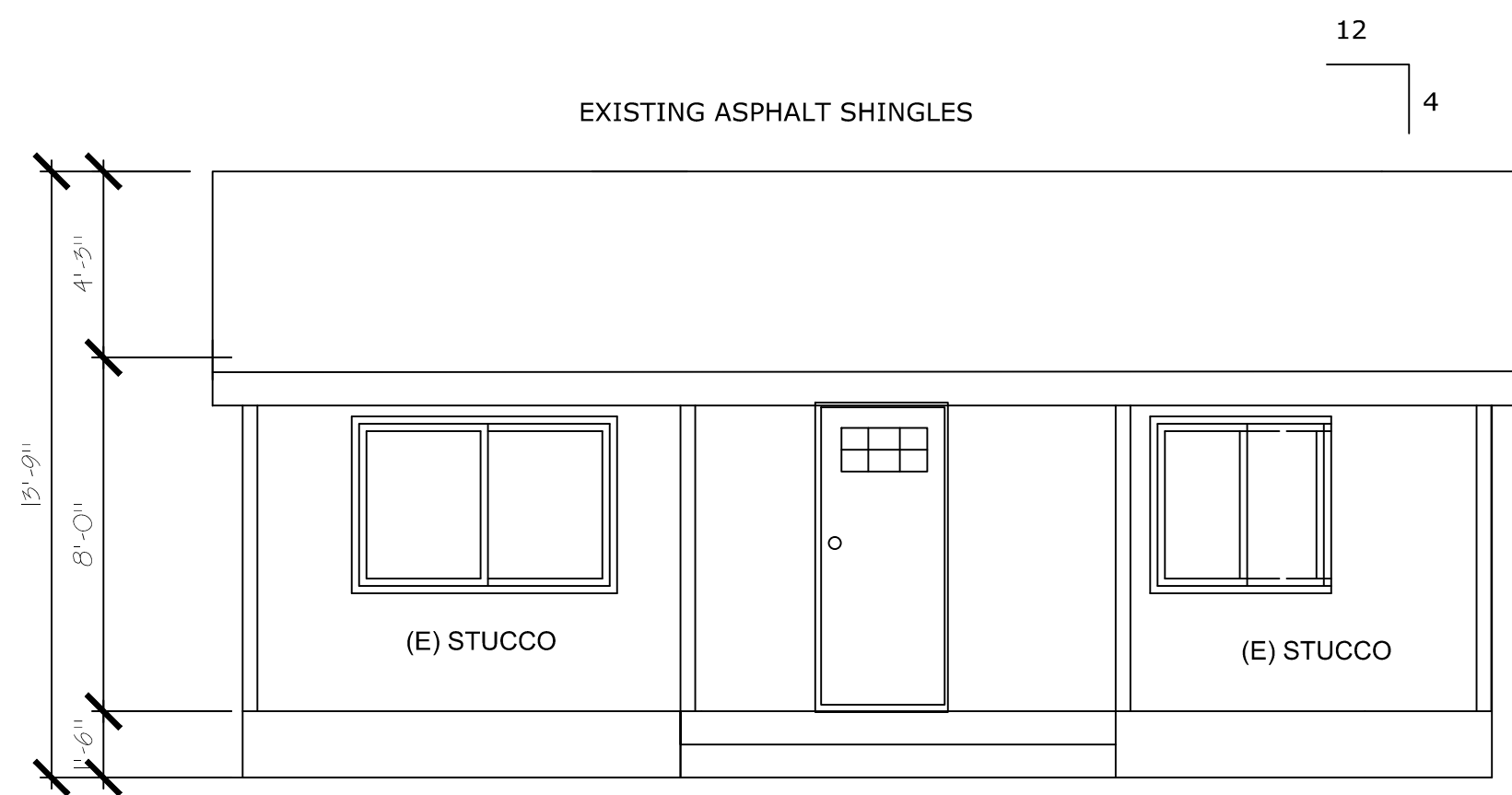


**(E) WEST ELEVATION**  
SCALE: 1/4=1'-0"

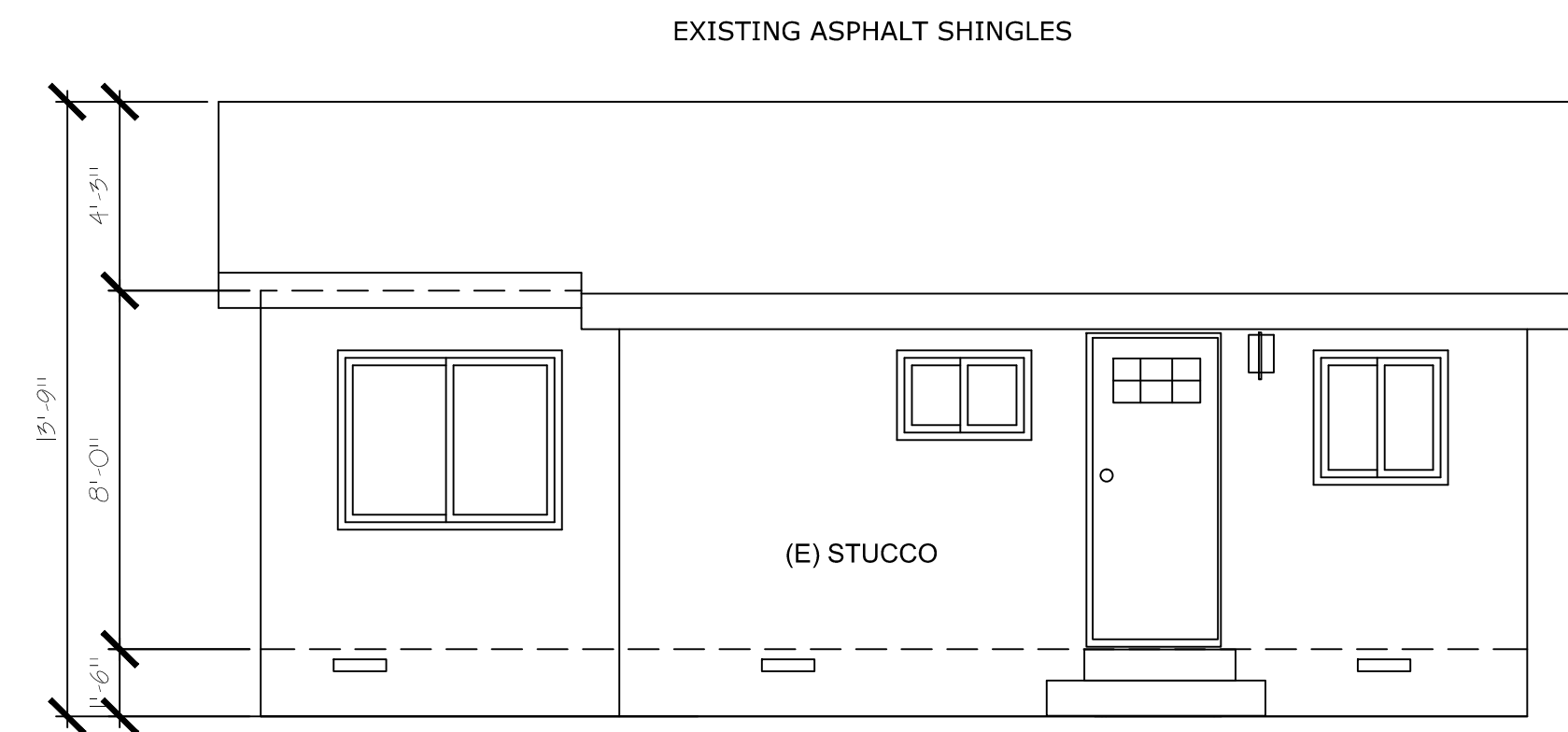


**(E) SOUTH ELEVATION**  
SCALE: 1/4=1'-0"

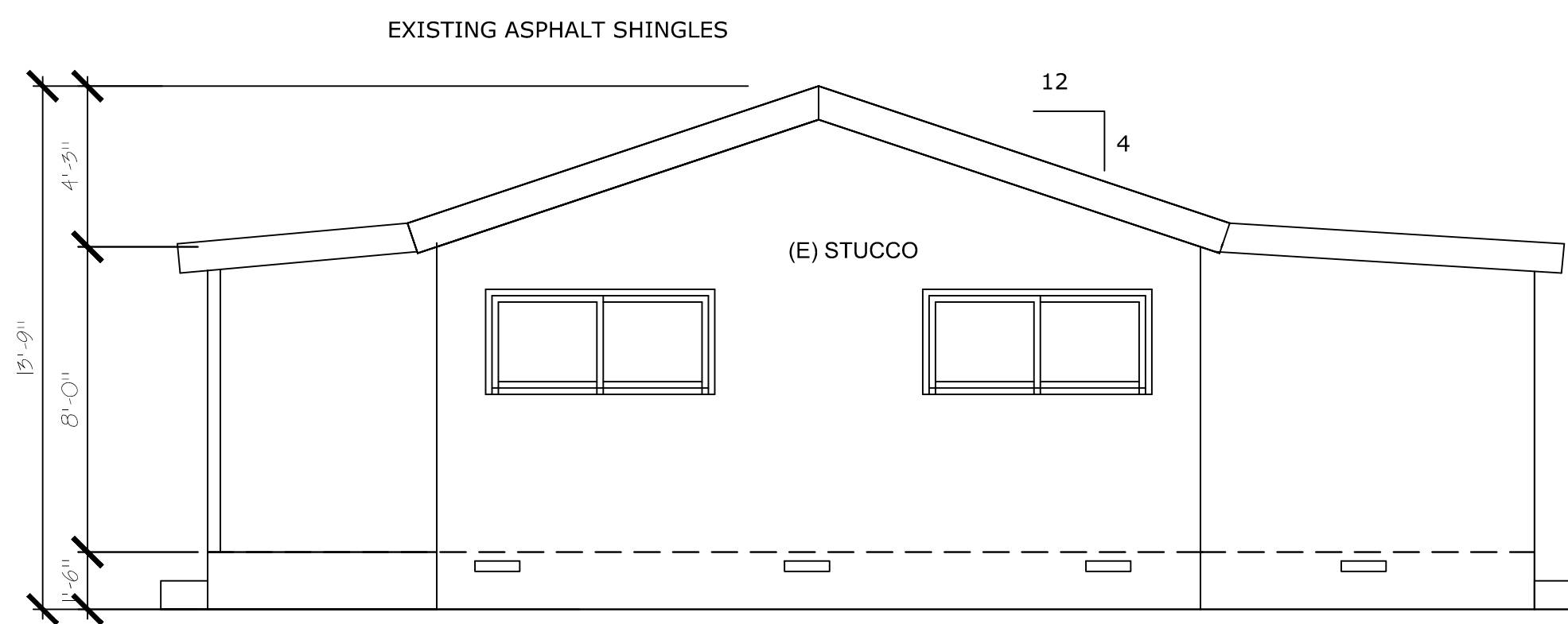
**(E) GARAGE ELEVATIONS**



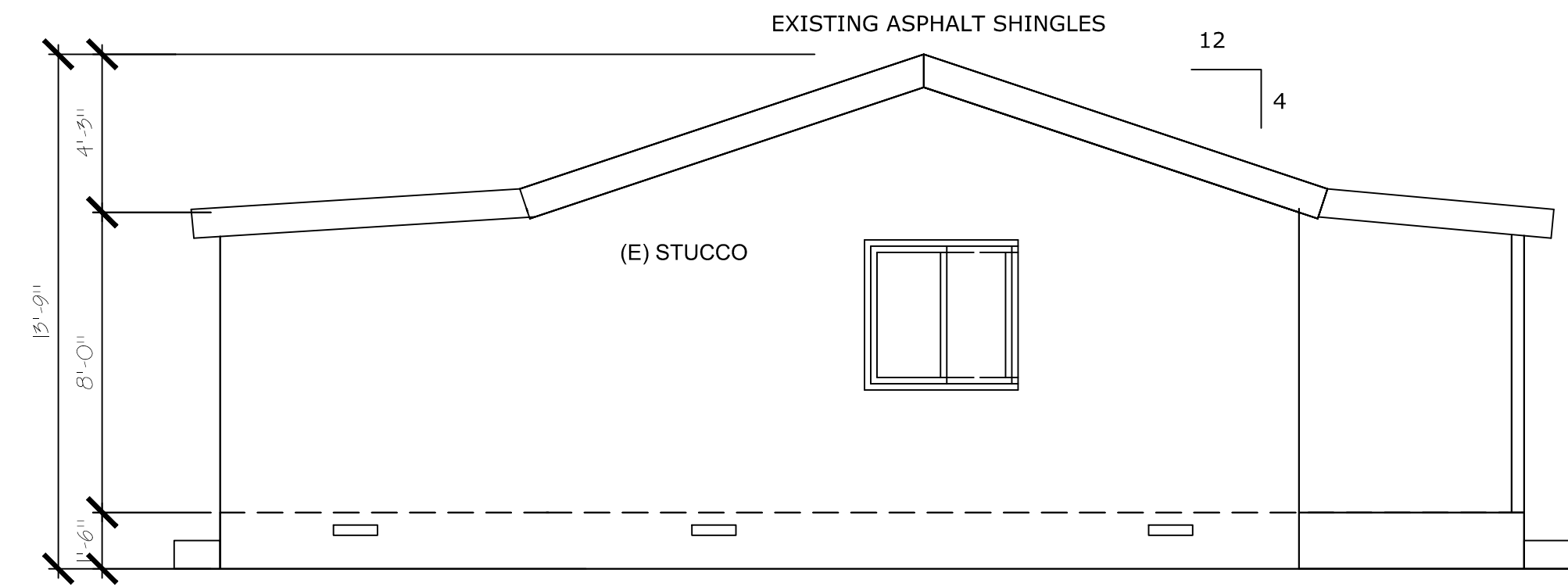
**(E) SOUTH ELEVATION**  
SCALE: 1/4=1'-0"



**(E) NORTH ELEVATION**  
SCALE: 1/4=1'-0"



**(E) EAST ELEVATION**  
SCALE: 1/4=1'-0"



**(E) WEST ELEVATION**  
SCALE: 1/4=1'-0"

**(E) MAIN SFR ELEVATIONS**

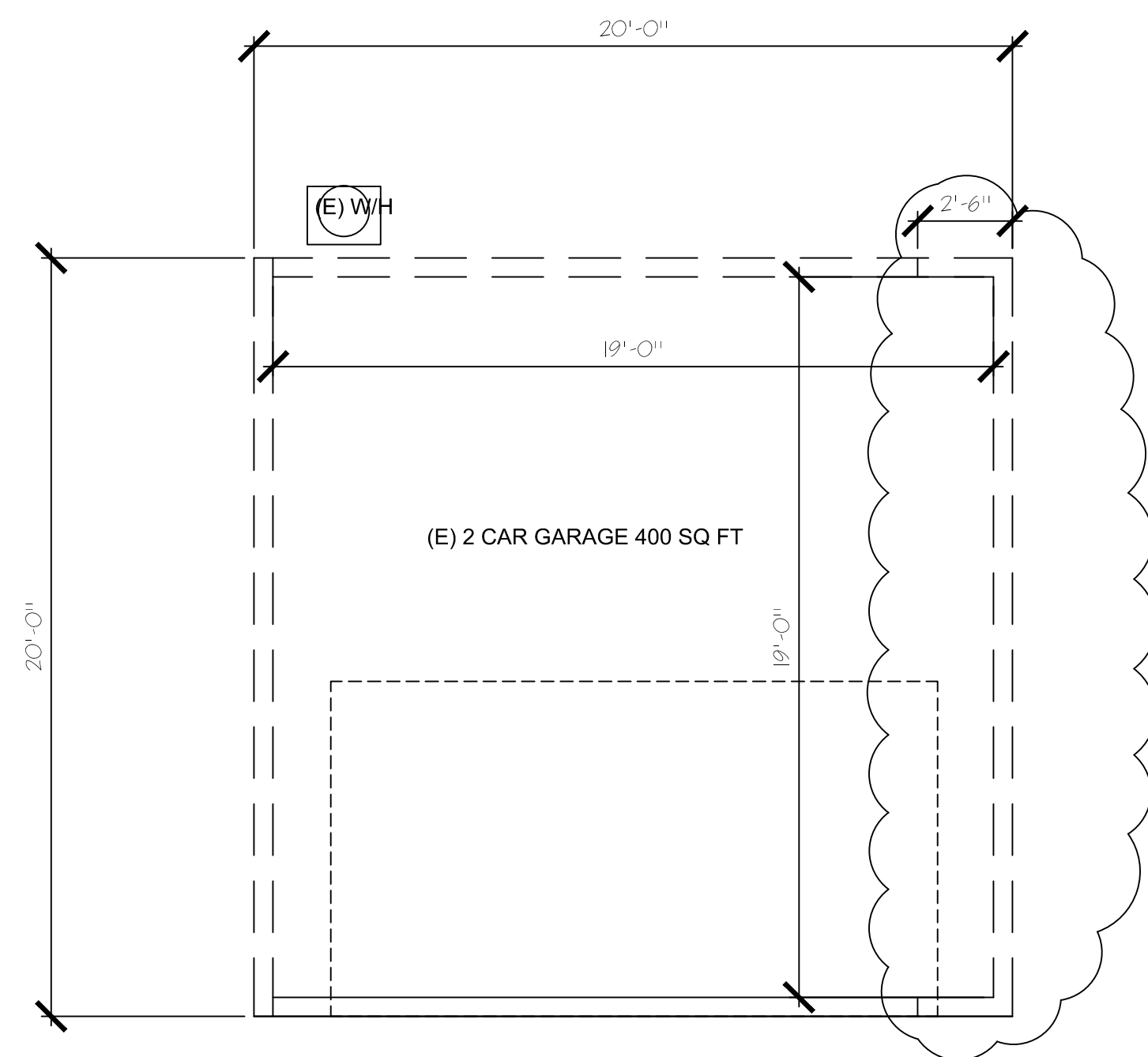
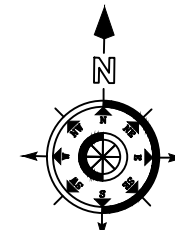
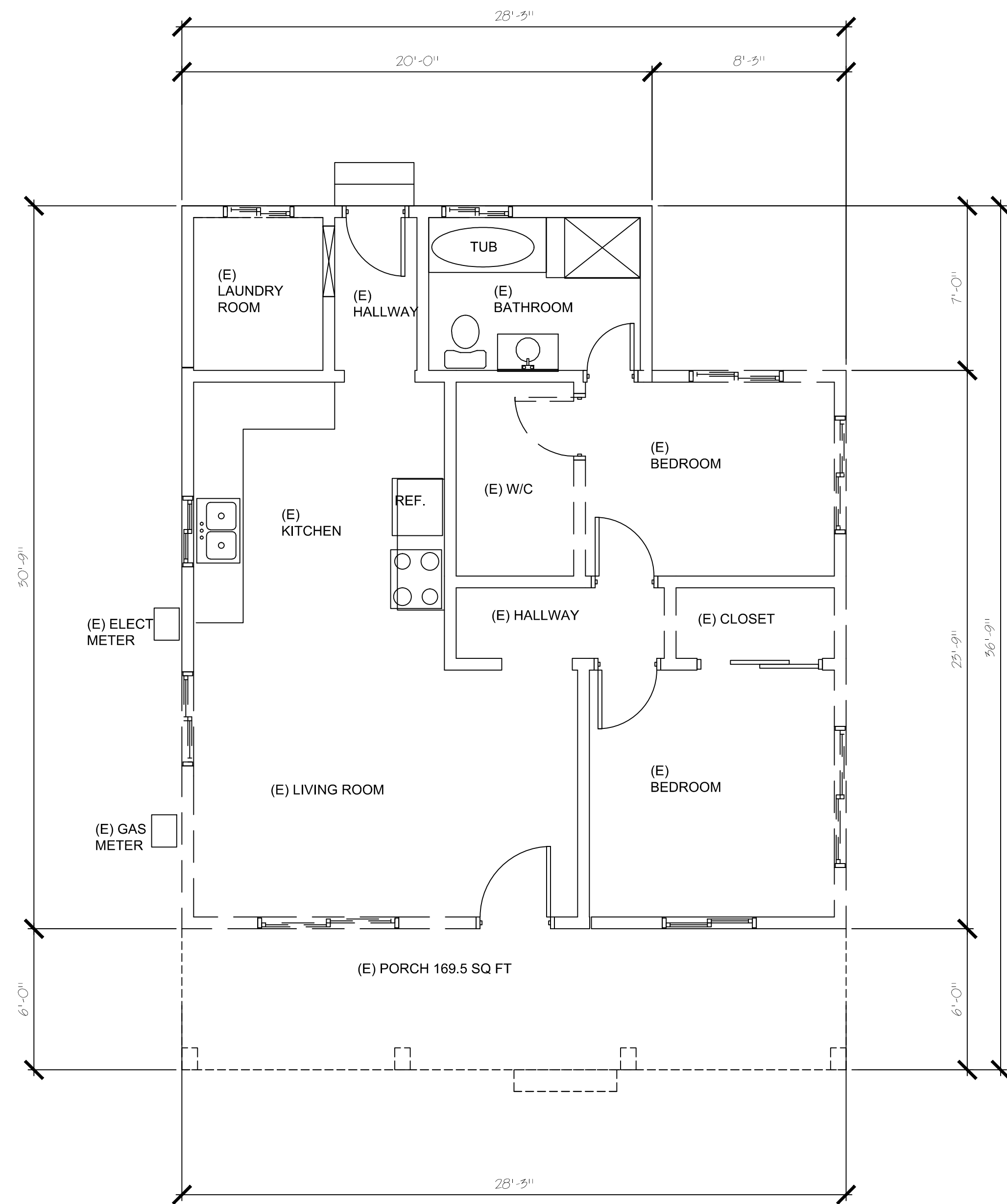
DATE

**JOB ADDRESS:**  
12019 CONFERENCE ST  
EL MONTE, CA 91732  
**OWNER:**  
LEOBARDO MARES  
**PHONE:** 626-484-6609  
**EMAIL:** maresbal@gmail.com

**A R I A S**  
**AND ASSOCIATES**  
RESIDENTIAL & COMMERCIAL DESIGNS  
11818 RIO HONDO FWY, EL MONTE CALIFORNIA 91732  
BUS. (626) 548-9305 FAX (888) 507-9566  
EMAIL: ariasdesigns2000@gmail.com

**EXISTING ELEVATIONS GARAGE AND SFR**

DATE
SCALE AS NOTED
DRAWN: SA



WALL LEGEND	
	NEW WALL 2X4 @ 16" O.C.
	(E) WALL TO BE REMOVED
	(E) WALL

BY	DATE

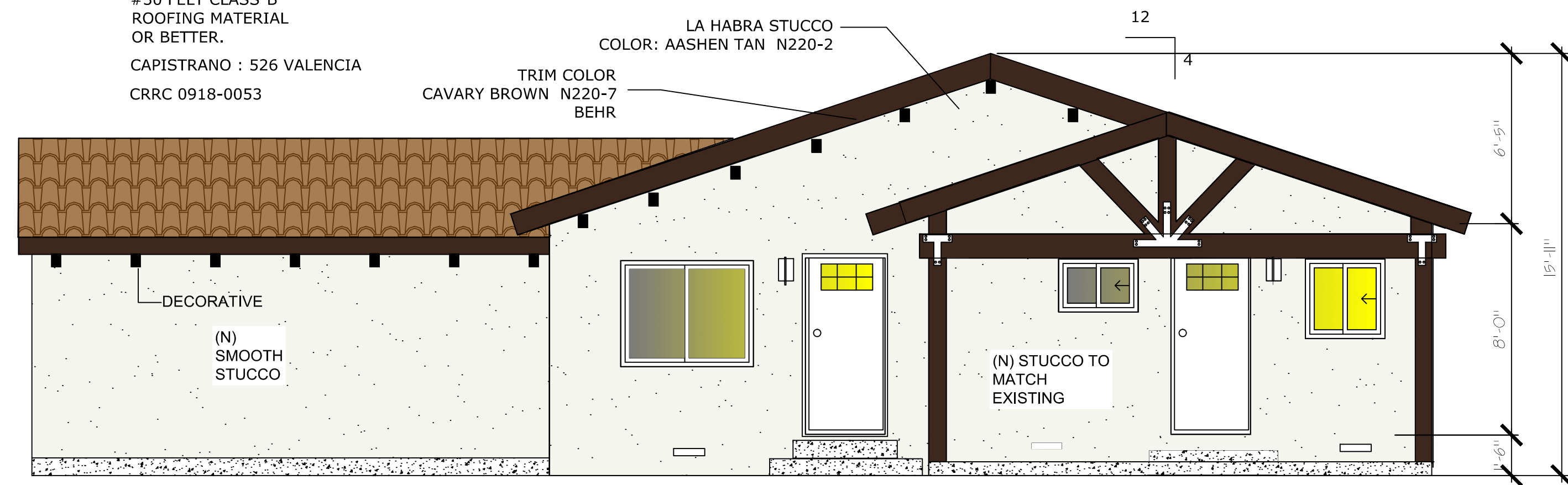
**JOB ADDRESS:**  
 12019 CONFERENCE ST  
 EL MONTE, CA 91732  
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**AND ASSOCIATES**  
 RESIDENTIAL & COMMERCIAL DESIGNS  
 11818 RIO HONDO PWAY · EL MONTE CALIFORNIA 91732  
 BUS. (626) 548-9305  
 EMAIL: ariasdesigns2000@gmail.com

EXISTING FLOOR  
 PLAN SDR AND  
 GARAGE

AS NOTED  
 DRAWN:  
 SHEET  
**5**  
 OF 5

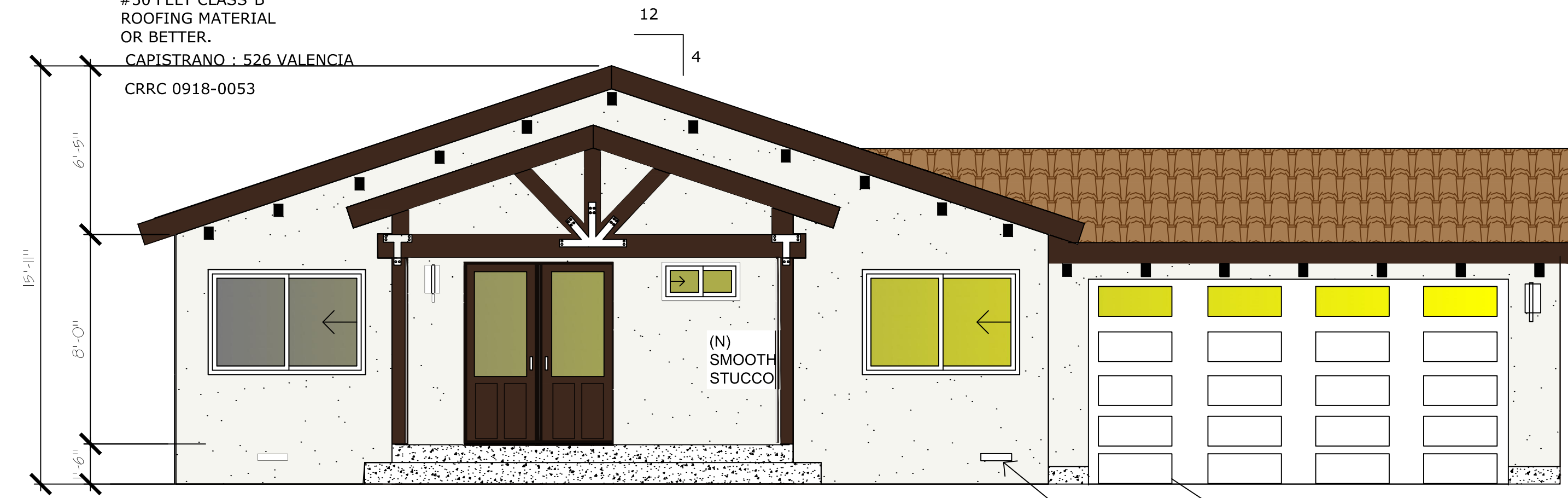
NEW LIGHT WEIGHT SPANISH TILE  
OVER 1 LAYERS OF  
#30 FELT CLASS"B"  
ROOFING MATERIAL  
OR BETTER.  
CAPISTRANO : 526 VALENCIA  
CRR 0918-0053



**(P) NORTH ELEVATION**  
SCALE: 1/4=1'-0"

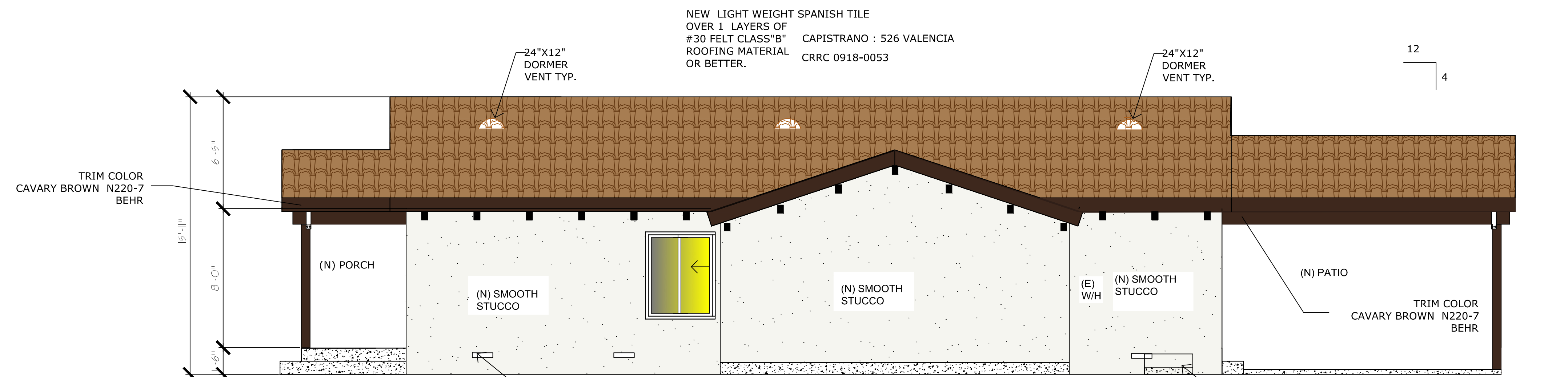
ROOFING SAMPLE

NEW LIGHT WEIGHT SPANISH TILE  
OVER 1 LAYERS OF  
#30 FELT CLASS"B"  
ROOFING MATERIAL  
OR BETTER.  
CAPISTRANO : 526 VALENCIA  
CRR 0918-0053



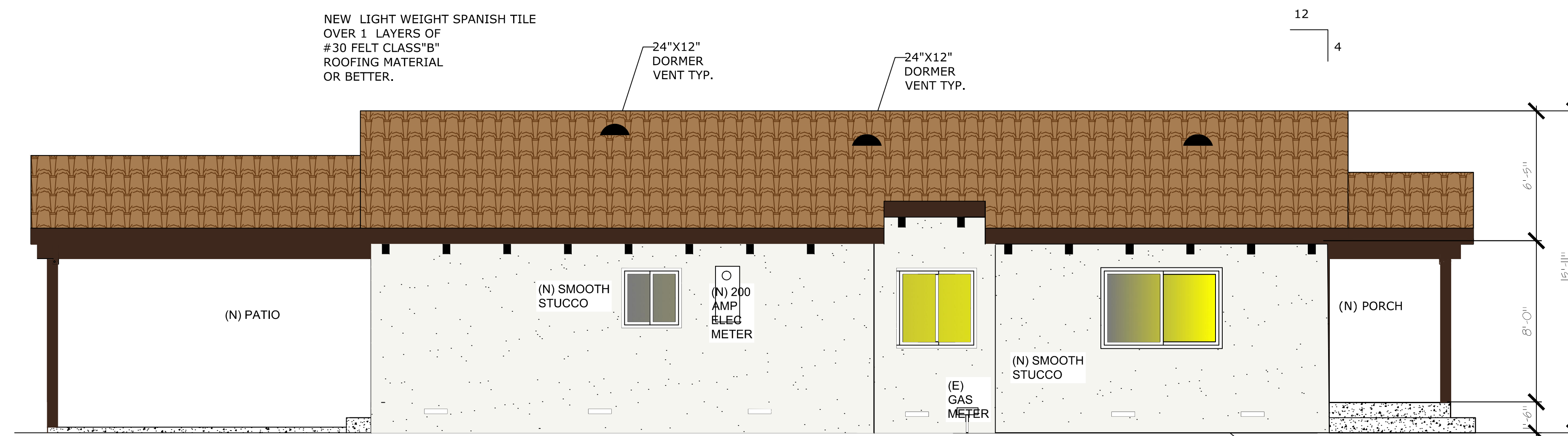
**(P) SOUTH ELEVATION**  
SCALE: 1/4=1'-0"

SMOOTH STUCCO COLOR SAMPLE



**(P) EAST ELEVATION**  
SCALE: 1/4=1'-0"

TRIM COLOR SAMPLE



**(P) WEST ELEVATION**  
SCALE: 1/4=1'-0"

DATE

**JOB ADDRESS:**  
12019 CONFERENCE ST  
EL MONTE, CA 91732  
**OWNER:**  
LEOBARDO MARES  
**PHONE :** 626-484-6609  
**EMAIL :** maresbalto@gmail.com

**A R I A S**  
**AND ASSOCIATES**  
RESIDENTIAL & COMMERCIAL DESIGNS  
11818 RIO HONDO FWY., EL MONTE CALIFORNIA 91732  
BUS. (626) 548-9305  
EMAIL: ariasdesigns2000@gmail.com

**PROPOSED ELEVATIONS**

DATE  
SCALE AS NOTED  
DRAWN: SA

SHEET  
**3**  
OF 5

**CITY OF EL MONTE ZONING REVIEW COMMITTEE  
NOTICE OF PUBLIC HEARING**

**Hablamos Español favor de hablar con  
Jeni Colon (626) 258-8626**

**TO:** All Interested Parties

**FROM:** City of El Monte Planning Division

**PROJECT LOCATION:** 12019 Conference Street / APN: 8541-016-024

**APPLICATION:** Minor Use Permit (MUP) No. 16-2025

**REQUEST:** The Applicant is requesting approval to construct a residential addition of 710 sq. ft. to an existing 812 sq. ft. dwelling on an existing parcel that is 14,000 sq. ft. in size. The subject property is developed with two (2) dwellings and is located in the R-1C zone within the Rurban Homestead Overlay District (RHOD). The subject property is considered nonconforming because it exceeds the maximum residential density. The MUP request is made pursuant to Chapter 17.123 (Conditional and Minor Use Permits) and Chapter 17.16 (Nonconforming Provisions) of the El Monte Municipal Code (EMMC).

**PROPERTY OWNER:** Leobardo Mares

**APPLICANT:** Leobardo Mares

**ENVIRONMENTAL DOCUMENTATION:** Article 19. Categorical Exemptions – Class 1, Section 15301 (Existing Facilities) in accordance with the requirements of the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, as amended.

**PLACE OF HEARING:** Pursuant to State Law, the Zoning Review Committee will hold a public hearing to receive testimony, orally and in writing, on the proposed project. The public hearing is scheduled for:

Date: Tuesday, March 10, 2026  
Time: 6:00 p.m.  
Place: El Monte City Hall  
City Hall East – Council Chambers  
11333 Valley Boulevard  
El Monte, CA 91731

**Members of the public wishing to observe the meeting may do so by attending the meeting in person at the City's Council Chambers.**

**Members of the public wishing to make public comment may do so in one of the following ways:**

- (1) In person by attending the public hearing at the date, time, and place specified above; or
- (2) E-mail – All interested parties can submit questions/comments in advance to the Planning Division's general e-mail address: [planning@elmonteca.gov](mailto:planning@elmonteca.gov). All questions/comments must be received by the Planning Division no later than 3:00 pm on March 10, 2026.

The staff report on this matter will be available on or about March 5, 2026, on the City of El Monte website, which may be accessed at <https://www.ci.el-monte.ca.us/276/Zoning-Review-Committee> or by e-mailing [wweisberg@elmonteca.gov](mailto:wweisberg@elmonteca.gov).

**Americans With Disabilities Act:** In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof, the Agenda will be made available in appropriate alternative formats to persons with a disability. Should you need special assistance to participate in this meeting, please contact the City Clerk's Office by calling (626) 580-2016. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Persons wishing to comment on the environmental documentation or proposed application may do so in writing prior to the meeting date and must be received by 3:00 p.m., the day of the meeting. Public Comments of no more than 3-minutes shall be read into the record. Written comments shall be sent to Whitney Weisberg; El Monte City Hall West; 11333 Valley Boulevard; El Monte, CA 91731 or at [wweisberg@elmonteca.gov](mailto:wweisberg@elmonteca.gov). If you challenge the decision of the City Zoning Review Committee, in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Zoning Review Committee at, or prior to, the public hearing.

For further information regarding this application please contact Whitney Weisberg at (626) 258-8808. Monday through Thursday, except legal holidays, between the hours of 7:00 a.m. and 5:30 p.m.

**MAILED DATE:** Thursday, February 26, 2026, by Sandra Elias, Zoning Review Committee Secretary

**LOCATION MAP**  
MUP 16-2025  
12019 CONFERENCE STREET (APN NO. 8541-016-024)





**JOE MORENO**  
 (626) 350-5944  
 moreservices@abcglobal.net  
 moreservicesmapping.com

OWNERSHIP / OCCUPANTS LIST  
 RADIUS MAPS - LAND USE - PLANS  
 MUNICIPAL COMPLIANCE CONSULTING

12106 LAMBERT AVE. EL MONTE, CA 91732  
 UPLAND, CA 91784 - (909) 256-3482

# PROJECT INFORMATION

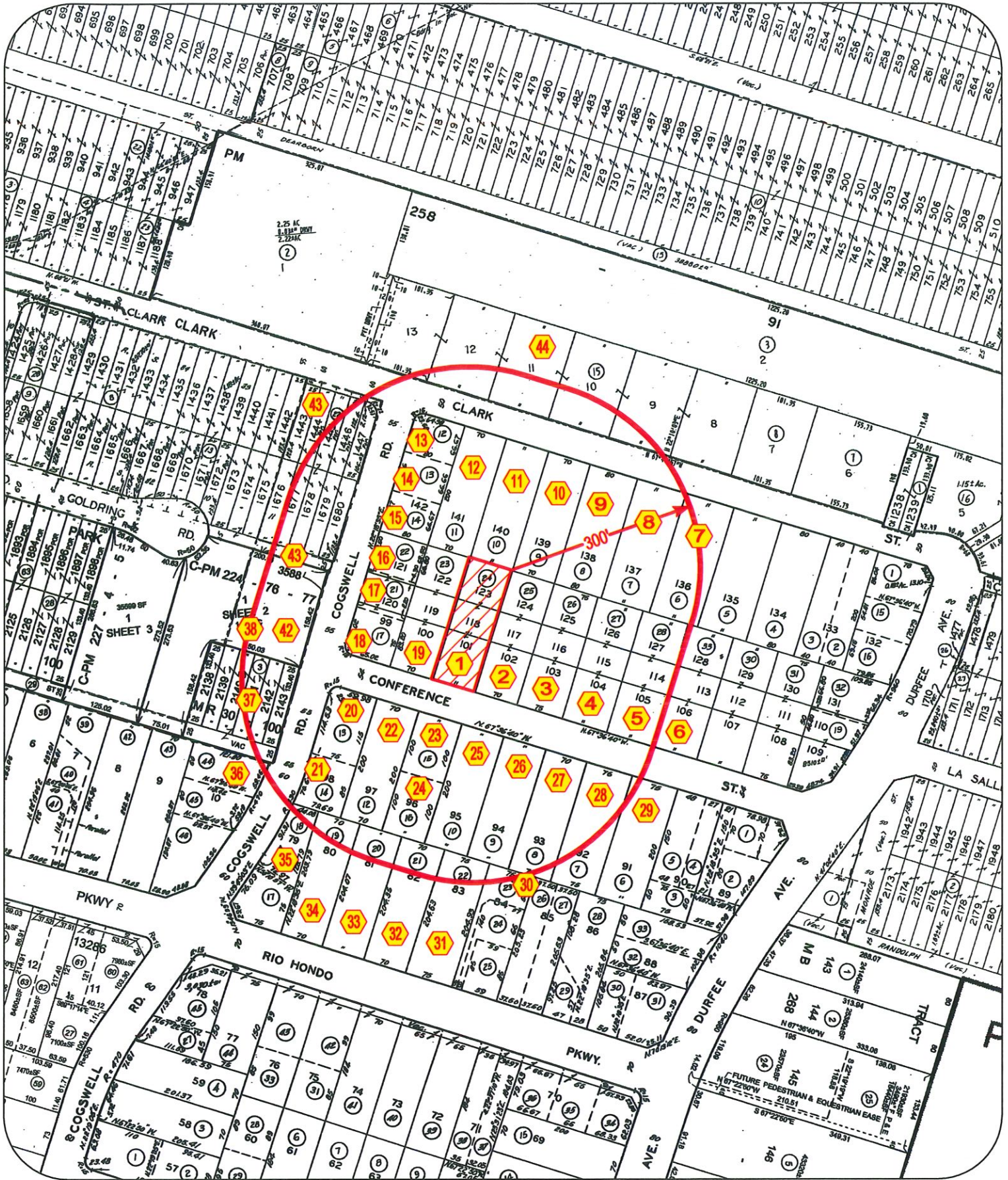
12019 CONFERENCE ST.

EL MONTE, CA.

25-212



SCALE 1" = 200'





# NOTICE OF PUBLIC HEARING

CITY OF EL MONTE ECONOMIC DEVELOPMENT DEPARTMENT

**CITY OF EL MONTE ZONING REVIEW COMMITTEE  
NOTICE OF PUBLIC HEARING**

Hakimanes Español favor de hablar con  
Jan Colon (323) 258-8828

TO: All Interested Parties

FROM: City of El Monte Planning Division

PROJECT LOCATION: 12619 Conference Street / APN: 3541-016-024

APPLICATION: Minor Use Permit (MUP) No. 16-2025

**REQUEST:** The Applicant is requesting approval to construct a residential addition of 710 sq. ft. to an existing 812 sq. ft. dwelling on an existing parcel that is 14,880 sq. ft. in size. The subject property is zoned residential (R-1) and is located in the R-1C zone within the Rural/Nonresidential Community District (RNCD). The subject property is considered nonconforming because it exceeds the maximum residential density. The MUP required is made pursuant to Chapter 17.02 (Conditional and Minor Use Permits) and Chapter 17.16 (Nonconforming Provisions) of the El Monte Municipal Code (EMC).

PROPERTY OWNER: Leobardo Mares

APPLICANT: Leobardo Mares

**ENVIRONMENTAL DOCUMENTATION:** Article 19, Categorical Exemptions - Class 1, Section 15.01 (Exempt Projects) in accordance with the requirements of the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, as amended.

**PLACE OF HEARING:** Pursuant to their Law, the Zoning Review Committee will hold a public hearing to receive testimony, study and advise on the proposed project. The public hearing is scheduled for:

Date: Thursday, March 16, 2025  
Time: 8:30 p.m.  
Place: El Monte City Hall  
City Hall East - Council Chambers  
17321 Hillside Boulevard  
El Monte, CA 91731

Members of the public wishing to observe the meeting may do so by attending the meeting in person at the City's Council Chambers.

Members of the public wishing to make public comment may do so in one of the following ways:  
(1) in person at the public hearing at the date, time, and place specified above; or  
(2) email - all interested parties can submit applications/comments or advance to the Planning Division's general e-mail address: [planning@elmonte.ca.gov](mailto:planning@elmonte.ca.gov). All communications must be received by the Planning Division no later than 5:00 p.m. on March 16, 2025.

This staff report on this matter will be available prior to about March 9, 2025, on the City of El Monte website, which may be accessed at <http://www.elmonte.ca.gov> or by e-mailing [www@elmonte.ca.gov](mailto:www@elmonte.ca.gov).

**Americans With Disabilities Act:** In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Title 29,106) and the federal rules and regulations adopted to implement Section 202, the Agency will be made available in appropriate alternative formats to persons with a disability. Should you need special assistance to participate in this meeting, please contact the City Clerk's Office by calling (916) 550-2218. Arrangements will be made prior to the hearing, will advise the City to make reasonable arrangements to ensure accessibility to the meeting.

Persons wishing to comment on the environmental documentation or proposed application may do so in writing prior to the meeting date and must be received by 5:00 p.m. the day of the meeting. Public Comments of no more than 3 minutes shall be read and the record. Written comments shall be sent to: Written Hearing, El Monte City Hall West, 11333 Highway Boulevard, El Monte, CA 91731 or at [written@elmonte.ca.gov](mailto:written@elmonte.ca.gov). If you challenge the decision of the City Zoning Review Committee, in writing, you must be limited to writing only those items you or Applicant also raised at the public hearing identified in this notice, or in written correspondence delivered to the City Zoning Review Committee, or prior to, the public hearing.

For further information regarding this application please contact Written Hearing at (916) 258-8828, Monday through Thursday, except legal holidays, between the hours of 7:30 a.m. and 5:00 p.m.

**PUBLISHED DATE:** Thursday, February 28, 2025, by Santa Elise Zoning Review Committee Secretary.

**LOCATION MAP**

MUP 16-2025  
12619 CONFERENCE STREET (APN) 3541-016-024



## DO NOT REMOVE