



AGENDA

CITY OF EL MONTE PLANNING COMMISSION

TUESDAY, JANUARY 21, 2020

7:00 P.M.

CITY HALL EAST – COUNCIL CHAMBERS
11333 VALLEY BOULEVARD

CITY OF EL MONTE PLANNING COMMISSION

CHAIRPERSON
Cesar Peralta

VICE-CHAIRPERSON
Amy Wong

COMMISSIONER
Alfredo Nuño

COMMISSIONER
Rafael Gonzalez

COMMISSIONER
Roberto Estrada Cruz

OPENING OF MEETING

1. Call Meeting to Order
2. Flag Salute
3. Roll Call
4. Approval of Agenda
5. Commission Disclosures
6. Public Comments

Citizens wishing to address the Planning Commission on land use and development matters may do so at this time. Note that the Commission 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 at the podium for the record.

CONSENT CALENDAR

7. Approval of Planning Commission Minutes
November 26, 2019
8. Approval of Modification Minutes
November 27, 2019

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

PUBLIC HEARING

9. Conditional Use Permit No. 31-19

Address: 3927-3933 Baldwin Avenue

Request: A Conditional Use Permit is requested to convert an existing 6,158 square foot single-tenant building into a four tenant commercial building with façade and site improvements. The subject property is 18,168 square feet in area and is located in the C-3 (General Commercial) zone. The request is made pursuant to Section 17.24.030 (42) of the EMMC (El Monte Municipal Code).

CEQA Recommendation: 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.

Case Planner: Marlene Vega, Planning Aide

Recommendation: Adopt resolution of approval

Resolution: 3564

REGULAR AGENDA

10. Time Extension for Modification No. 15-17

Address: 2707-2709 Tyler Avenue

Request: On July 10, 2018, the Modification Committee approved a Modification to reduce the required minimum side yard setback from ten (10) feet to six (6) feet; to reduce the required minimum rear yard setback from 15 feet to five (5) feet; and to reduce the required off-street parking to one (1) two-car garage with additional open parking spaces. The Modifications are needed to legalize a 436 square foot addition to an existing second dwelling and to construct a new two-car garage in the R-3 (Medium-density multi-family dwelling) zone. The applicant is now requesting a one (1) year time extension. This request is made pursuant to Chapter 17.20 of the EMMC (El Monte Municipal Code).

Case Planner: Cristina Graciano, Associate Planner

Recommendation: Approve Time Extension with a new expiration date of July 20, 2020

11. Time Extension for Design Review No. 06-17 and Conditional Use Permit No. 16-17

Address: 9650 Telstar Avenue

Request: On December 12, 2017, the Planning Commission adopted Resolution No. 3493 remodel an existing 27,969 square foot industrial building into a multi-tenant work space and office space with ancillary supporting retail/service uses. The subject property is located in the OP (Office Professional) zone. The applicant is requesting an additional one (1) year time extension. This request is made pursuant to Chapters 17.22 and 17.24 of the EMMC (El Monte Municipal Code).

Case Planner: Cristina Graciano, Associate Planner

Recommendation: Approve Time Extension with a new expiration date of December 22, 2020

12. Time Extension for Design Review No. 04-17 and Modification No. 18-17

Address: 4014 Peck Road

Request: On November 14, 2017, the Planning Commission adopted Resolution No. 3489 to allow construction of a new 4,020 square foot commercial building on a 9,890 square foot property. A Modification was also approved to reduce the required street setback from 15 feet to 6.5 feet for the parking area. The applicant is requesting an additional one (1) year time extension. The subject property is zoned MMU (Mixed/Multi-Use). The request is made pursuant to Chapters 17.20 and 17.22 of the EMMC (El Monte Municipal Code).

Case Planner: Marlene Vega, Planning Aide

Recommendation: Approve Time Extension with a new expiration date of November 12, 2020

13. Time Extension for Conditional Use Permit Nos. 13-14, 15-15 and Modification No. 13-14

Address: 4127-4143 Rowland Avenue

Request: On January 19, 2016, the City Council adopted Resolution No. 9630 to allow construction of a 71-unit residential development on a 3.09 acre property in the R-4 (High-Density Multi-Family Residential) zone. The applicant is requesting a post-deadline two (2) year time-extension to January 19, 2021. The request is made pursuant to Chapters 17.20 and 17.24 of the EMMC (El Monte Municipal Code).

Case Planner: Cristina Graciano, Associate Planner

Recommendation: Approve Time Extension with a new expiration date of January 19, 2021

14. Director's Report

- Appointment of 2020 Planning Commission Chair and Vice Chair
- Appointment of 2020 Modification Committee Chair

15. City Attorney's Report**16. Commissioner Comments**

NEXT SCHEDULED CITY PLANNING COMMISSION MEETING**Tuesday, February 11, 2020 at 7:00 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 on file in the offices of the Planning Division, City Hall West, 11333 Valley Boulevard, El Monte, California, 91731. These documents are available for public inspections during regular business hours, Monday through Thursday, 7:30 a.m. to 5:30 p.m., except legal City holidays. You may also call the Planning Division at (626) 258-8626 for 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 City Planning Commissioners ask questions if necessary for clarification.
3. The City Planning Commission Chair opens the public hearing.
4. The applicant makes a presentation to the City Planning Commission.
5. Individuals speaking in favor of the project address the Commission.
6. Individuals speaking against the project address the Commission.
7. The applicant responds to project opponents.
8. The public hearing is closed.
9. City Planning Commission members discuss the project.
10. City Planning Commission members vote on the project.
11. At the next scheduled Commission meeting, which is usually two weeks after the hearing, a resolution confirming the Commission action will be adopted.
12. Any interested party who disagrees with the City Planning Commission decision may appeal the Commission's decision to the City Council within 10 calendar days of the adoption of the resolution. Any appeal filed must be directed to the City Clerk's Office and must be accompanied by a fee of \$1,620.35. Any individual that received notice of this meeting from the City of El Monte will receive notice of an appeal, if one is filed.

PLANNING COMMISSION MINUTES

ACTION MINUTES FOR THE PLANNING COMMISSION MEETING HELD ON TUESDAY, NOVEMBER 26, 2019 AT CITY HALL COUNCIL CHAMBERS 11333 VALLEY BOULEVARD, EL MONTE, CALIFORNIA

- 1. Call Meeting to Order** – Meeting was called to order by Chair Peralta at 7:09 p.m.
- 2. Flag Salute** – The Flag Salute was led by Commissioner Wong.
- 3. Roll Call** – The roll call was led by City Planner Mikaelian.

Commissioners present: Cruz, Gonzalez, Nuño, Wong and Peralta

Commissioners absent: None

Staff present: City Planner Mikaelian
Deputy City Attorney Vasquez

4. Approval of Agenda:

Motion: by Commissioner Gonzalez to approve agenda. The motion seconded by Commissioner Nuño.

Motion carried 5-0.

5. Commission Disclosures:

None.

6. Public Comments:

None.

CONSENT CALENDAR

7. Approval of Consent Calendar Items No. 7:

8. Approval of Consent Calendar Items No. 8:

Motion: by Commissioner Nuño to approve the Planning Commission minutes and Modification Committee meeting minutes for November 12, 2019, seconded by Commissioner Cruz.

Motion carried 5-0.

PUBLIC HEARINGS

9. Design Review No. 01-19 – 3937 Peck Road

A request to construct a two-story commercial building that is 8,610 square feet in size and located within the MMU (Mixed/Multi-use) zone. The request is made pursuant to Chapters 17.45 and 107.22 of the El Monte Municipal Code (EMMC).

City Planner Mikaelian provided a power point presentation.

PUBLIC COMMENTS:

Tom Truong – Owns the residential property to the west. He expressed concerns about maintain privacy and the proposed location of the trash bin. He also stated the block wall separating the two properties was in poor condition and wanted to know if it was going to be rebuilt.

COMMISSIONER COMMENTS:

Commissioner Cruz Comments/Questions related to:

- Do we know who the tenants will be for the building? (the applicant stated the front tenant space could be a jewelry store; the rest of the space would be office)

Commissioner Gonzalez Comments/Questions related to:

- How are the bathrooms designed? (staff noted there were shared bathrooms on both levels and could be accessed by all tenants)

Commissioner Nuño Comments/Questions related to:

- If the larger trucks cannot access the property, is there enough curb space in front of the property to do so? (staff noted that there was not restricted parking in front of the property)
- Asked about the material and color of the awning and how the stucco would be applied. Felt the awning should be darker to provide more contrast with the other colors of the building. (staff noted the awning color could be added as a condition)

Vice-Chairperson Wong Comments/Questions related to:

- Wanted more information on the proposed open space in front of the building. (staff noted the space would include textured paving and flower/shrub planters)
- Wanted a better understanding of how pedestrians would access the rear of the property. (staff explained that pedestrians could use the lobby or a five (5) foot wide walkway adjacent to the driveway)
- Wanted to know where the bicycle racks would be located (staff said either in front of the building, or at the rear close to the lobby entrance)
- Are vehicles restricted to right-in and right-out? (staff confirmed that there is a landscape median in front of the property)

Chairperson Peralta Comments/Questions related to:

- Wanted to know why the applicant was proposing office when there have already been several offices proposed along Peck Road, which have not been built. He has noticed more vacant office storefronts. Did staff ask the applicant if they would consider housing on the site instead?
- Wanted to add a condition for the trash bin to be relocated away from any adjacent property line. (staff noted this could be added)

Motion: by Commissioner Nuño to adopt Resolution No. 3563 approving Design Review No. 01-09, seconded by Commissioner Cruz with the following conditions added:

52. The Applicant shall submit a design for the onsite trash enclosure for review and approval by the Planning Division and the City's Solid Waste Service Provider during the plan check process. All trash enclosures shall be screened and buffered from public view. The trash enclosures shall include a designated area for solid waste disposal and a designated area for recycling disposal. The design will be reviewed for aesthetic value and use of quality materials. All outside trash and garbage collection areas shall be paved and enclosed on at least three (3) vertical sides by a solid five (5) foot high wall and on the fourth side by a decorative view obscuring gate to screen the containers from view. Trash enclosures shall be of a size sufficient to contain all trash containers maintained outside the building. The finish and color of the enclosure shall be designed to match a primary element from the site building style as well as incorporate a decorative solid roof cover per the approval of the City Planner. **The enclosure shall be relocated to parking space #7, #8 or #9 and away from any adjacent property line.** (revised by the Planning Commission on November 26, 2019)

53. During the plan check process the elevations shall be printed in color. All proposed materials and stucco shall be presented on a board and noted on the architectural plans. **The applicant shall work with staff regarding the final color of the awning, to ensure it provides enough contrast with the other colors of the building** (revised by the Planning Commission on November 26, 2019)

Motion carried 5-0.

REGULAR AGENDA

10. Director's Report – City Planner updated the Commission that there will not be a meeting on December 24, 2019. He wished everyone a Happy Thanksgiving.

11. City Attorney's Report – None.

12. Commissioner Comments – Each of the Commissioners wished everyone a Happy Thanksgiving.

13. Adjournment

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Planning Commission Chairperson
Cesar Peralta

Planning Commission Secretary
Jason Mikaelian, AICP



**CITY OF EL MONTE
MODIFICATION
COMMITTEE**

CHAIRPERSON

ROBERTO ESTRADA CRUZ

CITY PLANNER

JASON MIKAELIAN

CHIEF BUILDING OFFICIAL

TODD MORRIS

MODIFICATION COMMITTEE AGENDA

RESULTS

CITY OF EL MONTE MODIFICATION COMMITTEE

WEDNESDAY, NOVEMBER 27, 2019

5:00 P.M.

CITY HALL WEST – CONFERENCE ROOM A
11333 VALLEY BOULEVARD

OPENING OF MEETING

1. **Call Meeting to Order**
2. **Flag Salute**
3. **Roll Call**

Committee Members:

Roberto Estrada Cruz, Planning Commissioner
Cristina Graciano, Associate Planner
Veronica Campos, Building Permit Technician

Other Staff:

Marlene Vega, Planning Aide
Adrian Perez, Planning Intern

4. **Public Comments**

Citizens wishing to address the Modification 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 the record.

None.

PUBLIC HEARING**5. Revision to Modification No. 31-19**

Address: 11905 Ferris Road / APN: 8567-005-031

Request: The Applicant is requesting a modification to lot size in order to exceed the maximum allowable floor area ratio (FAR) in conjunction with the following first floor additions to an existing 70 unit senior housing apartment development located in the R-3 zoning district:

1. New 404 square foot fitness room;
2. 77 square foot addition to an existing trash room; and
3. 837 square foot addition to an existing manager's unit.

No new units are proposed as part of the request. This request is made pursuant to Chapter 17.20 of the El Monte Municipal Code (EMMC).

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

Recommendation: Approve subject to conditions

Case Planner: Nancy Lee, Senior Planner

Motion by Associate Planner Graciano to approve Revision to Modification No. 31-19, seconded by Commissioner Cruz. Motion carried 3-0. Approved with the following conditions:

1. The project shall substantially strictly conform to the site plan, floor plan, and elevation plans on file with the Planning Division and as presented to the Modification Committee on November 27, 2019 and as amended herein (Modified by the Modification Committee on November 27, 2019).
2. The maximum allowable floor area ratio for the subject site is 52.2%. Additions to the floor area in the future will not be permitted (Added by the Modification Committee on November 27, 2019).
3. The applicant is responsible for complying with all City department/division regulations and guidelines including Building, Engineering and Planning during building plan-check review as well as any requirements of the Los Angeles County Fire Department.
4. Subject to review and applicability by the City Planner and the City Attorney and to ensure ongoing compliance with the conditions of approval set forth under Revision to Modification No. 31-19 and to ensure that the property and all improvements located thereupon are properly maintained, the applicant (and the owner of the property upon which the authorized use and/or authorized improvements are located if different from the applicant) shall execute a maintenance agreement with the City of El Monte which shall be recorded against the property prior to the issuance of the building permit and which shall be in a form reasonably satisfactory

to the City Attorney. The maintenance agreement shall apply to both parcels of land and shall contain covenants, conditions and restrictions relating to the following:

- a. Ongoing maintenance, repair and upkeep of the property and all improvements located thereupon (including but not limited to controls on the proliferation of trash and debris about the property; the proper and timely removal of graffiti; the timely maintenance, repair and upkeep of damaged, vandalized and/or weathered buildings, structures and/or improvements; the timely maintenance, repair and upkeep of exterior paint, parking striping, lighting and irrigation fixtures, walls and fencing, publicly accessible bathrooms and bathroom fixtures, landscaping and related landscape improvements and the like, as applicable);
 - b. If the applicant and the owner of the property are different (e.g., if the applicant is a tenant or licensee of the property or any portion thereof), both the applicant and the owner of the property shall be signatories to the maintenance agreement and both shall be jointly and severally liable for compliance with its terms.
 - c. The maintenance agreement shall further provide that any party responsible for complying with its terms shall not assign its ownership interest in the property or any interest in any lease, sublease, license or sublicense, unless the prospective assignee agrees in writing to assume all of the duties and obligations and responsibilities set forth under the maintenance agreement.
 - d. The maintenance agreement shall contain provisions relating to the enforcement of its conditions by the City and shall also contain provisions authorizing the City to recover costs and expenses which the City may incur arising out of any enforcement and/or remediation efforts which the City may undertake in order to cure any deficiency in maintenance, repair or upkeep or to enforce any restrictions or conditions upon the use of the property. The maintenance agreement shall further provide that any unreimbursed costs and/or expenses incurred by the City to cure a deficiency in maintenance or to enforce use restrictions shall become a lien upon the property in an amount equivalent to the actual costs and/or expense incurred by the City.
 - e. The execution and recordation of the maintenance agreement shall be a condition precedent to the issuance of final approval for any construction permit related to this entitlement.
5. The existing landscaping shall be rehabilitated and the new landscape plan shall provide for a variety of groundcover, grasses, shrubs, perennials, and ornamental trees with various textures, heights, size and a variety of foliage and flower color, per EMMC Section 17.10. The landscape plan shall include a Plant Legend containing: plant symbol, scientific name of plant material, common name of plant material, plant container size, and plant spacing in "inches". Single row and triangle plant spacing are preferred. Very low, low and medium water usage plant materials are encouraged.
 6. The proposed landscaping shall comply with the State mandated Model Water Efficient Landscape Ordinance (MWELO) update and Chapter 17.11 - Water Efficiency of the El Monte Municipal Code (EMMC).

7. The proposed improvements shall match and complement the materials, colors, and architectural style of the existing development, to the satisfaction of the Planning Division.

NEXT SCHEDULED MODIFICATION COMMITTEE MEETING

Tuesday, December 10, 2019 at 5:00 P.M.

City Hall West – Conference Room A

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

JASON C. MIKAELIAN, AICP
CITY PLANNER

BY: MARLENE VEGA
PLANNING AIDE

SUBJECT: CONDITIONAL USE PERMIT NO. 31-19

LOCATION: 3927-3933 BALDWIN AVENUE

APPLICANTS: JENNIFER HO
5823 GOLDEN WEST AVE.
TEMPLE CITY, CA 91780

PROPERTY OWNER: J & V ESTATES LLC.
5823 GOLDEN WEST AVE.
TEMPLE CITY, CA 91780

**ENVIRONMENTAL:
DETERMINATION** ARTICLE 19. CATEGORICAL EXEMPTIONS – SECTION
15301 (EXISTING FACILITIES) IN ACCORDANCE WITH
THE REQUIREMENTS OF THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT OF 1970 AND THE
CEQA GUIDELINES, AS AMENDED

RECOMMENDATION: ADOPT A CATEGORICAL EXEMPTION UNDER
SECTION 15301 (CLASS 1 - EXISTING FACILITIES) AND
APPROVE CONDITIONAL USE PERMIT NO. 31-19
SUBJECT TO CONDITIONS

REQUEST:

The Applicant has requested the approval of Conditional Use Permit No. 31-19 to convert an existing 6,158± square foot single-tenant commercial building into a multi-tenant commercial building with a total of four (4) tenant spaces. Other proposed site improvements include renovation of the building's façades and a redesign of the off-street parking and landscaping layout. The subject property is located in the C-3 (General Commercial) zone. The request is made pursuant to Chapter 17.24.040 (42) of the El Monte Municipal Code (EMMC).

SUBJECT PROPERTY:

Location:	West side of Baldwin Ave. (between Valley Blvd. & Rose Ave.)
General Plan:	General Commercial
Zone:	C-3 (General Commercial)
Street Frontage:	Baldwin Ave: Approximately 90 feet
Property Size:	18,168 square feet
Existing Improvements:	Vacant 6,158± square foot single-tenant commercial building

SURROUNDING PROPERTIES:

	General Plan:	Zoning:	Land Use:
North:	General Commercial	C-3	Commercial
South:	General Commercial	C-3	Commercial
East:	General Commercial	C-3	Commercial
West:	Medium Density & High Density Residential	R-3 & R-4	Multi-family residences

ZONING AND AERIAL PHOTO:

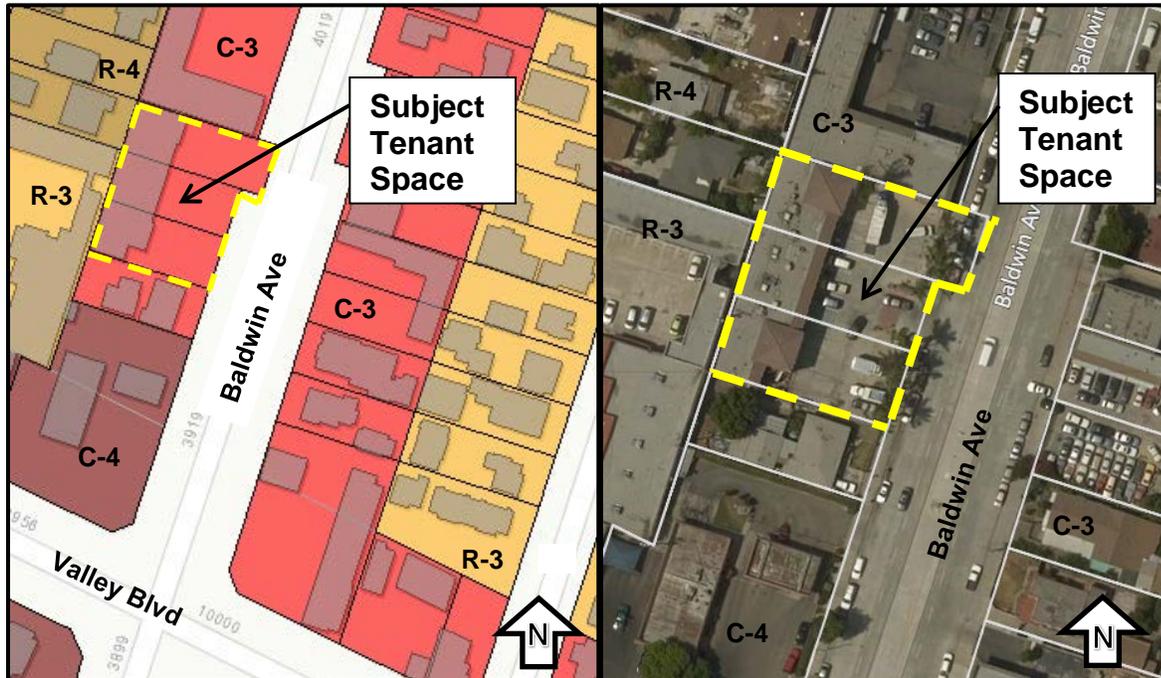


Exhibit 2 – Existing Front Elevation (Street View)



Exhibit 3 – Proposed Front Elevation (3-D Rendering)



PROPOSAL:

The subject site is currently improved with an existing 6,158± square foot single-tenant commercial building. The applicant proposes to convert the existing single-tenant commercial building into a multi-tenant commercial building with a total of four (4) tenant spaces. In addition, the project proposes to re-design the existing parking lot to include new open space for seating and additional landscaping. Furthermore, it is anticipated that the proposed tenant spaces (ranging from 1,000 to 2,486 square feet in size) will be occupied by professional medical/pharmaceutical uses, for rental purposes-only.

Site Access/Circulation & Parking

The subject site is a rectangular shaped lot and encompasses approximately 18,168 square feet of land with 90 feet of street frontage along the west side of Baldwin Avenue. The off-street parking lot is accessed through a 25 foot wide driveway apron/opening (providing ingress/egress) along Baldwin Avenue, which is limited to right-turn-in and right-turn-out only. Per the 2011 General Plan and EMMC, Baldwin Avenue is classified as a "Major Arterial Road" and driveways providing ingress/egress along major arterials roads are required to provide a minimum width of 30 feet.

However, because the proposed project does not involve construction of any additional building square footage, the existing 25 foot driveway opening is considered “legal non-conforming” and the applicant is not required to comply with the minimum 30 foot wide driveway requirement.

Furthermore, as proposed, pedestrian access to the site is provided from the existing driveway with a path of travel that leads to the building’s front entryway system. Staff has conditioned that the applicant provide a clear path of travel (not to encroach into the required driveway opening) that connects to the front entryway system and proposed open space area. In addition, the proposed open space is required to provide high-quality landscaping and hardscape with a shade structure, which would also serve as an outdoor employee break area.

Per Chapter 17.08 of the EMMC, the occupancy of the existing 6,158± square foot tenant space would require one (1) parking space per 250 square feet of building floor area; which requires a total of 25 parking spaces. The parking lot will provide a total of 25 parking spaces; thus satisfying the EMMC parking requirement.

PROJECT ANALYSIS:

2011 General Plan Consistency

The 2011 El Monte General Plan Land Use Element designates the subject property as “General Commercial” and recommends uses that encourage a wide range of retail and service commercial uses to serve the community and the region. Therefore, the proposed occupancy of the businesses within the existing vacant commercial tenant space is consistent with the General Plan as it will provide additional retail/service options for the community and region. Specifically, the project would be compliant with Land Use goal (LU-4.4), which states:

“Support the development of office, commercial, and industrial uses, both Citywide and in strategic areas that strengthen the economy”.

Zoning Code Consistency

The site is zoned C-3 (General Commercial). Per Section 17.24.030 (42) of the EMMC, Conditionally Permitted Uses in Specified Zones, the proposed multi-tenant commercial building will comply with the C-3 zoning classification provided that a Conditional Use Permit entitlement request is approved by the Planning Commission.

Table 1 on the following page provides the development standards for the C-3 zone, and identifies whether the proposed project complies with each standard. The table has been prepared so that the Planning Commission may better understand the reasoning behind staff’s recommendation.

Table 1. Development Standards

Development Standard	El Monte C-3 Zoning Code	Existing Building/Site	Meets Requirement?
Floor Area:	13,626± SF (FAR .75)	6,158± SF (FAR 0.33)	Yes
Setbacks:			
Front (Baldwin Ave.):	5'	34'	Yes
Interior Sides: (North & South)	5'-0"	0'	No; Legal non-conforming
Rear (West):	20'	4'	No; Legal non-conforming
Parking:	25 spaces	25 spaces	Yes

Business Operations

The proposed multi-tenant commercial tenant spaces will be anchored by a family-operated medical practice (tenant space 1). Currently, the business has been operating in the City of Rosemead for about eight (8) years. The proposed operation hours for the medical practice are as follows:

Monday-Thursday: 9:00 A.M to 6:00 P.M.
Friday-Sunday: 9:00 A.M. to 5:00 P.M. (varies)

It is the applicant's intent to lease out the remaining three (3) tenant spaces to other medical related uses (i.e. pharmacy, dental, optometry etc.).

Security Plan

The applicant is proposing surveillance cameras to monitor the internal and external operations of the multi-tenant building. Staff has included a condition of approval to require the applicant to work with the El Monte Police Department and the Planning Division to ensure that surveillance and security measures are adequate to monitor the business and site. In addition, supplementary security requirements may be imposed onto the project at the discretion of the Police Department/Planning Division.

Architectural Design

The proposed re-design of the building conveys distinguishing architectural features such as simple/clean forms that resembles a Spanish Colonial Revival style. The building design contains a red clay/tile roof (with little to no overhang) with hip/pyramid-style roofs at the northern and southern ends of the building. The building's frontage is designed with a horizontal band directly under the roofline (with a slight overhang) that runs across the entire length of the building's frontage. The building's front entry system contains four (4) pedestrian entryways, metal awnings/trim and expansive arched-glass windows. Furthermore, the applicant is proposing to finish all exterior facades of the building with a smooth stucco treatment. Overall, the site and building design of the proposed multi-tenant development is consistent with the El Monte Comprehensive Design Guidelines.

Given the consistency with the Zoning Code, business operation, security, and architectural design plans, it is staff's assessment that the nature of the proposed multi-tenant spaces are compatible with the surrounding area and not determined to be more intense in operations than the previous single tenant retail use. Additionally, given the dilapidated condition of the existing building, the proposed project has been designed in a manner that would enhance the aesthetics of the site and complement the existing character of the surrounding area. Based on staff's analysis of the issues, the proposed project would be compatible with adjacent land uses and will not result in any negative impacts to the surrounding land uses.

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, Police and Fire) to check development proposals for conformity with the provisions established in the City's Municipal Code. Additionally, the review process ensures that each development proposal is designed to be compatible with any existing structures on-site and/or the neighboring properties. In turn, the quality and economic health of local residential, commercial and industrial districts are maintained. 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 within a 300-foot radius of the subject property.

ENVIRONMENTAL REVIEW:

In accordance with the requirements of the California Environmental Quality Act (CEQA) of 1970, as amended, this project is Categorical Exempt under Section 15301 (Class 1 – Existing Facilities) of the CEQA Guidelines, as amended.

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL:

In order to approve the project, the Planning Commission is required to make certain findings. Sections 6 of the draft resolution contain recommended findings and Section 7 contains the conditions of approval for the Planning Commission's consideration.

RECOMMENDATION:

Staff recommends that the Planning Commission evaluate the proposal and consider the following Actions:

- A. Adopt a Categorical Exemption Under Article 19 Section 15301 (Class 1 – Existing Facilities) pursuant to the California Environmental Quality Act and Guidelines; as amended; and
- B. Approve Conditional Use Permit No. 31-19, subject to the recommended Conditions of Approval contained in Resolution No. 3564

ATTACHMENTS:

- A. Resolution No. 3564
- B. Development Plans
- C. Operation Plan
- D. Site Photographs
- E. Public Hearing Notice, Radius Map & Photo of Public Notice Posting

RESOLUTION NO. 3564

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 31-19 TO ALLOW THE CONVERSION OF AN EXISTING 6,158 SQUARE FOOT SINGLE-TENANT COMMERCIAL BUILDING INTO A MULTI-TENANT COMMERCIAL BUILDING WITH FOUR (4) TENANT SPACES LOCATED IN THE C-3 (GENERAL COMMERCIAL) ZONE, AND ADOPTING A CATEGORICAL EXEMPTION FOR THE PROPERTY LOCATED AT 3927-3933 BALDWIN AVENUE, EL MONTE, CALIFORNIA

The Planning Commission of the City of El Monte, County of Los Angeles, State of California, does hereby find, determine and resolve as follows:

SECTION 1 – PROJECT DESCRIPTION. On November 17, 2019, Jennifer Ho, 5823 Golden West Ave, Temple City, CA 91780, filed an application for Conditional Use Permit. 31-19 to convert an existing 6,158 square foot single-tenant building into a multi-tenant commercial building with four (4) tenant spaces on a 18,168 square foot parcel.

SECTION 2 – PUBLIC HEARING. This request is made pursuant to the requirements of Chapter 17.24.040 (42) of the El Monte Municipal Code (EMMC). The property is located at 3927-3933 Baldwin Avenue, on the west side of Baldwin Avenue, and described as follows, to-wit

APN: 8577-013-021, -038, -039

Pursuant to which after due notice as required by law, a full and fair public hearing was held to consider Conditional Use Permit No. 31-19 before this Planning Commission on January 21, 2020 at which time, all interested persons were given full opportunity to be heard and present evidence.

SECTION 3 - ZONING. The property is currently located within the C-3

(General-Commercial) zone. Adjacent properties are as follows:

- North: C-3; General Commercial
- South: C-3; General Commercial
- West: R-3 & R-4; Single & multi-family residences
- East: C-3; General Commercial

SECTION 4 - GENERAL PLAN. The General Plan Land Use Designation

is General Commercial. The proposed project is consistent with the goals and objectives of the General Plan for the General Commercial land use designation.

SECTION 5 - ENVIRONMENTAL. In accordance with the criteria and

authority contained in the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines as amended, staff has conducted the appropriate environmental analysis and based on that assessment, the City has determined the project to be Categorical Exempt by Article 19, Section 15301 (Class 1- Existing Facilities) in accordance with the requirements of the State CEQA Guidelines. No further environmental assessment is required.

SECTION 6 – CONDITIONAL USE PERMIT FINDINGS. All necessary

findings for the granting of Conditional Use Permit No. 31-19, to convert an existing 6,158 square foot single-tenant commercial building into a multi-tenant commercial building with four (4) tenant spaces, pursuant to Section 17.24.040(42) of the EMMC can be made in a positive manner and are as follows:

- A. The granting of such Conditional Use Permit will not be detrimental to the public health or welfare or be injurious to the property or to improvements in such zone or vicinity.

Finding of Fact:

The proposed multi-tenant commercial building will provide a total of four (4) tenant spaces for professional medical/pharmaceutical uses. Therefore, activity on the site

will be limited as the building would not provide retail uses and will maintain regular business hours that do not conflict with the adjacent neighborhood uses. The proposed project will be required to comply with all Conditions of Approval including all Building & Safety, Engineering/Public Works and County Fire Department requirements. Furthermore, Staff has determined that granting the Conditional Use Permit for the proposed establishment will not be detrimental to the public health, safety, or general welfare nor will it be materially injurious to the properties and its surrounding land uses.

- B. The use applied for at the location indicated is properly one for which a Conditional Use Permit is authorized.

Finding of Fact:

The subject property is zoned C-3 (General Commercial). In accordance with EMMC Section 17.24.040(42) multi-tenant developments can be located in the C-3 zone provided that a Conditional Use Permit is obtained.

The project site and building is currently unoccupied. The project proposes to convert the existing single-tenant commercial building into a multi-tenant commercial building with a total of four (4) tenant spaces. The proposed project will improve the site and its surroundings, including the building's facades, streetscape along Baldwin Avenue while creating an environment that is better suited for a mixture of commercial uses. The contemporary modern architectural detailing of the proposed development provides an attractive and human scale project that is visibly pleasing and enhances the prominent corridor of Baldwin Avenue. The facades of the buildings utilize high-quality building materials such as smooth stucco, decorative metal awnings/trim and expansive storefront windows. The combination of smooth stucco and roofing material provides a clean and modern aesthetic that could be attributed to a Spanish Colonial architectural style. The coordinated color and material scheme unify the project. The proposed project materials are designed to retain an adequate level of maintenance and comply with the Community Design Element principles of the El Monte General Plan of 2011.

- C. The site for the proposed use is adequate in size and shape to accommodate said uses; and that all yards, spaces, walls, and fences, parking, loading, landscaping and other features required to adjust said use with the land and surrounding uses are provided.

Finding of Fact:

The proposed multi-tenant development project will occupy an existing site that is adequate in size and shape to accommodate the proposed uses as it is an existing building that will be renovated/improved. Furthermore, because the tenant spaces will be occupied by professional office uses, activity on the site is expected to be limited, as the building would not provide any retail uses and will maintain regular business hours that do not conflict with the adjacent neighborhood uses. Furthermore, the existing yards, spaces, walls and fences are adequate to

accommodate the project. In addition, the parking lot will be redesigned to provide a pedestrian path with open space/seating and additional landscaping.

- D. The site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed use.

Finding of Fact:

The site is located on the west side of Baldwin Avenue, between Valley Boulevard and Rose Avenue, with a 25-foot wide driveway opening located relatively at the center of the site. Baldwin Avenue is classified as a “Major Arterial,” thus requiring a 30-foot wide driveway opening. However, because the existing building on the site will not provide additional square footage, the applicant is not required to widen the driveway opening to 30 feet; therefore, the site and driveway would be capable of accommodating the amount and intensity of traffic that the project site would generate as it is an existing development that is considered “legal non-conforming.”

- E. The granting of such Conditional Use Permit will not adversely affect the purpose, goals, and policies of the El Monte General Plan of 2011.

Finding of Fact:

The subject property has a General Plan land use designation of General Commercial, which supports a variety of land uses that create a vibrant environment. The proposed multi-tenant development will provide medical office uses which are consistent with the goals of the General Commercial land use designation. Furthermore, with the approval of the project’s conditions of approval, staff has determined that the proposed use will not adversely affect the goals of the City’s General Plan.

SECTION 7 – CONDITIONS OF APPROVAL. The Planning Commission

determines that the project is Categorically Exempt under Article 19 Section 15301 (Class 1 – Existing Facilities) in accordance with the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, as amended, and does hereby approve Conditional Use Permit No. 31-19, subject to the following conditions:

GENERAL

1. The project shall substantially conform to Conditional Use Permit No. 31-19 and the associated plans presented to the Planning Commission on January 21, 2020.
2. The Conditional Use Permit approval as contained herein shall be effective for a period one (1) year from the date of approval; provided however, that prior to such

date, all required business license permits/certificates and Building permits have been obtained by January 26, 2021 or a time extension shall be requested.

3. A copy of the approving resolution shall be printed or attached to the development plans that are to be submitted during the plan check process.
4. All applicable conditions of approval shall be met or deemed to have been addressed by the City Planner or designee prior to final inspection and prior to either issuance of building permits or occupancy of any buildings.
5. All Planning Division, Building Division, Code Enforcement Division, Engineering Division, and Los Angeles County Fire Department standards and conditions shall be complied with prior to the issuance of Building Permits or another time specified in the conditions or approval or as outlined in City Codes.
6. The applicant and property owner shall sign and submit an affidavit accepting all conditions of approval contained in the Planning Commission Resolution prior to issuance of Building Permits for the proposed project.
7. 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.
8. All business activities and all storage shall take place within the confines of the building. There shall be no outdoor display, advertisement, merchandizing, debris, and storage of containers and inoperable vehicles at any time. No storage of materials or supplies or inventory shall be permitted outside of the structure. Outdoor seating and other amenities may be permitted outdoors subject to Planning Division and Building Division approval.
9. All operations of any preapproved mechanical equipment shall be conducted within an enclosed building and that all openings to the building shall be maintained in a closed position at all times of business operations.
10. If security issues in the publically accessible area of the project are identified by City staff, the applicant shall work with staff to address the security issues through the installation of additional cameras or other means of security to the satisfaction of the Community & Economic Development Director.

LEGAL

11. 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.

12. Subject to review and applicability by the Community & Economic Development Director, Public Works Director, and the City Attorney and to ensure ongoing compliance with the conditions of approval set forth under this resolution and to ensure that the property and all improvements located thereupon are properly maintained, the applicant (and the owner of the property upon which the authorized use and/or authorized improvements are located if different from the applicant) shall execute a maintenance agreement with the City of El Monte which shall be recorded against the property and which shall be in a form reasonably satisfactory to the City Attorney. The maintenance agreement shall contain covenants, conditions and restrictions relating to the following:

- a. Compliance with operational conditions applicable during any period(s) of construction or major repair (e.g., proper screening and securing of the construction site; implementation of proper erosion control, dust control and noise mitigation measure; adherence to approved project phasing etc.).
- b. Compliance with ongoing operational conditions, requirements and restrictions, as applicable (including but not limited to hours of operation, security requirements, the proper storage and disposal of trash and debris, and/or restrictions on certain uses, including uses determined by the Planning Commission (or the City Council upon appeal) to be incompatible or inconsistent with any authorized uses; compliance with applicable State and/or federal statutes and regulations, including but not limited to compliance with statutes and regulations regarding the appropriate operating guidelines for certain equipment (e.g., emissions standards, radio frequency emissions standards etc.);
- c. Ongoing compliance with approved design and construction parameters, signage parameters and restrictions as well as landscape designs, as applicable;
- d. Ongoing maintenance, repair and upkeep of the property and all improvements located thereupon (including but not limited to controls on the proliferation of trash and debris about the property; the proper and timely removal of graffiti; the timely maintenance, repair and upkeep of damaged, vandalized and/or weathered buildings, structures and/or improvements; the timely maintenance, repair and upkeep of exterior paint, parking striping, lighting and irrigation fixtures, walls and fencing, publicly accessible bathrooms and bathroom fixtures, landscaping and related landscape improvements and the like, as applicable);

CONSTRUCTION

13. The Applicant shall ensure that the contractors conduct construction activities between the hours of 7:00 AM and 6:00 PM on weekdays and 9:00 AM to 5:00 PM on Saturdays, with no construction permitted on Sundays or Federal holidays.

14. The applicant shall distribute a notice prior to the commencement of construction activities to residents within 300 feet of the project boundary of properties that abut the project site. The notice shall include the contact information of the project manager and City of El Monte Planning Division staff.
15. The project must comply and be designed to meet the all requirements of the applicable California Building Code. All building safety, geotechnical, mechanical, electrical, plumbing, and accessibility requirements will be reviewed for compliance during plan review.
16. Prior to commencing demolition and site preparation activities, the project site shall be secured with a fence to prevent unauthorized access to the site and the fence shall contain a screening material to screen construction activities from view. The temporary screening fence shall be installed to the satisfaction of the Economic Development Department and shall be maintained in good condition (free of tears, holes, crack lines, debris, etc.) at all times. At the primary entrance to the site, the screening material shall be reduced to a maximum height of four feet to provide visibility into the site at all times and for public safety purposes. The project site shall also have a minimum of one sign of quality material depicting the proposed development, which shall include renderings, project opening date, and City Council information. The signs shall be designed and installed to the satisfaction of the Economic Development Department and maintained in good condition (free of tears, graffiti, holes, cracks, fading, debris, etc.) at all times.
17. Prior to the demolition of any existing property line walls and/or fences and construction of a new property line concrete block wall(s), the developer shall make reasonable efforts to coordinate and obtain approval from neighboring property owner(s) to remove any existing wall(s) and/or fence(s). Written authorization from the neighboring property owner shall be provided for the removal of an existing wall and construction of a new shared property line wall upon submittal for plan check.
18. Prior to the commencement of construction on the site, the developer shall schedule a pre-construction meeting between the general superintendent or field representative and the Planning Division to discuss the approved plans and construction requirements.
19. The developer and project construction manager shall be required to work with City Staff to identify all public and private schools within a 1000-foot radius from the project site. The applicant/construction manager shall be required to contact all identified schools to notify the principal of the school about the proposed project, construction periods, and planned trucking routes, and to coordinate trucking activities to and from the site. All project sites located within this specified radius shall be required to maintain one onsite flag personnel to direct trucking activities coming to and leaving the site during specific delivery times as designated by the Economic Development Director. The applicant shall be required to submit to the

Planning Division a written letter showing evidence that this condition has been satisfied prior to issuance of a building permit.

20. During the construction process all related activities, including but not limited to, loading, unloading, storage of equipment and materials, and parking of employee vehicles are prohibited within the public R.O.W. All such activities shall be conducted only on the project site and not in the public R.O.W.
21. All onsite activities shall comply with the City of El Monte Noise Ordinance at all times.
22. All trash and refuse (i.e. solid waste) shall be disposed of in dumpsters or other like containers; and all such waste shall be removed from the premises on a routine basis, as provided under EMMC Chapter 8.20, by a solid waste hauler duly franchised to provide such service to the property. Applicant shall divert fifty percent (50%) of its solid waste through recycling services provided by a solid waste hauler duly franchised to provide such service to the property. Pending completion of all construction activities upon the property, surplus construction materials shall be stored so as to be screened from view when not actually in use. All construction and demolition debris shall be removed from the property in compliance with EMMC Chapter 8.20. The removal of all solid waste arising out of the construction and demolition process shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services for construction and demolition projects within the City of El Monte. The removal of all other wastes from the property shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services to residential and commercial properties within the City of El Monte.
 - a. Prior to the issuance of a Building Permit, the developer shall submit to the Building Safety Division, the Environmental Services Division and the City Code Enforcement Division, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to ensure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
 - b. Prior to final approval for occupancy, and in addition to any other requirements set forth under the El Monte Municipal Code or by the Chief Building Official, the developer shall submit to the Building and Safety Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed and/or diverted.
 - c. Except as otherwise authorized pending the completion of the construction and demolition activities authorized under this resolution, solid waste containers and bulky items may not be stored or maintained at locations designated for parking and must be maintained in those locations designated for the temporary storage of solid waste and bulky items.
23. The site and the public R.O.W. adjacent to any portions of the site shall be maintained in a condition which is free of debris both during and after the construction, addition or implementation of the entitlements granted herein. All trash

and refuse shall be disposed of in dumpsters and be removed from the premises on an as needed basis. Any surplus construction materials shall be stored so as to be screened from public view when not actually in use and be removed from the property upon completion of construction activities. The removal of all trash, debris, and refuse, whether during or subsequent to construction shall be done only by the property owner, the applicant or by a permitted waste contractor, who has been authorized by the City to provide collection, transportation, and disposal of solid waste from residential, commercial, and construction areas within the City.

- a. Prior to issuance of a Building Permit, the developer shall submit to the City, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to insure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
- b. Prior to final approval for occupancy, the applicant shall submit to the Planning Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed.

24. Fire protection facilities; including access, must be provided prior to and during construction.

25. All staging areas and storage of equipment and materials shall be set back from adjacent residential uses.

SITE PLAN

26. The pedestrian path of travel shall be redesigned to extend from the sidewalk/P.R.O.W. to the building's front entryway system while connecting to the proposed public open space. The pedestrian path of travel is not allowed to be accessed from the driveway approach.

27. The Applicant shall submit a composite development plan showing all required and intended public and private improvements for the land parcels and public roadway as delineated in the development plans approved herein.

28. Decorative vehicular pavers shall be installed along the driveway to the satisfaction of the Planning Division.

29. Decorative pedestrian pavers shall be installed within the public open space area to the satisfaction of the Planning Division.

30. The applicant shall provide additional amenities such as seating, raised planters, a fountain/water feature, and/or public art, etc. within the public open space. The public open space shall comply with all provisions of the Commercial Design Guidelines. During the plan check process, the applicant shall provide cut sheets of the selected decorative items.

The applicant shall install a minimum of one (1) electrical vehicle charging station within the parking lot.

31. The project shall provide bicycle racks with a minimum of four (4) bicycle parking spaces for the development. All bicycle racks and associated equipment shall be decorative and match/compliment the design of the overall development.
32. The applicant shall provide one (1) loading space of 15 feet by 25 feet. The loading space shall be marked and designated for loading activities only. All trucks used for incoming and outgoing deliveries shall be limited to a maximum of 25 feet in length.
33. The back-up or idling of commercial trucks is prohibited along Baldwin Avenue.
34. Automatic gas shut off/earthquake safety valves shall be installed for each gas meter location and shall be fully screened from view.

LANDSCAPING

35. The applicant shall be required to submit to the Planning Division for review and approval of a detailed landscape/irrigation plan for the site that is prepared by a State Licensed Landscape Architect. The plan shall address the following items:
 - a. Comply with the State mandated Model Water Efficient Landscape Ordinance (MWELO) 2015 update and Chapter 17.11 - Water Efficiency of the El Monte Municipal Code (EMMC). The document package may be downloaded on the City website under Building and Safety or contact the Building and Safety Division at (626) 580-2050.
 - b. An automatic timed underground irrigation system shall be installed and maintained for each landscaped area.
36. The landscape plan shall provide for a variety of groundcover, grasses, shrubs, perennials, and ornamental trees with various textures, heights, size and a variety of foliage and flower color, per EMMC Section 17.10.030(A)(1). The landscape plan shall include a Plant Legend containing: plant symbol, scientific name of plant material, common name of plant material, plant container size, and plant spacing in "inches". Single row and triangle plant spacing are preferred. Very low, low and medium water usage plant materials are encouraged.
37. All of the existing palm trees along Baldwin Avenue shall be removed and replaced with a minimum of six (6) 24" box shade trees with compatible groundcover and/or shrubs that encompasses the entire landscape planters along the P.R.O.W.
38. All landscape and irrigation areas shall be installed prior to a certificate of occupancy, which shall be approved by the Planning Division.

LIGHTING

39. The developer shall submit for review by the Planning Division and the Engineering Department, the design and specifications for all proposed lighting fixtures proposed for the buildings, drive aisles, parkways, parking areas, pathways, and surrounding areas within the development. The fixtures shall be reviewed for quality, aesthetics, illumination values, sustainability values such as LED and shall be decoratively and architecturally consistent with the building design. The number, location, height, style and design shall be reviewed and approved by the Planning Division and Engineering Department prior to issuance of building permits.
40. All light fixtures that are adjacent to residential uses shall provide light shields to prevent spilling over to adjacent properties.

UTILITIES AND MECHANICAL EQUIPMENT

41. All onsite utilities service lines shall be underground and not visible to the public view.
42. The applicant shall submit a composite utility plan depicting the location of above ground utility appurtenances. The exact location of the equipment shall be approved by the Planning Division, during the plan check process, and shall be installed as per approved plans. They shall not be allowed within a required parking, turnaround and landscape areas or on any façade facing a public street.
43. All mechanical equipment placement and screening shall be included on the composite utility plan and shall be reviewed and approved by the Planning Division prior to installation. Where practicable and as shown on the plans approved by the Planning Commission in the course of obtaining the requested entitlements, mechanical equipment, heating, ventilation, air conditioning (HVAC) units, satellite dish systems, solar panels, thermal solar heaters, utility meters, above ground utility and fire safety connections will be, screened, located out of public view or be architectural integrated into the project design. Plant material is not an acceptable screening device.

ARCHITECTURE

44. All building facades shall be finished with smooth stucco.
45. The Applicant shall renovate the existing trash enclosure to comply with the City's current requirements/standards. The applicant is required to submit a design for the onsite trash enclosure for review and approval by the Planning Division and the City's Solid Waste Service Provider during the plan check process. The trash enclosure shall be screened and buffered from public view and include a designated area for solid waste disposal and a designated area for recycling disposal. The design will be reviewed for aesthetic value and use of quality materials. All outside

trash and garbage collection areas shall be paved and enclosed on at least three (3) vertical sides by a solid five (5) foot high wall and on the fourth side by a decorative view obscuring gate to screen the containers from view. Trash enclosures shall be of a size sufficient to contain all trash containers maintained outside the building. The finish and color of the enclosure shall be designed to match a primary element from the site's building style and to include a decorative solid roof cover and drain that connects to the sewer system.

46. During the plan check process the elevations shall be printed in color. All proposed materials and stucco shall be presented on a board and noted on the architectural plans. The applicant shall work with staff regarding the final color of the awning, to ensure it provides enough contrast with the other colors of the building.

SIGNAGE

47. The existing monument sign shall be re-stuccoed/painted and refurbished to match/compliment the building.
48. The Applicant shall submit a Master Sign program for the property prior to the issuance of a sign permit. All proposed signage will be subject to Planning Division review and approval and must comply with current signage regulations outlined in the EMMC.
49. Window signage shall not exceed ten (10) percent of the window area. Only signs displaying the business name, operational status, and hours of operations may be approved.
50. Cabinet/canister type of signage is prohibited.
51. Foam lettering is prohibited.

SECURITY/SURVEILLANCE

52. The applicant shall provide a security plan that includes a security system with HD cameras for the commercial building and parking areas prior to occupancy of the building. The plan shall incorporate a high definition recording camera surveillance system. The plan shall be reviewed by the El Monte Police Department and such recording shall be available for the El Monte Police Department for a minimum of 45 days. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety.

ENGINEERING DIVISION COMMENTS

53. In the event that water and sewer connections are provided for each tenant, improvement plans will be required for an encroachment permit to construct within the City's P.R.O.W.

BUILDING DIVISION COMMENTS

54. Plans submitted shall conform to the 2019 California Building Codes and California Green Building Code.
55. The project shall provide all disabled access requirements and complete details on the plans prior to plan review submittal and conform to Chapter 11B.

SECTION 10 – PLANNING COMMISSION APPROVAL. That the

Secretary of the Planning Commission of the City of El Monte, California, shall certify to the adoption of this resolution and shall cause a copy of the same to be forwarded to the applicant.

Cesar Peralta, Chairperson

ATTEST:

Jason Mikaelian, AICP, Secretary
El Monte City Planning Commission

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Jason Mikaelian, AICP, Secretary of the Planning Commission of the City of El Monte, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 3564 adopted by the Planning Commission of the City of El Monte, at a regular meeting by said Commission held on January 21, 2020, by the following votes to wit:

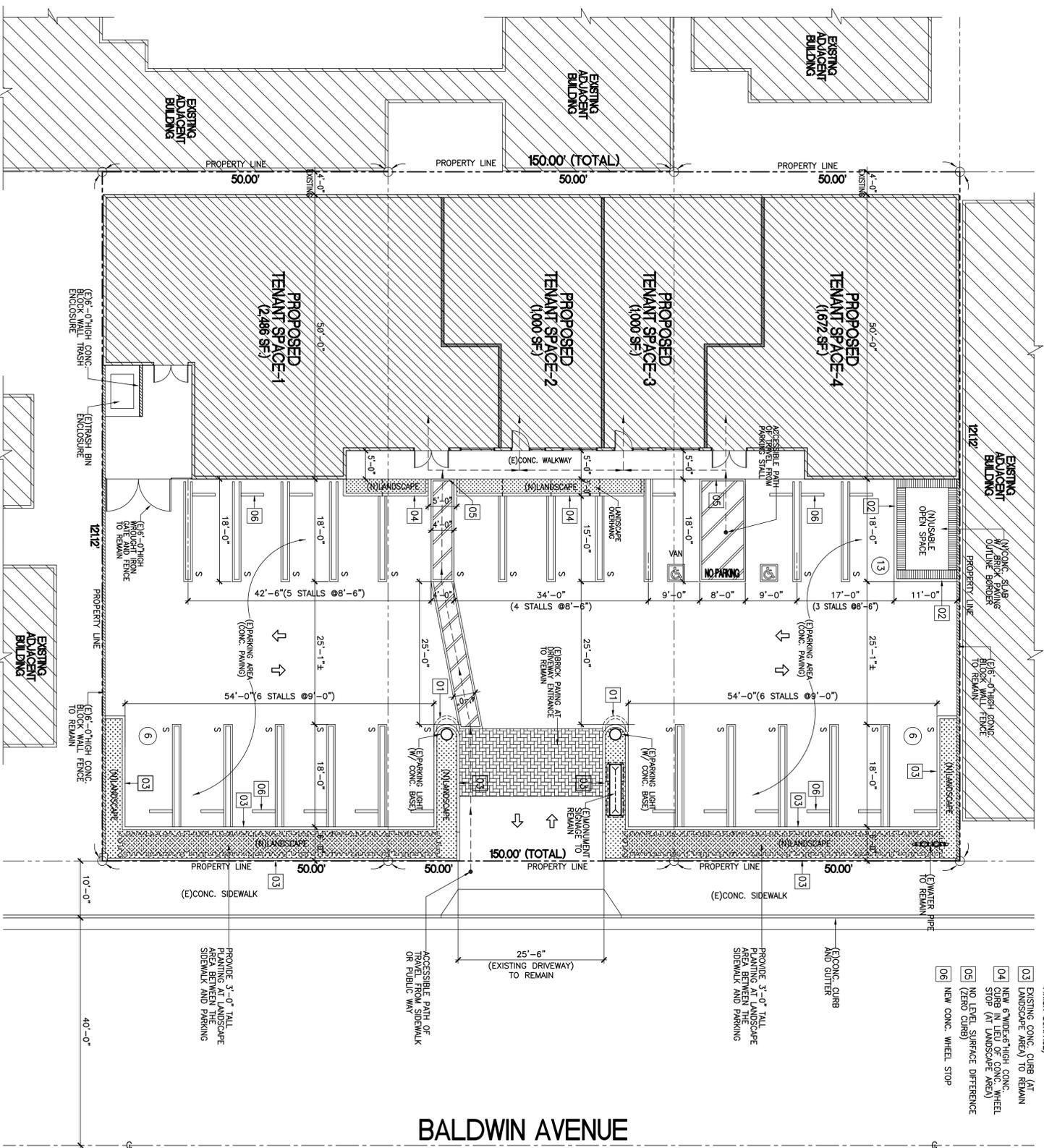
AYES:

NOES:

ABSTAIN:

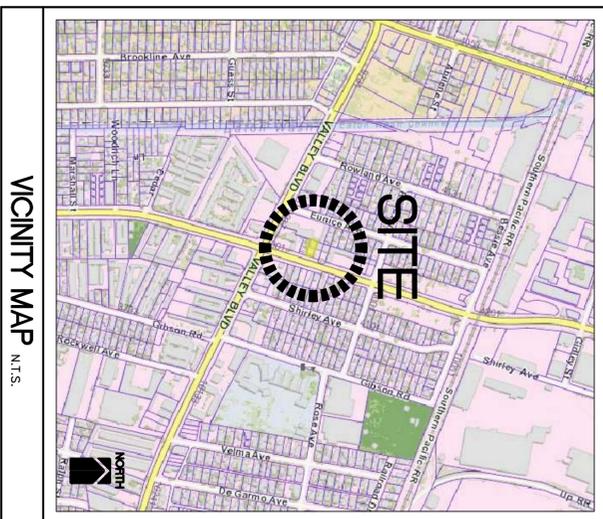
ABSENT:

Jason Mikaelian, AICP, Secretary
El Monte City Planning Commission



- SITE LEGEND:**
- 01 EXISTING CONC. CURB TO BE CUT/REMOVED AND REPLACED WITH NEW 6" WIDE-HIGH CONC. CURB TO MATCH W/ EXISTING
 - 02 NEW 6" WIDE-HIGH CONC. FINISH SURFACE
 - 03 EXISTING CONC. CURB AT EXISTING AREA TO REMAIN
 - 04 NEW 6" WIDE-HIGH CONC. WHEEL STOP (AT LANDSCAPE AREA)
 - 05 1/2" LABEL SURFACE DIFFERENCE (ZERO CURB)
 - 06 NEW CONC. WHEEL STOP

BALDWIN AVENUE



VICINITY MAP
N.T.S.

PROJECT INFORMATION:

- PROJECT NAME: PROPOSED INTERIOR RENOVATION AND RENOVATION AND EXISTING (1)-STORY COMMERCIAL BUILDING
- PROJECT ADDRESS: 3927-3933 BALDWIN AVENUE EL MONTE, CA 91731
- OWNER AND ADDRESS: J & V ESTATES, LLC 3927-3933 BALDWIN AVENUE EL MONTE, CA 91731
- EXISTING BUILDING FLOOR AREA: = 6,158 SF.
- GROSS LOT AREA: = 18,168 SF.
- CITY ZONING: = C-3
- LAND USE DESCRIPTION: = GENERAL COMMERCIAL
- TYPE OF OCCUPANCY: = M, B
- TYPE OF USE: = MARKET
- TYPE OF CONSTRUCTION: = TYPE V-B
- PARKING: = 25 STALLS
- PARKING PROVIDED: (25 STALLS) STANDARD ACCESSIBLE = 2 STALLS TOTAL = 23 STALLS
- SPRINKLER SYSTEM: = NO

- ARCHITECT: CMC ARCHITECTS AND ENGINEERS 783 PHILLIPS DRIVE CITY OF INDUSTRY, CA 91748 TEL: (626) 569-1810 CONTACT: MING CHUNG
- GOVERNING CODES APPLIES: 2016 CALIFORNIA BUILDING CODE (CBC) 2016 CALIFORNIA ELECTRICAL CODE (CEC) 2016 CALIFORNIA MECHANICAL CODE (CMC) 2016 CALIFORNIA PLUMBING CODE (CPC) 2016 CALIFORNIA FIRE CODE (CFC) 2016 CALIFORNIA ENERGY EFFICIENCY STANDARD (CEES) 2016 CALIFORNIA GREEN BUILDING STANDARD (CGBS)

EXISTING SITE PLAN (WITH PROPOSED PARKING STRIPING)

SCALE: 3/32" = 1'-0"

1



783 PHILLIPS DRIVE
CITY OF INDUSTRY CA 91748
TEL: (626) 569-1810

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No.	NOTE	DATE	APP.



PROPOSED INTERIOR RENOVATION AND STOREFRONT FACADE IMPROVEMENT FOR EXISTING (1)-STORY COMMERCIAL BUILDING
3927-3933 BALDWIN AVENUE
EL MONTE, CA 91731

DATE	SCALE	BY	CHK.	APP.	DATE	SCALE	BY	CHK.	APP.

EXISTING SITE PLAN (WITH PROPOSED PARKING STRIPING)

DRAWING NO. A-10

DATE: 11/5/2019

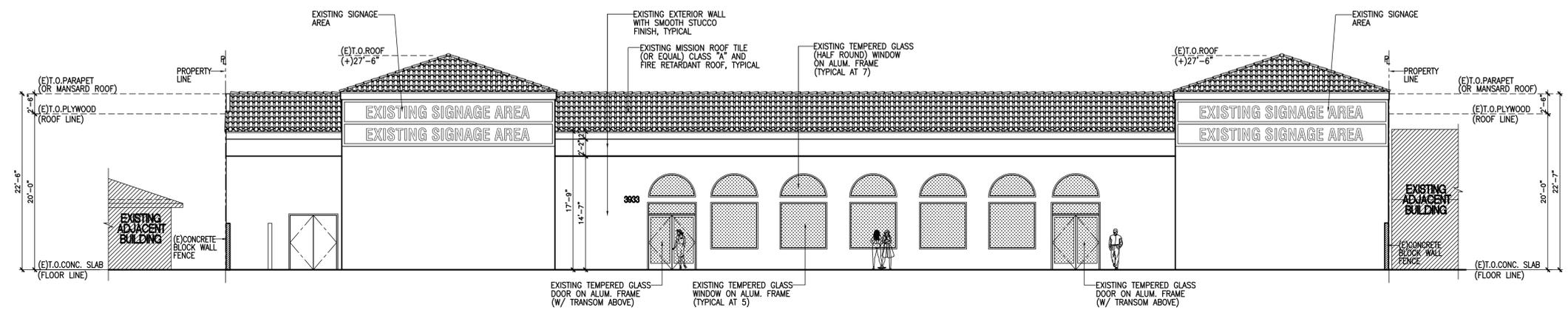
SCALE: 3/32" = 1'-0"

BY: MING CHONG

CHK.: MING CHONG

APP.: MING CHONG

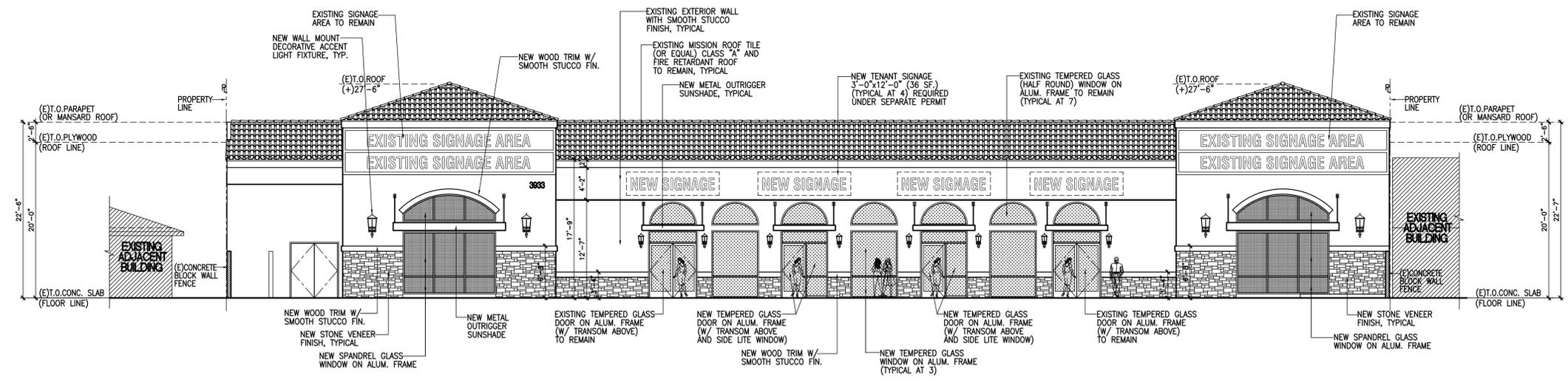
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(FOR REFERENCE ONLY)

EAST ELEVATION (EXISTING STOREFRONT FACING BALDWIN AVENUE)

1/8"=1'-0"
SCALE 1



EAST ELEVATION (WITH PROPOSED STOREFRONT FACADE IMPROVEMENT FACING BALDWIN AVENUE)

1/8"=1'-0"
SCALE 2



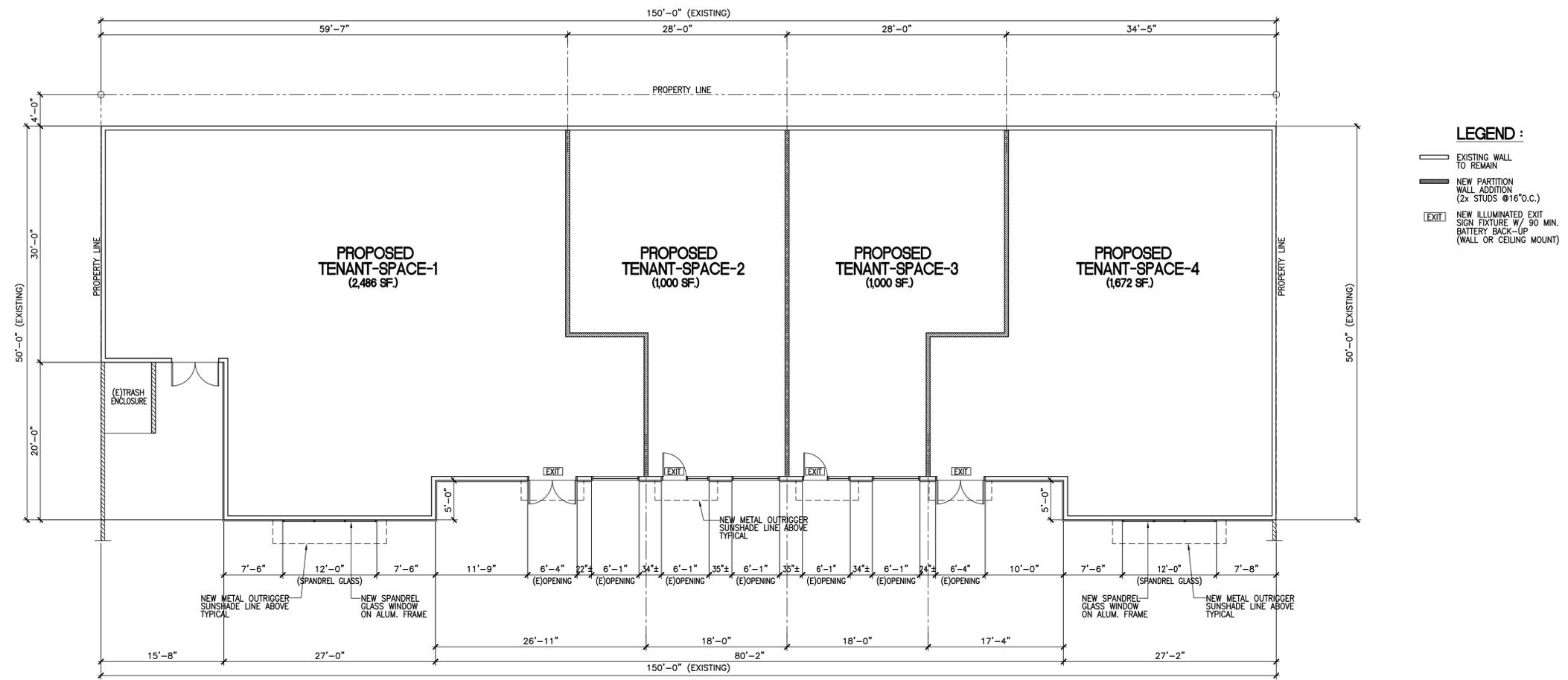
PROJECT NAME
PROPOSED INTERIOR RENOVATION AND STOREFRONT FACADE IMPROVEMENT FOR EXISTING (1)-STORY COMMERCIAL BUILDING
3927-3933 BALDWIN AVENUE
EL MONTE, CA 91731

DRN	ECLR	DRAWING NAME BUILDING ELEVATIONS (STOREFRONT FACING BALDWIN AVENUE)	DRAWING NO. A-3.0	DB NAME
DES	ECLR			
CHK	M.CHUNG			
APP.	M.CHUNG			
P.M.				
CLIENT APP.	DATE	SCALE	DRAWING NO.	DB NAME

W:\2019\113927 BALDWIN AVE\CUP APPROVAL\113927 A-3.0.dwg, A-3.0, 10/30/2019 4:51:10 PM

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REVISIONS		
No.	NOTE	DATE



PROJECT NAME
PROPOSED INTERIOR RENOVATION AND STOREFRONT FACADE IMPROVEMENT FOR EXISTING (1)-STORY COMMERCIAL BUILDING
 3927-3933 BALDWIN AVENUE
 EL MONTE, CA 91731

DRN	ECLIR	DRAWING NAME FLOOR PLAN
DES	ECLIR	
CHK	M.CHUNG	
APP.	M.CHUNG	
P.M		
CLIENT APP	SIGN DATE SCALE	DRAWING NO. DB NAME
		A-2.0

FLOOR PLAN 1/8"=1'-0" SCALE 1

December 17, 2019

City of El Monte
Community of Economic Development Department
11820 Valley Boulevard,
El Monte, CA 91731

J&V Estates, LLC
5823 Golden West Ave,
Temple City, CA 91780

Subject: Conditional Use Permit No. 31-19
(3927-3933 Baldwin Ave)

Dear Ms. Donovanik,

In response to your Conditional Use Permit under Section – Business Operation Plan. Our business operation plan of the building at 3927-3933 Baldwin Ave consists of a Family Practice medical office and Pharmacy which will occupy two sub-units of the building. Currently our medical practice resides in Rosemead for about eight years. We plan to move our existing medical practice and a new pharmacy to the Baldwin Ave building once the internal and external developments have been remodeled.

At this time, our current medical practice hours of operation at the Rosemead clinic is as follows:

Monday: 9:00 A.M. to 6:00 P.M.

Tuesday: 9:00 A.M. to 6:00 P.M.

Wednesday: 9:00 A.M. to 6:00 P.M.

Thursday: 9:00 A.M. to 6:00 P.M.

Friday: 9:00 A.M. to 5:00 P.M.

Saturday: 9:00 A.M. to 2:00 P.M.

We plan to have about six staff at the medical office and two staff at the pharmacy. The type of services that we are providing is medical services and pharmaceutical dispensing medication.

Sincerely,



Jennifer Ho
Managing Director
J&V Estates

EL MONTE VILLAGE MARKET
LIQUOR

EXOTIC
PRODUCE



**CITY OF EL MONTE PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

**Hablamos Español favor de hablar con
Sandra Elias (626) 258-8626**

TO: All Interested Parties

FROM: City of El Monte Planning Division

PROPERTY LOCATION: 3927-3933 Baldwin Ave. / APN: 8577-013-039,038,021 (A full legal description of the property is on file in the office of the El Monte Planning Division)

APPLICATION: Conditional Use Permit (CUP) No. 31-19

REQUEST: A Conditional Use Permit is requested to convert an existing 6,158± square foot (sf) single-tenant building into a four tenant commercial building with façade and site improvements. The subject property is 18,168± sf in size and is located in the C-3 (General Commercial) zone. The request is made pursuant to Chapter 17.24.030 (42) of the El Monte Municipal Code (EMMC).

APPLICANT: Jennifer Ho
5823 Golden West Ave
Temple City, CA 91780

PROPERTY OWNER: J & V Estates LLC.
5823 Golden West Ave
Temple City, CA 91780

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 Planning Commission will hold a public hearing to receive testimony, orally and in writing, on the proposed project. The public hearing is scheduled for:

Date: Tuesday, January 21, 2020
Time: 7:00 p.m.
Place: El Monte City Hall East - City Council Chamber
11333 Valley Boulevard El Monte, California

Persons wishing to comment on the environmental documentation or proposed application may do so orally or in writing at the public hearing or in writing prior to the meeting date. Written comments shall be sent to Marlene Vega; El Monte City Hall West; 11333 Valley Boulevard; El Monte, CA 91731 or at mvega@elmonteca.gov. If you challenge the decision 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 Planning Commission at, or prior to, the public hearing. For further information regarding this application please contact Marlene Vega at (626) 258-8626. Monday through Thursday, except legal holidays, between the hours of 7:00 a.m. and 5:30 p.m.

Published and
mailed on: Thursday, January 9, 2020

City of El Monte Planning Commission
Jason Mikaelian, AICP, Planning Commission
Secretary

TITLE: OWNERSHIP MAP

ADDRESS:
3927 BALDWIN AVE
EL MONTE CA 91731

PROPERTY OWNER(S):
J & V ESTATES LLC
3823 GOLDEN WEST AVE
TEMPLE CITY CA 91780-2204

APPLICANT(S):
CMC ARCHITECTS AND ENGINEERS
783 PHILLIPS DR
CITY OF INDUSTRY CA 91748
(818) 468-2505

LEGAL DESCRIPTION:
-TR-7007 (EX OF ST) LOTS 65, 66, AND 67

APN:
8577-013-021, 038, 039

ACREAGE: ± 0.417 (18,168 SQFT)

THOMAS GUIDE: LOS ANGELES COUNTY
PAGE/GRD: 597/A6

DATE: NOVEMBER 01, 2019

SCALE: 1" = 120'

PROJECT: 1019 119 DRAWN: ISS
SHEET: 1 OF 1 REVISIONS:
INDEX: TITLE: DATE: BY:

T OWNERSHIP MAP

FOR DEPARTMENT USE

CASE NO. _____

RECEIVED BY: _____

DATE: _____



SZETO + ASSOCIATES
LAND USE ENTITLEMENT CONSULTANTS

CONDITIONAL USE - VARIANCE - SUBDIVISION CONSULTING
ZONING - LICENSING - LAND USE PLANNING - RADIUS MAPS
878 WASHBYA RD
MONTEBELLO CA 90640
TEL (626) 512-2600
FAX (323) 246-4007
szetoplans@icloud.com



PRIVATE PROPERTY
TOW AWAY ZONE
VEHICLES NOT AUTHORIZED TO PARK
ON THIS PROPERTY AND THOSE
PARKED IN VIOLATION OF RULES AND
REGULATIONS, WILL BE TOWED.
VEHICLES WILL BE TAKEN TO AND
CAN BE RECOVERED FROM:
HADLEY TOW
626-653-0454
VEHICLES CAN BE RECOVERED ANYTIME DAY
OR NIGHT WITH PROOF OF OWNERSHIP
EL MONTE PD. 626-588-2110
11.18.030 WMC

THE VILLAGE
MARKET

THANK YOU
FOR SHOPPING
HERE
YOUR BUSINESS
IS
APPRECIATED

lite

VEGETABLES

VERDURAS

**HYDRATE LIKE
THE LAKERS**

FRESH PRODUCE

20

**NOTICE OF
PUBLIC HEARING**

CITY OF EL MONTE ECONOMIC DEVELOPMENT DEPARTMENT

DO NOT REMOVE

SMITTY'S SIGNWORKS 626-442-2164

CE
MEAT

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

JASON C. MIKAELIAN, AICP
CITY PLANNER

BY: CRISTINA GRACIANO
ASSOCIATE PLANNER

SUBJECT: TIME EXTENSION FOR MODIFICATION NO. 15-17

LOCATION: 2707 & 2709 TYLER AVENUE

**APPLICANT/
PROPERTY OWNER:** RAMIRO CASTANEDA
2709 TYLER AVENUE
EL MONTE, CA 91733

RECOMMENDATION: APPROVE TIME EXTENSION FOR MODIFICATION NO.
15-17 FOR AN ADDITIONAL 12 MONTHS

BACKGROUND / REQUEST:

On July 10, 2018, the Modification Committee approved Modification No. 15-17 for the following: 1) reduce the required minimum side yard setback from ten (10) feet to six (6) feet; 2) reduce the required minimum rear yard setback from 15 feet to five (5) feet; and, 3) reduce the required off-street parking from two (2), 2-car garages to one (1), 2-car garage and two (2) open parking spaces to legalize a 436 square foot addition to an existing second dwelling unit and to construct a new 2-car garage in the R-3 (Medium-Density Multi-Family Dwelling) Zone. The applicant is requesting a 12-month extension of the approved entitlements to allow additional time to obtain the required permits to begin construction. Permits are ready to issue upon approval of this time extension.

STAFF RECOMMENDATION:

Approve the time extension for Modification No. 15-17 with a new expiration date of July 20, 2020.

ATTACHMENT:

- A. Approval Letter for Modification No. 15-17



CITY OF EL MONTE
ECONOMIC DEVELOPMENT DEPARTMENT

Jason C. Mikaelian, AICP
*Interim Economic
Development Director*

July 11, 2018

Ramiro Castaneda
2709 Tyler Avenue
El Monte, CA 91733

SUBJECT: Modification No. 15-17
(2707-2709 Tyler Avenue)

Dear Mr. Castaneda,

On July 11, 2018, the City of El Monte Modification Committee approved Modification No. 15-17, 1) reduce the required minimum side yard setback from 10 feet to 6 feet; 2) reduce the required minimum rear yard setback from 15 feet to 5 feet; and 3) reduce the required off-street parking from two (2), 2-car garages to one (1), 2-car garage and two (2) open parking spaces for the legalization of a 436 square foot addition to an existing second dwelling unit. The property is zoned R-3 (Medium-Density Multi-Family Dwelling). The request was made pursuant to Chapter 17.20 (Modification/Variance) of the El Monte Municipal Code (EMMC).

There is a ten (10) day appeal period for the Modification Committee's decision. Once the appeal period has passed, the decision becomes effective. The approval is valid for twelve (12) months from the effective date, in which the property owner is responsible for obtaining the necessary permit to begin work on the project. The required findings and the project's conditions of approval are attached for your reference.

If you have any questions, please contact me at (626) 258-8626 or via email at rcontreras@elmonteca.gov.

Sincerely,

Rebecca Contreras
Contract Planner

Approved: 

Enclosures: A. Findings of Approval
B. Conditions of Approval

ENCLOSURE A

FINDING:

- A. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity;

FACT:

Setbacks:

By reducing the minimum side yard setback from 10 feet to six (6) feet and the rear yard setback from 15 feet to five (5) feet for Unit 2, the Modifications will allow the legalization of living space to bring Unit 2 into conformity with the minimum dwelling unit size as specified in the EMMC.

Parking:

In order to comply with current parking requirements, the property owner would need to demolish unpermitted structures to accommodate a new 2-car garage. By allowing the legalization of 436 square feet of living space to Unit 2 and reducing the parking requirement from two (2) two-car garages to one (1) 2-car garage on the lot, Unit 2 will further comply with the parking requirements as specified in the EMMC.

FINDING:

- B. The granting of such modification will not be materially detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity in which the property is located;

FACT:

Granting the Modification will not be detrimental to the public health, welfare, or injurious to the property or improvements in such zone or vicinity in which the property is located.

Setbacks:

By reducing the minimum side yard setback from 10 feet to six (6) feet and the rear yard setback from 15 feet to five (5) feet for Unit 2, the Modifications will allow the legalization of living space to bring Unit 2 into conformity with the minimum dwelling unit size as specified in the EMMC. Staff analyzed the neighborhood and found that additional properties developed with multiple residences are located on similar substandard lot sizes that encroach upon setbacks.

Parking:

In order to comply with current parking requirements, the property owner would need to demolish existing unpermitted structures to accommodate a new 2-car

garage. By allowing the legalization of 436 square feet of living space to Unit 2 and reducing the parking requirement from a two (2) two-car garage to one (1) 2-car garage on the lot, Unit 2 will further comply with the minimum parking requirements as specified in the EMMC.

FINDING:

- C. Because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance is found to deprive the subject property of privileges enjoyed by other properties in the vicinity and under the identical zone classifications;

FACT:

The strict interpretation of the Zoning Code deprives the property of privileges enjoyed by the adjacent properties under the identical zone classifications.

Setbacks:

By reducing the minimum side setback from 10 feet to six (6) feet and the rear yard setback from 15 feet to five (5) feet for Unit 2, the Modifications will allow the legalization of living space to bring Unit 2 into conformity with the minimum dwelling unit size as specified in the EMMC.

Parking:

In order to comply with current parking requirements, the property owner would need to demolish portions of the existing unpermitted structures to accommodate a new 2-car garage. By allowing the legalization of 436 square feet of living space to Unit 2 and reducing the parking requirement from two (2), two-car garages to a one (1) 2-car garage, Unit 2 will further comply with the minimum parking requirements as specified in the EMMC.

FINDING:

- D. The granting of such modification will not adversely affect the comprehensive general plan;

FACT:

The approval of the Modification will not affect the comprehensive general plan and will continue to be consistent with its intent. The proposed project will support the rehabilitation of a residentially developed property, and improve the quality of the neighborhood.

ENCLOSURE B

CONDITIONS OF APPROVAL:

1. The project shall substantially conform to site plan, floor plans and exterior elevations on file with the City Planning Division and as presented to the Modification Committee on July 10, 2018 and as amended herein.
2. The applicant is responsible for complying with all City department/division regulations and guidelines including Building, Engineering and Planning during building plan-check review as well as any requirements of the LA County Fire Department.
3. The applicant is responsible for obtaining the demolition permit for the removal of the unpermitted 242 square foot storage that is encroaching from the adjacent property as shown on the attached Project Plans.
4. The applicant shall work with the Planning Division to install a new decorative wrought-iron fence with pilasters along the front property line.
5. The applicant shall comply with the El Monte Municipal Code (EMMC) Water Efficiency, Chapter 17.11. Additionally, a water efficiency application shall be submitted.
6. The applicant shall submit complete Landscape and Irrigation plans to be reviewed by the Planning Division's Landscape Technician.
7. The proposed landscape palette shall include symbols, botanical name, common name, species, quantity, size and Water Use Classification of Landscape Species (WUCOLS) water use.
8. Additional landscaping will be required along the north property line between the proposed open parking spaces and side property line.
9. As noted in the project plans, the front yard area shall be landscaped to comply with EMMC Landscape Requirements.
10. The applicant shall work with the Planning Division on the location of a minimum three (3) foot wide planter along the south property line. **(Added by Modification Committee on July 10, 2018).**
11. All planter areas shall have a six (6) inch portland concrete curb.
12. Per Public Works Department - Engineering Division, the applicant shall submit a Precise Grading Plan per City Grading Design Manual. The plan shall be signed by a licensed civil engineer or architect. Plan check fees will apply.

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

BY: CRISTINA GRACIANO
ASSOCIATE PLANNER

SUBJECT: TIME EXTENSION FOR CONDITIONAL USE PERMIT
(CUP) NO. 16-17 & DESIGN REVIEW (DR) NO. 06-17

LOCATION: 9650 TELSTAR AVENUE

**APPLICANT/
PROPERTY OWNER:** LSM CONSULTING, INC.
1645 ELEVADO AVENUE
ARCADIA, CA 91006

RECOMMENDATION: APPROVE TIME EXTENSION FOR DESIGN REVIEW NO.
06-17 & CONDITIONAL USE PERMIT NO. 16-17

BACKGROUND

On December 12, 2017, the Planning Commission adopted Resolution No. 3493, approving Conditional Use Permit No. 16-17 and Design Review No. 06-17 to remodel an existing 27,969 square foot industrial building into a multi-tenant shared work space and office uses with ancillary supporting retail/service uses. The expiration date for the project was December 22, 2018. On July 23, 2019, the Planning Commission approved a time extension to extend the expiration period until December 22, 2019. Since the approval of the last time extension, the Applicant has diligently worked toward permit issuance by getting Los Angeles Sanitation and Fire approval, paying the project's development fees and continuously working with Engineering Division.

REQUEST

The Applicant has requested a one (1) year time extension to complete the permitting process. The only item pending is Engineering approval. There are no changes proposed to the project; the project is subject to all Conditions of Approval included in Resolution No. 3493. This request will extend the project approval to December 22, 2020.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission approve a one (1) year Time Extension from the previously approved expiration date, extending Design Review No. 06-17 & Conditional Use Permit No. 16-17 to December 22, 2020.

ATTACHMENTS:

- A. Resolution No. 3493
- B. Time Extension Request from Applicant

RESOLUTION NO. 3493

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 16-17 AND DESIGN REVIEW 06-17 TO ALLOW THE OCCUPANCY OF AN EXISTING BUILDING WITH MULTIPLE TENTANTS AND ADOPTING A CATEGORICAL EXEMPTION FOR THE PROPERTY LOCATED AT 9650 TELSTAR AVENUE, EL MONTE, CALIFORNIA.

The Planning Commission of the City of El Monte, County of Los Angeles, State of California, does hereby find, determine and resolve as follows:

SECTION 1 - PROJECT DESCRIPTION. On July 3, 2017, Wallace Fu Architecture, 40 E. Huntington Drive, Alhambra, CA 91006, filed an application for Conditional Use Permit (CUP) No. 16-17 and Design Review (DR) 06-17 to allow the occupancy of an existing 27,969 square foot building proposed for a multi-tenant work space and office uses with ancillary supporting retail/service businesses. As part of the project, façade and site improvements will be made, including a new 2,236 square foot outdoor concourse and dining area. The property is located in the OP (Professional Office Park) zone. The request is made pursuant to Sections 17.24.040(38) and 17.22.020(D) of the EMMC.

SECTION 2 - PUBLIC HEARING. The property is located at 9650 Telstar Avenue, El Monte, California, and described as follows, to-wit:

APN: 8581-001-070 & 8581-001-071

Pursuant to which after due notice as required by law, a full and fair public hearing was held to consider CUP No. 16-17 and DR 06-17 before this Planning Commission on December 12, 2017, at which time all interested persons were given full opportunity to be heard and present evidence.

SECTION 3 - ZONING. The property is located within the OP (Professional Office Park) Zone. The surrounding zoning and land use of the adjacent properties are as follows:

North: OP; Industrial
South: Rio Hondo Floor Control Channel
East: OP; Industrial
West: OP; Industrial

SECTION 4 - ENVIRONMENTAL. In accordance with the criteria and authority contained in the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines staff has conducted the appropriate environmental analysis and based on that assessment, the City has determined the project to be Categorically Exempt by Article 19 Section 15301 (Class 1 – Existing Facilities) in accordance with the requirements of the State CEQA Guidelines. No further environmental assessment is necessary.

SECTION 5 - GENERAL PLAN. The General Plan Land Use designation is Professional Office Park. The proposed multi-tenant work space and office uses with ancillary restaurant uses is permitted on the subject property upon the approval of a CUP. The Professional Office Park land use designation encourages national and regional offices in the Flair Park district. Staff has determined the proposed project to be consistent with the goals and policies of the 2011 El Monte General Plan.

SECTION 6 - CONDITIONAL USE PERMIT FINDINGS. All necessary findings for the granting of CUP No. 16-17, for the occupancy of a multi-tenant work space and office uses with ancillary restaurant uses, pursuant to Section 17.24.050 of the EMMC can be made in a positive manner and are as follows:

- A. The granting of such conditional use permit will not be detrimental to the public health or welfare or be injurious to the property or to improvements in such zone.

Finding of Fact:

The approval of the CUP will allow the occupancy of an existing facility with a multi-tenant work space and office uses with ancillary restaurant uses. The applicant proposes to occupy the building, which has been vacant for four (4) years, and enhance it to promote improvement in the zone. The proposed use promotes a clean and professional environment. Therefore, the granting of the CUP subject to conditions related to the operation maintenance, and ongoing monitoring of the facility will not be detrimental to the public health and welfare or be injurious to the property or to the improvements in such zone or vicinity.

- B. The use applied for at the location is properly one for which a conditional use permit is authorized.

Finding of Fact:

Pursuant to Section 17.24.040(38) of the EMMC, a multi-tenant work space may be permitted contingent upon approval of a CUP. Additionally, the main tenant is a work space and office use that exemplifies the General Plan's Office Park land use designation.

- C. The site for the proposed use is adequate in size and shape to accommodate said uses; and that all yards, spaces, walls, fences, parking, loading, landscaping and other features required to adjust said use with the land and surrounding uses are provided.

Finding of Fact:

The site is adequate to accommodate the proposed occupancy. The site adequately meets parking requirements with 156 parking spaces for all proposed uses. Per the Zoning Code, the occupancy of the building requires 91 parking stalls for the office use and 41 parking stalls for the restaurant use for a total of 132 parking spaces. The project will also provide ADA parking and accessibility to further accommodate the proposed use. Therefore, staff has determined the site is adequate to accommodate the project.

- D. The site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed uses.

Finding of Fact:

The subject property abuts Telstar Avenue to the west which connects to Flair Drive on the north. A Traffic Impact Study determined that the majority of the intersections are able to carry the kind of traffic generated by the proposed use. The study concluded that the project will have an impact on the Baldwin Avenue and Flair Drive intersection. The intersection warrants a traffic signal, which the proposed use will employ a fair-share contribution to future improvements.

- E. The granting of such conditional use permit will not adversely affect the purpose, goals, and policies of the 2011 El Monte General Plan.

Finding of Fact:

The General Plan land use designation of the subject property is Professional Office Park. The intent of the Professional Office Park designation encourages national, regional and other office types. The proposed multi-tenant office use with ancillary restaurant services is consistent with the vision of the Professional Office Park land use designation. Therefore the granting of a conditional use permit is consistent with the General Plan's vision for the area.

SECTION 7 – DESIGN REVIEW FINDINGS. That all necessary findings for the granting of Design Review 06-17, for improvements to an existing building, pursuant to Section 17.22.060 of the El Monte Municipal Code can be made in a positive manner and are as follows:

- A. The granting of the design review request will not be detrimental to the public health or welfare or be injurious to the property or to improvements in such zone or vicinity.

Finding of Fact:

The proposed project is consistent with the General Plan land use designation of Professional Office Park. The improvements to the existing building will update the site to comply with the zone and enhance public welfare in the area with the occupancy of a vacant site. Therefore, granting of the Design Review approval will not be detrimental to the public health or be injurious to the property or to improvements in such zone and vicinity.

- B. The design of the proposed project would provide a desirable environment for its occupants and visiting public as well as its neighbors through good aesthetic use of materials, textures, and colors that remain appealing and will retain a reasonably adequate level of maintenance.

Finding of Fact:

The building, site design, materials, and colors proposed for the project are consistent with industry standards and will remain appealing with reasonable maintenance. Façade treatments include the use of perforated aluminum panels, stucco, paint, and concrete slabs to create a modern, industrial façade that incorporates monumental elements and blends these with walkable accents, such as landscape, high transparency and a concourse space.

- C. The design and layout of the proposed project would not unreasonably interfere with the use and enjoyment of neighboring existing or future development, and will not result in vehicular and/or pedestrian hazards.

Finding of Fact:

The project's site layout, as proposed, was designed to provide safe vehicular maneuvering and pedestrian passage. The site is adequate in size to support the proposed use without affecting the existing neighborhood or future development.

- D. The architectural design of the proposed project is compatible with the character of the surrounding neighborhood and the provisions of this chapter and the general plan contemplate harmonious, orderly and attractive development.

Finding of Fact:

The design for the proposed project takes the existing industrial look of the area and blends it with human scale appeal to create a softer and inviting look. As an existing industrial building, the applicant retains the existing character of that exists in the area and creates a harmonious, modern, sleek façade. The proposed architectural design is consistent with the vision of the general plan to accommodate modern architectural design by encouraging iconic buildings. Proposed modern enhancements to the building include horizontal orientation, concrete accents, perforated aluminum paneling and grouped windows to achieve a modern look.

- E. The landscape considerations including the location, type, size and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas, have been provided to insure visual relief, to complement buildings and structures and to provide an attractive environment.

Finding of Fact:

The amount of landscaped area exceeds the minimum requirements of the City's Zoning Code. An existing landscape planter shall be enhanced to provide an attractive element toward the street that defines the street edges, project site and sidewalk. The existing planter contains several mature shade and screening trees that provide an attractive edge. Additionally, planters shall be placed throughout the parking area to create attractive, landscaped breaks that provide visual interest. The landscape plan includes Pink Trumpet trees, New Zealand Flax, and Ivy groundcover etc. It has been conditioned to comply with water efficiency provisions and incorporate California native plants.

SECTION 8 - APPROVALS AND CONDITIONS.

The Planning

Commission determines that the project is Categorically Exempt (Class 1 – Existing Facilities) in accordance with the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, as amended, and does hereby approve Conditional Use Permit No. 16-17 and Design Review 06-17, subject to the following conditions:

General

1. The approval is for Conditional Use Permit No. 16-17 and Design Review No. 06-17 to allow the occupancy of an existing 27,969 square foot building with a multi-tenant work space and office uses with ancillary restaurant uses in the OP (Professional Office Park) zone.
2. The approval shall be effective for a period of one (1) year from the date of final approval by the City Planning Commission; unless the applicant has obtained building occupancy permits from the City for the proposed project or has requested a time extension to procure building permits.
3. A copy of the approving resolution shall be printed or attached to the development plans that are to be submitted during the plan check process.
4. All City and LA County Fire Department standards and conditions shall be implemented prior to final inspection and prior to occupancy of the building.
5. Conditions shall be met or deemed to have been addressed by the Planning Division prior to issuance of a certificate of occupancy for the building improvements.
6. The applicant and property owner shall sign and submit an affidavit accepting all conditions of approval contained in the Planning Commission Resolution prior to issuance of Building Permits for the proposed project.
7. The property owner shall record a covenant designating the combined use of the two (2) parcels as a single use.
8. The project shall strictly conform to site plan and floor plans on file with the City Planning Division and as presented to the Planning Commission on December 12, 2017 and as amended herein. The maximum number of office spaces shall be 90. Any increase may require the review of the Planning Commission.
9. The maximum number of ancillary tenants shall be three (3). Proposed uses shall be restricted to restaurant and supporting retail/service uses in accordance with the General Plan's vision for the Flair Park area. Applicant shall provide a "mixed-tenant" list to the Planning Division. The City Planner shall review and approve the list.

Construction

10. The project must comply and be designed to meet the all requirements of the 2016 California Building Code. All building safety, geotechnical, mechanical, electrical, plumbing, and accessibility requirements will be reviewed for compliance during plan review.
11. During the construction process all related activities, including but not limited to, loading, unloading, storage of equipment and materials, and parking of employee vehicles are prohibited within the public R.O.W. All such activities shall be conducted only on the project site and not in the public R.O.W.
12. All trash and refuse (i.e. solid waste) shall be disposed of in dumpsters or other like containers; and all such waste shall be removed from the premises on a routine basis, as provided under EMMC Chapter 8.20, by a solid waste hauler duly franchised to provide such service to the property. Applicant shall divert fifty percent (50%) of its solid waste through recycling services provided by a solid waste hauler duly franchised to provide such service to the property. Pending completion of all construction activities upon the property, surplus construction materials shall be stored so as to be screened from view when not actually in use. All construction and demolition debris shall be removed from the property in compliance with EMMC Chapter 8.20. The removal of all solid waste arising out of the construction and demolition process shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services for construction and demolition projects within the City of El Monte. The removal of all other wastes from the property shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services to residential and commercial properties within the City of El Monte.
 - a. Prior to the issuance of a Building Permit, the developer shall submit to the Building Safety Division, the Environmental Services Division and the City Code Enforcement Division, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to ensure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
 - b. Prior to final approval for occupancy, and in addition to any other requirements set forth under the El Monte Municipal Code or by the Chief Building Official, the developer shall submit to the Building and Safety Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed and/or diverted.
 - c. Except as otherwise authorized pending the completion of the construction and demolition activities authorized under this resolution, solid waste containers and bulky items may not be stored or maintained at locations designated for parking and must be maintained in those locations designated for the temporary storage of solid waste and bulky items.
13. The site and the public R.O.W. adjacent to any portions of the site shall be maintained in a condition which is free of debris both during and after the construction, addition or implementation of the entitlements granted herein. All trash and refuse shall be disposed of in dumpsters and be removed from the premises on

an as needed basis. Any surplus construction materials shall be stored so as to be screened from public view when not actually in use and be removed from the property upon completion of construction activities. The removal of all trash, debris, and refuse, whether during or subsequent to construction shall be done only by the property owner, the applicant or by a permitted waste contractor, who has been authorized by the City to provide collection, transportation, and disposal of solid waste from residential, commercial, and construction areas within the City.

- a. Prior to issuance of a Building Permit, the developer shall submit to the City, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to insure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
 - b. Prior to final approval for occupancy, the applicant shall submit to the Planning Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed.
14. Fire protection facilities; including access, must be provided prior to and during construction.
15. Trees abutting the front of the property are considered to be under protection and preservation. Any work to be conducted within the tree area shall be done to minimize the pruning of trees on site. Any pruning necessary for construction shall adhere to industry standards. Any harm to the trees shall be considered a violation of Chapter 14.03 – Tree Protection and Preservation.

Legal

16. 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.

Operational Standards

17. The plans shall incorporate a High Definition Recording camera surveillance and security system for the project site. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety. The camera surveillance system must be set up for a 45 day rotation period. All recordings must be kept onsite for at least 45 calendar days and must be made available to a City Employee upon request. The system shall be maintained and operating at all times.
18. The site and the public R.O.W. 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.

19. 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.
20. All business activities and all storage shall take place within the confines of the building. There shall be no outdoor display, advertisement, merchandizing, debris, and storage of containers and inoperable vehicles at any time. No storage of materials or supplies or inventory shall be permitted outside of the structure.
21. All operations of any preapproved mechanical equipment shall be conducted within an enclosed building and that all openings to the building shall be maintained in a closed position at all times of business operations.
22. All equipment and materials shall be stored within the existing building and outside storage/display or sales are strictly prohibited.
23. All public exit and entry doors to the building shall be maintained in a working condition and must be cleared for use during business hours at all times.
24. All activities on the property shall comply with the City of El Monte Noise Ordinance at all times.
25. For licensing purposes, a suite numbering system shall be utilized for all private office spaces.
26. All businesses occupying the space shall obtain a Business License. The managing tenant is responsible for all necessary inspections before an occupancy permit is issued for the building. Subsequent inspections for occupancy of private office spaces are not required.
27. The main tenant (office managing company like "Ur Circle") shall have current business license with the City at all times in order for the individual work space offices to be occupied. The individual work spaces may then be leased as sub-tenants in accordance with the requirements City's Finance Department.

Maintenance

28. Subject to review and applicability by the City Planner and the City Attorney and to ensure ongoing compliance with the conditions of approval set forth under this resolution and to ensure that the property and all improvements located thereupon are properly maintained, the applicant (and the owner of the property upon which the authorized use and/or authorized improvements are located if different from the applicant) shall execute a maintenance agreement with the City of El Monte which shall be recorded against the property prior to the issuance of the grading permit and which shall be in a form reasonably satisfactory to the City Attorney. The maintenance agreement shall apply to both parcels of land and shall contain covenants, conditions and restrictions relating to the following:

- a. Ongoing maintenance, repair and upkeep of the property and all improvements located thereupon (including but not limited to controls on the proliferation of trash and debris about the property; the proper and timely removal of graffiti; the timely maintenance, repair and upkeep of damaged, vandalized and/or weathered buildings, structures and/or improvements; the timely maintenance, repair and upkeep of exterior paint, parking striping, lighting and irrigation fixtures, walls and fencing, publicly accessible bathrooms and bathroom fixtures, landscaping and related landscape improvements and the like, as applicable);
- b. If the applicant and the owner of the property are different (e.g., if the applicant is a tenant or licensee of the property or any portion thereof), both the applicant and the owner of the property shall be signatories to the maintenance agreement and both shall be jointly and severally liable for compliance with its terms.
- c. The maintenance agreement shall further provide that any party responsible for complying with its terms shall not assign its ownership interest in the property or any interest in any lease, sublease, license or sublicense, unless the prospective assignee agrees in writing to assume all of the duties and obligations and responsibilities set forth under the maintenance agreement.
- d. The maintenance agreement shall contain provisions relating to the enforcement of its conditions by the City and shall also contain provisions authorizing the City to recover costs and expenses which the City may incur arising out of any enforcement and/or remediation efforts which the City may undertake in order to cure any deficiency in maintenance, repair or upkeep or to enforce any restrictions or conditions upon the use of the property. The maintenance agreement shall further provide that any unreimbursed costs and/or expenses incurred by the City to cure a deficiency in maintenance or to enforce use restrictions shall become a lien upon the property in an amount equivalent to the actual costs and/or expense incurred by the City.
- e. The execution and recordation of the maintenance agreement shall be a condition precedent to the issuance of final approval for any construction permit related to the approved entitlements.

Architecture

29. Prior to issuance of building permits, the plans shall specify the type of materials and colors that will be installed on exterior.
30. All guard walls must be decorative and high quality material and shall be reviewed by the Planning Department during the plan check process.
31. The applicant shall work with staff to incorporate shade structures on the concourse area that will be utilized to provide shade and enhance the modern accents of the building.

Parking

32. All onsite parking spaces shall be accessible and free of obstructions and can only be used for parking of operable vehicles at all times. Disabled parking shall comply with City requirements.

Signage

33. The applicant shall submit a Master Sign Program to the Planning Division for review and approval. The master sign program shall be in compliance with the City's EMMC Chapter 17.12 (Sign Standards and Sign Regulations). Specifically, permitted sign type and materials for the sign program shall include individually-cut type letters and channel letters. No monument sign shall be higher than six (6) feet if proposed. Can signs and roof signs are prohibited.
34. Window signage shall not exceed 10 percent of the window area. Only signs displaying the business name, operational status, and hours of operations may be approved.

Waste Enclosure

35. The applicant shall submit a design for the onsite trash enclosure for review and approval by the Planning Division and the City's Solid Waste Service Provider during building plan check review. The trash enclosure shall include a designated area for solid waste disposal and a designated area for recycling disposal located at the rear of the property. The design will be reviewed for aesthetic value and use of quality materials. All outside trash and garbage collection areas shall be paved and enclosed on at least three (3) vertical sides by solid five (5) foot high wall and on the fourth side by a view obscuring gate to screen the containers from view. The trash enclosure shall be of a size sufficient to contain all trash containers maintained outside the building. The finish and color of the trash enclosure shall be designed to match a primary element from the site building style as well as incorporate a decorative cover per the approval of the City Planner.

Lighting

36. The developer shall submit for review by the Planning Division and the Engineering Department, the design and specifications for all proposed lighting fixtures proposed for the buildings, drive aisles, parkways, parking areas, pathways, and surrounding areas within the development. The fixtures shall be reviewed for quality, aesthetics, illumination values, sustainability values such as LED and shall be decoratively and architecturally consistent with the building design. The number, location, height, style and design shall be reviewed and approved by the Planning Division and Engineering Department prior to issuance of building permits.
37. Lighting tiers shall be established for the control of light pollution affecting the area. The first tier, up-lighting, shall cease operations at 10:00 p.m. every night, via an automatic timer, and switch to minimal operational "night" lighting necessary to

operate ancillary uses. The second tier shall also provide for security lighting and shall include pathway lights to illuminate walkways.

Fences and Gates

38. No barbed, razor or pointed fencing material shall be allowed on site.
39. Any access gates shall allow a minimum of one (1) vehicle to queue on the property without overhanging onto the public right-of-way.
40. New fencing shall be a minimum of five (5) feet from trees.
41. Interior and perimeter fences and walls for the project site shall be of a decorative design and manufactured/built using durable materials and protective surfaces.
42. The application of graffiti resistant coating and/or other anti-graffiti measures are required.

Landscaping

43. The landscape plan shall provide for a variety of groundcover, grasses, shrubs, perennials, and ornamental trees with various textures, heights, size and a variety of foliage and flower color, per EMMC Section 17.10.030(A)(1). The landscape plan shall include a Plant Legend containing: plant symbol, scientific name of plant material, common name of plant material, plant container size, and plant spacing in "inches". Single row and triangle plant spacing are preferred.
44. Existing and new landscape planters shall be enhanced with water efficient landscape that incorporates a minimum of 15 percent California native plants.
45. Additional landscape planters shall be distributed throughout the parking area. There shall be a mixture of island and diamond planters distributed to break up large expanses of parking spaces. Linear planters shall be utilized along the rear and side property lines to incorporate additional landscaping with a combination of trees, shrubs, groundcover and vine or espalier style planting. **(Modified by the Planning Commission on December 12, 2017).**
46. Parking lot trees shall comprise of shade and ornamental trees. No palms shall be allowed in the parking area.
47. American National Standards Institute (ANSI) A300 pruning standards shall be utilized to prune and maintain all trees within the property and along the street frontage.
48. Landscape planters shall be distributed throughout the concourse area to provide visual interest and beautify the space.

Security

49. A security installation plan shall be reviewed and approved by the Police Department and shall incorporate a High Definition Recording camera surveillance system for the building and property. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety. The system must be set up for at a minimum of 30 days rotation period. All recordings must be kept onsite for at least 45 calendar days and must be made available to a City Employee upon request. The system shall be maintained and operating at all times.

Public Works

50. General:

- a) Development Impact Fees associated with this project include but are not limited to the following fees and deposits; applicable sewer fee, street fee, storm drain fee, traffic fee, quimby (Parkland Fees), deposits, technology enhancement fees, and all applicable fees associated with demolition of existing structures, drainage, site development, and construction are based on actual square footage of any commercial development and number of residential units.
- b) Developer shall obtain approval from the Los Angeles Fire Department (LACFD) for development's fire protection, fire flow requirements, access road(s) for development, etc. and shall construct all Fire Department required improvements. LACFD approval will be required:
 - i. Prior to Grading/Building Permits (LACFD Building Division)
- c) Onsite Groundwater Monitoring Wells, including legally removed, permanent, temporary and active wells, must be depicted on all site plans, grading plans, tentative tract/parcel maps and all other relevant plans. Include a legend that demonstrates ownership, date installed, and type of monitoring well and all other relevant information.
- d) Comply with the City's ordinance 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.
- e) 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.
- f) No encroachment into the City right-of-way from private property will be allowed.
- g) 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.

51. Grading and Drainage:

- h) The Grading and Drainage Plan must include standard City of El Monte NPDES and Grading and Drainage Notes and be prepared in accordance with the City of El Monte Grading Manual.
- i) Soils Report. A preliminary soils report prepared in accordance with the city's grading ordinance shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the proposed development.
- j) A Final Hydrology Study Report, based on a 50-year frequency design storm for Capitol Facilities and a 25-year frequency design storm for all other instances as dictated by the LA County DPW 2006 Hydrology Manual, must be submitted to the Engineering Division. The study must provide hydraulic calculations based on the given area and the ability of the existing storm drain infrastructure to receive and support the allotted drainage runoff. Drainage calculations shall adhere to City of El Monte standards, NPDES, and environmental regulations and requirements.

52. Sewer

- k) Engineer to show the location of the sewer mainline, nearest manholes, lateral serving the project and configuration of the onsite sewer including diameter and material of the onsite sewer.
 - i. A Final Sewer Capacity/Area Study per Los Angeles County Sanitation District standards and City guidelines (Obtain approval from City Engineer on requirements for study) will be required to ensure the existing sewer system has sufficient capacity for the proposed development.
 - ii. Sewer cleanouts must be positioned at 100-foot intervals on the lateral coming off the main sewer line.
 - iii. Applicant must obtain Will Serve Letter from County Sanitations District of Los Angeles County.

53. Parking Lot and Driveways:

- l) All parking lots and driveways shall be surfaced with asphaltic concrete to a minimum thickness of three (3) inches over a minimum aggregate base of six (6) inches or surfaced with Portland Cement concrete with a minimum thickness of five (5) inches over a three (3) inch aggregate base. After review of the probable vehicular traffic and the soils report for the project, additional material may be required at the discretion of the City Engineer. EMMC 17.08.030.
- m) All ADA path(s) of travel shall be identified and ADA compliant / pedestrian and traffic friendly and be approved by the City Engineer.

54. Street and Traffic:

- n) Repair, remove, and replace deficient and/or damaged sidewalk and standard curb & gutter adjacent to the development at the direction of the City Engineer/City Inspector. Use APWA standard plans and specifications
- o) Remove all existing improvements no longer intended for use (drive approaches, under sidewalk drains, meter boxes, etc.) and replace with new sidewalk and full height curb and gutter as required. Use APWA standard plans and specifications.
- p) Development impacting the surrounding roadway system must take into account and address additional traffic volumes and the altering of existing traffic patterns. In addition to designing appropriate access for the proposed development, planners and developers must strive to maintain a satisfactory transportation level of service and safety for all roadway users. Traffic concerns will take into account the recommendations of the approved traffic impact study as performed by a State of CA licensed traffic engineer.
 - i. Fair Share contribution for the improvements to the intersection of Baldwin Avenue and Flair Drive as recommended in the approved Traffic Impact Study.

Fire Department

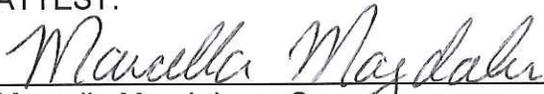
55. Plans shall comply with Los Angeles County Fire Department standards.

SECTION 8 - PLANNING COMMISSION APPROVAL. The Secretary of the City Planning Commission of the City of El Monte, California, shall certify to the adoption of this resolution and shall cause a copy of the same to be forwarded to the applicant.



Dallas Baker, Chairperson

ATTEST:



Marcella Magdaleno, Secretary
El Monte City Planning Commission

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Marcela Magdaleno, Secretary of the Planning Commission of the City of El Monte, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 3493 adopted by the Planning Commission of the City of El Monte, at a regular meeting by said Commission held on December 12, 2017 by the following votes to wit:

AYES: Baker, Morales, Peratta, Nuño

NOES:

ABSTAIN:

ABSENT:



Marcela Magdaleno, Secretary
El Monte City Planning Commission

December 11, 19

City of El Monte
11333 Valley Blvd
El Monte, CA 91731

RE: Request for Extension 9650 Telstar Ave
(Design Review No.06-17&CUP No.16-17)

Dear Planning Commisioner,

This is letter is regarding Ur Circle Coworking project located on 9650 Telstar Ave, conditionally approved on Dec 12, 2017. The entitlement will be expired on Dec 22, 2019 after a one year extension granted on July 23, 2019. I am writing to request a second time extension to the entitlement.

The reason for the time extension is because we haven't got final approval from Engineering department. My civil engineers have been working with Engineering department very closely on my grading plan since June 2019. Unfortunately, there are still some corrections we need to work on and another submittal is due. I am afraid there is not sufficient time to get final approval before entitlement expiration date on Dec 22, 2019.

I sincerely hope planning department will understand and grant me another extension on entitlement. We are ready to pull building permit once the grading plan is approved by Engineering department.

Sincerely,



Melissa Mu
626-807-0929
mu.melissa@gmail.com

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

BY: JASON C. MIKAELIAN, AICP
CITY PLANNER

MARLENE VEGA
PLANNING AIDE

SUBJECT: DESIGN REVIEW NO. 04-17 & MODIFICATION NO. 18-17
(TIME EXTENSION)

LOCATION: 4014 PECK ROAD

APPLICANT / EUNICE CHU
15038 CLARK AVENUE
HACIENDA HEIGHTS, CA 91745

PROPERTY OWNER: HENRY NGUYEN
3944 PECK ROAD #2
EL MONTE, CA 91732

RECOMMENDATION: APPROVE 2ND TIME EXTENSION FOR DESIGN REVIEW
NO. 04-17 & MODIFICATION NO. 18-17 FOR AN
ADDITIONAL 12 MONTHS.

REQUEST / STAFF RECOMMENDATION

On November 14, 2017, the Planning Commission adopted Resolution No. 3489, approving Design Review No. 04-17 to allow construction of a new 4,020 square foot, two(2)-story commercial building on a 9,890 square foot lot and Modification No. 18-17 to reduce the required street side setback for the proposed surface parking lot from 15 feet to 6.5 feet.

On September 13, 2018, the applicant submitted development plans for the approved project for Building plan check. Furthermore, on December 11, 2018, a 12-month time extension was approved by the Planning Commission that extended the project's entitlements to November 13, 2019 to allow additional time to complete the plan check process. The applicant is now requesting an additional (2nd) 12-month time extension for further time to complete the plan-check process and obtain necessary permits to finalize construction. Staff recommends the Planning Commission extend the project's

entitlement for an additional 12 months with a new expiration date of November 12, 2020.

ATTACHMENTS:

- A. Approved Planning Commission Resolution No. 3489
- B. Time Extension Request Letter from Property Owner / Applicant

RESOLUTION NO. 3489

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING DESIGN REVIEW NO. 04-17 AND MODIFICATION NO. 18-17 TO CONSTRUCT A NEW 2-STORY 4,020 SQUARE FOOT COMMERCIAL BUILDING ON A 9,890 SQUARE FOOT (0.23 ACRE) LOT, LOCATED IN THE MMU (MIXED/MULTI-USE) ZONE, AND ADOPTING A CATEGORICAL EXEMPTION FOR THE PROPERTY LOCATED AT 4014 PECK ROAD, EL MONTE, CALIFORNIA

The Planning Commission of the City of El Monte, County of Los Angeles, State of California, does hereby find, determine and resolve as follows:

SECTION 1 – PROJECT DESCRIPTION. On April 27, 2017, Eunice Chu, on behalf of Henry Nguyen (hereafter “Applicant”), 15038 Clark Avenue Hacienda Heights CA 91745, filed an application for Design Review (DR) No. 04-17. Subsequently, an application for Modification No. 18-17 was also filed by the applicant on October 12, 2017. The applicant is proposing to construct a new two (2)-story 4,020 square foot commercial building on a 9,890 square foot (0.23 acre) lot. The subject property is located in the MMU (Mixed/Multi-Use) zone. A Design Review is requested to review the design of the commercial development. A Modification is also requested to reduce the required street setback adjacent to the new rear surface parking lot from 15 feet to 6.5 feet. The requests are made pursuant to Sections 17.22.020(A) and 17.20.160(E)(2) of the El Monte Municipal Code (EMMC).

SECTION 2 – PUBLIC HEARING. The property is located at 4014 Peck Road, and described as follows, to-wit

APN: 8548-017-028

Pursuant to which after due notice as required by law, a full and fair public hearing was held to consider a Design Review No. 04-17 and Modification No. 18-17 before this Planning Commission on November 14, 2017 at which time, all interested persons were given full opportunity to be heard and present evidence.

SECTION 3 - ZONING. The property is located within the MMU (Mixed/Multi-Use) Zone. The surrounding zoning and land use of the adjacent properties are as follows:

North: MMU; Commercial
South: MMU; Commercial
East: MMU; Multi-family residence
West: MMU; Single-family residence

SECTION 4 - ENVIRONMENTAL. That in accordance with the criteria and authority contained in the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, staff has conducted the appropriate environmental analysis, and based on that assessment, determined the project to be Categorical Exempt by Article 19 Section 15303 (Class 3 – New Construction and Conversion of Small Structures) in accordance with the requirements of the State CEQA Guidelines. No further environmental assessment is required.

SECTION 5 - GENERAL PLAN. That the General Plan land use designation is Mixed/Multi-Use, which supports commercial uses that create a pedestrian-oriented environment along major City street corridors. The approval of Design Review No. 04-17 and Modification No. 18-17 is consistent with the goals and policies of the EMMC and the 2011 El Monte General Plan.

SECTION 6 – DESIGN REVIEW FINDINGS. That all necessary findings

for the granting of Design Review No. 04-17 to review the design of the commercial development, pursuant to Chapter 17.22 (Design Review) of the EMMC can be made in a positive manner as follows:

- A. The granting of the design review request will not be detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity;

Finding of Fact:

The project site is currently improved with an existing 1,484 square foot single-story commercial building that will be demolished as part of the project. The applicant is proposing to construct a new 4,020 square foot two (2)-story commercial building on a 9,890 square foot (0.23 acre) lot. On-site project improvements include a surface parking lot with 14 parking spaces at the rear of the site, new landscaping throughout the site and a new trash enclosure. Off-site improvements include a new ten foot wide sidewalk/parkway, where necessary, along Woodville Drive adjacent to the project area. As part of the project's conditions of approval, the applicant is required to dedicate three (3) feet along Woodville Drive as well as plant street trees per recommendations from the City's Public Works Department.

As for the circulation of the site, the subject property is currently accessed through Peck Road and Woodville Drive via one (1) driveway on each side. The project as proposed would remove the existing driveway approach on Peck Road and install a new 25 foot ingress/egress driveway only on Woodville Drive. Overall, the project is consistent with the City's Design Guidelines and the General Plan's Community Design element. Staff has determined that the design review request will not be detrimental to the public health/welfare or be incompatible with the surrounding uses.

- B. The design of the proposed project would provide a desirable environment for its occupants and visiting public as well as its neighbors through good aesthetic use of materials, textures, and colors that will remain appealing and will retain a reasonably adequate level of maintenance;

Finding of Fact:

The new two (2)-story commercial building is consistent with a modern contemporary design. Building materials such as fine sand stucco finish with a one (1)-inch wall reveal, and aluminum canopies utilized as accent details are incorporated throughout the building. French wood panels will also be used as an accent material to the fine sand stucco and create the recessed front entrances to the building. The front façade is also broken up along the length of the building to alleviate the massing of the building with a portion of second-story front façade

setback from the first-story façade. The proposed color of the building also creates an attractive look to the building with the dark accent brown color over the white stucco allowing for the front entrances to be emphasized. The architecture of the commercial building is consistent with the City's Design Guidelines and the Goal CD-4 of the General Plan's Community Design element.

As required by the MMU zone, public open areas is provided as part of the new commercial development. Open space area can be achieved through several design elements such as formal plazas, covered colonnades, urban gardens, sidewalk dining, and pedestrian alley/walkways. The project will utilize pedestrian walkways and pockets of open space areas adjacent to the front entrances to achieve the public open space requirement. In total, the project will provide 968 square feet of public open space areas, which is more than the required 603 square feet of public open space required by the MMU zone. The open space element complements the building's architecture and will create opportunities for residents and visitors to a more pedestrian-oriented commercial environment in the City.

- C. The design and layout of the proposed project will not unreasonably interfere with the use and enjoyment of neighboring existing or future development, and will not result in vehicular and/or pedestrian hazards;

Finding of Fact:

The project has been designed in accordance with the MMU zone and City's Comprehensive Design Guidelines. The proposed 4,020 square foot commercial building is set back five (5) feet from the front property line (Peck Road) with landscaped areas proposed in the front setback area. All adjacent properties of the project site are zoned MMU. There are existing single-family houses developed on the adjacent western properties, but the project site also abuts a residential use (apartment) to the east. The proposed commercial building is approximately 50 feet away from the rear property line and approximately over 70 feet away from the adjacent apartment to the east.

A surface parking lot will be proposed at the rear of the property and will be accessed via a new driveway located at Woodville Drive. The existing driveway approach on Peck Road will be removed, which will alleviate vehicle ingress/egress along Peck Road and promote pedestrian activity. Exterior lighting will be proposed on the building and in the rear parking lot. As a condition of approval, a photometric plan will be reviewed by staff to ensure the proposed lighting will not interfere with the east adjacent residential use. Staff has determined that the project is consistent with the City's Design Guidelines in providing a commercial development that promotes pedestrian activities and is designed with consideration of sensitive uses like the existing apartment adjacent to the east.

- D. The architectural design of the proposed project is compatible with the character of the surrounding neighborhood and will maintain the harmonious, orderly and

attractive development contemplated by the provisions of this chapter and the general plan; and

Finding of Fact:

The new two (2)-story commercial building is consistent with a modern contemporary design. Building materials such as fine sand stucco finish with a one (1)-inch wall reveal, and aluminum canopies utilized as accent details are incorporated throughout the building. French wood panels will also be used as an accent material to the fine sand stucco and create the recessed front entrances to the building. The front façade is also broken up along the length of the building to alleviate the massing of the building with a portion of second-story front façade setback from the first-story façade. The proposed color of the building also creates an attractive look to the building with the dark accent brown color over the white stucco allowing for the front entrances to be emphasized. The architecture of the commercial building is consistent with the City's Design Guidelines and the Goal CD-4 of the General Plan's Community Design element.

- E. The landscape considerations including the location, type, size and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas, have been provided to insure visual relief, to complement buildings and structures and to provide an attractive environment.

Finding of Fact:

The proposed landscaping is well distributed throughout the site including the required setback areas, the rear surface parking lot and the public open space area. A conceptual landscape plan was provided by the applicant and review by staff. As a condition of approval, the applicant will work with the City's Landscape Technician to comply with the City's Landscaping Requirement (EMMC Chapter 17.10), specifically regarding the type, size and location of the new trees. Tree sizes will be a minimum 24 inch boxes. The applicant is also required to comply with the City's Water Efficiency Ordinance (EMMC Chapter 17.11) and will work with the City's Landscape Technician in completing the required documents during the building plan-check review. The planting of street trees is also required as part of the project's conditions of approval by the Public Works Department/Engineering Division and will be incorporated into the landscape plans during building plan-check review. Overall, the project is in compliance with City's landscape requirements in providing visual relief to the commercial development.

SECTION 7 – MODIFICATION FINDINGS. That all necessary findings, for the granting of Modification No. 18-17, to reduce the required street setback adjacent to the new rear surface parking lot from 15 feet to 6.5 feet, pursuant to Chapter

17.20 (Modification/Variance) of the EMMC can be made in a positive manner as follows:

- A. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity;

Finding of Fact:

The applicant is requesting a modification of the required street side setback adjacent to the proposed rear surfaced parking lot from 15 feet to 6.5 feet of landscaped setback area. The MMU zone requires a minimum 15 foot street side setback for a surface parking lot. The subject property has a lot size of 9,890 square feet. The project will require a three (3) foot dedication along Woodville Drive, which will reduce the lot size to 9,636 square feet. The proposed 4,020 square foot commercial two (2) –story building requires 14 parking stall and one (1) 15 foot by 25 foot loading space. The requested modification is necessary in order for the project to propose the loading space in the back (south) of the proposed surface parking lot and shift one (parking space on the eastern portion of the parking lot up front where the setback reduction is requested. A landscaped area, 6.5 feet in depth, will be provided, adjacent to the street, and the modification would allow commercial loading trucks to maneuver and back up without interfering with the commercial parking spaces. The modification would also allow the applicant to keep the required 14 parking spaces and prevent any reduction of the proposed commercial building. Staff has determined that the requested modification can be supported given the circumstances of the property's lot size and the necessity of a safe loading area for the commercial development.

- B. The granting of such modification will not be materially detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity in which the property is located;

Finding of Fact:

The modification of the required street side setback adjacent to the proposed rear surfaced parking lot is to provide a commercial loading space area that would not interfere with the required commercial parking spaces of the site. The loading space will be situated at the very rear of the parking lot (south), away from the street. The modification would allow the applicant to designate the rear portion of the parking lot as a loading area, separate from the required parking spaces. Staff has determined the requested modification will not be detrimental to the project site and the surrounding community.

- C. Because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance is found to deprive subject property of privileges enjoyed by other properties in the vicinity and under the identical zone classifications;

Finding of Fact:

The applicant is requesting a modification of the required street side setback adjacent to the proposed rear surfaced parking lot from 15 feet to 6.5 feet of landscaped setback area. The MMU zone requires a minimum 15 foot street side setback for a surface parking lot. The subject property has a lot size of 9,890 square feet. The project will require a three (3) foot dedication along Woodville Drive, which will reduce the lot size to 9,636 square feet. The proposed 4,020 square foot commercial two (2) –story building requires 14 parking stall and one (1) 15 foot by 25 foot loading space. The requested modification is necessary in order for the project to propose the loading space in the back (southern property line) of the proposed surface parking lot and shift one (parking space on the eastern portion of the parking lot up front where the setback reduction is requested. A landscaped area, 6.5 feet in depth, will be provided, adjacent to the street, and the modification would allow commercial loading trucks to maneuver and back up without interfering with the commercial parking spaces. The modification would also allow the applicant to keep the required 14 parking spaces and prevent any reduction of the proposed commercial building. Staff has determined that the requested modification can be supported given the circumstances of the property's lot size and the necessity of a safe loading area for the commercial development.

- D. The granting of such modification will not adversely affect the comprehensive general plan.

Finding of Fact:

The modification of the required street side setback adjacent to the proposed rear surfaced parking lot is to provide a commercial loading space area that would not interfere with the required commercial parking spaces of the site. The project will be consistent with the City's General Plan Goal CD-8, which outlines design features and guidelines for exceptional commercial development in the City. The modification of the setback is consistent with Policy CD-8.4 (Parking) and CD-8.7 (Landscaping) in that the modification will still allow the project to feature a 6.5 feet landscape setback adjacent to the street.

CD-8.4 **Parking.** For internal parking areas, provide ample landscaping using landscaped bays, shade trees, and clearly delineated pedestrian routes with shade trees and landscaping along walkways that allow easy and safe passage to retail uses.

CD-8.7 **Landscaping.** Require landscaping to define building entrances, key activity hubs, focal points, and the street edge; provide screening for unattractive/unsightly service areas; and serve as buffers between neighboring uses.

Therefore, staff has determined that the requested modification will not adversely affect or be inconsistent with the City's General Plan.

SECTION 8 – APPROVALS AND CONDITIONS. That the Planning Commission determines that the project is Categorically Exempt under Article 19 Section 15303 (Class 3 – New Construction and Conversion of Small Structures) in accordance with the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines and does hereby approve DR No. 04-17 and MOD No. 18-17 subject to the following recommended conditions:

PROJECT GENERAL

1. The project shall substantially conform to Design Review No. 04-17 and Modification No. 18-17 presented to the Planning Commission on November 14, 2017.
2. The Design Review and Modification approvals as contained herein shall be effective for a period of one (1) year from the date of approval, unless the applicant has obtained building occupancy permits from the City for the proposed project or has timely requested an extension of time within which to procure building permits.
3. Approval of Design Review No. 04-17 and Modification No. 18-17 is to construct a two (2) – story 4,020 square foot commercial building to be occupied by two (2) tenants. The second-floor tenant space shall be occupied by a professional office use. The first-floor tenant space shall be occupied by a commercial use. Tenant subleasing is prohibited.
4. Approved colored elevations of the new commercial building shall be attached to building plans.
5. The strict adherence to the conditions contained herein shall be demonstrated at all times. A failure to comply may be cause for a review by the Planning Commission for potential revocation of the use permit approved herein pursuant to EMMC Section 17.24.100 (Revocation).
6. A copy of the approving resolution shall be printed or attached to the development plans that are to be submitted during the plan check process.
7. All Planning Division, Building Division, Code Enforcement Division, Engineering Division, and Los Angeles County Fire Department standards and conditions shall be complied with prior to the issuance of building permits or at another time specified in the conditions of approval or as outlined in City Codes.

8. The applicant and property owner shall sign and submit an affidavit accepting all conditions of approval contained in the Planning Commission Resolution prior to issuance of Building Permits or a Certificate of Occupancy Permit for the proposed project.
9. All activities on the property shall comply with the City of El Monte Noise Ordinance at all times.
10. All parking stalls shall be double-striped in accordance with City's parking standards.

MAINTENANCE/OPERATIONS

11. Outdoor storage is prohibited on the site at all times.
12. All business related operations shall be conducted within the commercial building.
13. All loading activities are to be conducted in the designated loading area only.
14. Graffiti must be removed from any interior/exterior surfaces of the structures and improvements on the property within 24 hours following the application of the graffiti or within 24 hours of applicant receiving notice of such graffiti by the City. Graffiti shall either be removed or the evidence of such vandalism painted over with a paint that has been exactly color-matched to the surface to which it is applied. If a non-painted surface, or where anti-graffiti coatings are used, graffiti may be removed with solvents or detergents, as appropriate.
15. Subject to review and applicability by the City Planner and the City Attorney and to ensure ongoing compliance with the conditions of approval set forth under this resolution and to ensure that the property and all improvements located thereupon are properly maintained, the applicant (and the owner of the property upon which the authorized use and/or authorized improvements are located if different from the applicant) shall execute a maintenance agreement with the City of El Monte which shall be recorded against the property prior to the issuance of the grading permit and which shall be in a form reasonably satisfactory to the City Attorney. The maintenance agreement shall apply to both parcels of land and shall contain covenants, conditions and restrictions relating to the following:
 - a. Ongoing maintenance, repair and upkeep of the property and all improvements located thereupon (including but not limited to controls on the proliferation of trash and debris about the property; the proper and timely removal of graffiti; the timely maintenance, repair and upkeep of damaged, vandalized and/or weathered buildings, structures and/or improvements; the timely maintenance, repair and upkeep of exterior paint, parking striping, lighting and irrigation fixtures, walls and fencing, publicly accessible bathrooms and bathroom fixtures, landscaping and related landscape improvements and the like, as applicable);

- b. If the applicant and the owner of the property are different (e.g., if the applicant is a tenant or licensee of the property or any portion thereof), both the applicant and the owner of the property shall be signatories to the maintenance agreement and both shall be jointly and severally liable for compliance with its terms.
- c. The maintenance agreement shall further provide that any party responsible for complying with its terms shall not assign its ownership interest in the property or any interest in any lease, sublease, license or sublicense, unless the prospective assignee agrees in writing to assume all of the duties and obligations and responsibilities set forth under the maintenance agreement.
- d. The maintenance agreement shall contain provisions relating to the enforcement of its conditions by the City and shall also contain provisions authorizing the City to recover costs and expenses which the City may incur arising out of any enforcement and/or remediation efforts which the City may undertake in order to cure any deficiency in maintenance, repair or upkeep or to enforce any restrictions or conditions upon the use of the property. The maintenance agreement shall further provide that any unreimbursed costs and/or expenses incurred by the City to cure a deficiency in maintenance or to enforce use restrictions shall become a lien upon the property in an amount equivalent to the actual costs and/or expense incurred by the City.
- e. The execution and recordation of the maintenance agreement shall be a condition precedent to the issuance of final approval for any construction permit related to this entitlement.

LEGAL

- 16. 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.

CONSTRUCTION

- 17. The project must comply and be designed to meet the all requirements of the current California Building Code. All building safety, geotechnical, mechanical, electrical, plumbing, and accessibility requirements will be reviewed for compliance during plan review.
- 18. All new construction shall comply with the City of El Monte Construction & Demolition Diversion Program prior to the commencement of any demolition and/or construction. Refuse dumpsters and roll-off boxes shall be provided by

Valley Vista Services. Complete and submit a Bin Rental Form to certify that Valley Vista Services has been contracted to handle the project waste stream. A Bin Rental Form must be approved by Valley Vista Services, and all disposal fees paid to Valley Vista, before a building permit is issued by the City. Please see the Building Division for more information and to obtain required forms.

19. Prior to commencing demolition and site preparation activities, the project site shall be secured with a fence to prevent unauthorized access to the site and the fence shall contain a screening material to screen construction activities from view. The temporary screening fence shall be installed to the satisfaction of the Economic Development Department and shall be maintained in good condition (free of tears, holes, crack lines, debris, etc.) at all times. At the primary entrance to the site, the screening material shall be reduced to a maximum height of four feet to provide visibility into the site at all times and for public safety purposes.
20. During the construction process all related activities, including but not limited to, loading, unloading, storage of equipment and materials, and parking of employee vehicles are prohibited within the public R.O.W. All such activities shall be conducted only on the project site and not in the public R.O.W.
21. Fire protection facilities; including access, must be provided prior to and during construction.
22. All trash and refuse (i.e. solid waste) shall be disposed of in dumpsters or other like containers; and all such waste shall be removed from the premises on a routine basis, as provided under EMMC Chapter 8.20, by a solid waste hauler duly franchised to provide such service to the property. Applicant shall divert sixty five percent (65%) of its solid waste through recycling services provided by a solid waste hauler duly franchised to provide such service to the property. Pending completion of all construction activities upon the property, surplus construction materials shall be stored so as to be screened from view when not actually in use. All construction and demolition debris shall be removed from the property in compliance with EMMC Chapter 8.20. The removal of all solid waste arising out of the construction and demolition process shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services for construction and demolition projects within the City of El Monte. The removal of all other wastes from the property shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services to residential and commercial properties within the City of El Monte.
 - a. Prior to the issuance of a Building Permit, the developer shall submit to the Building Safety Division, the Environmental Services Division and the City Code Enforcement Division, the name and contact information for the contracted waste hauler. It shall be the permittee's obligation to ensure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.

- b. Prior to final approval for occupancy, and in addition to any other requirements set forth under the El Monte Municipal Code or by the Chief Building Official, the permittee shall submit to the Building and Safety Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed and/or diverted.
- c. Except as otherwise authorized pending the completion of the construction and demolition activities authorized under this resolution, solid waste containers and bulky items may not be stored or maintained at locations designated for parking and must be maintained in those locations designated for the temporary storage of solid waste and bulky items.

21. The site and the public R.O.W. adjacent to any portions of the site shall be maintained in a condition which is free of debris both during and after the construction, addition or implementation of the entitlements granted herein. All trash and refuse shall be disposed of in dumpsters and be removed from the premises on an as needed basis. Any surplus construction materials shall be stored so as to be screened from public view when not actually in use and be removed from the property upon completion of construction activities. The removal of all trash, debris, and refuse, whether during or subsequent to construction shall be done only by the property owner, the applicant or by a permitted waste contractor, who has been authorized by the City to provide collection, transportation, and disposal of solid waste from residential, commercial, and construction areas within the City.

- a. Prior to issuance of a Building Permit, the permittee shall submit to the City, the name and contact information for the contracted waste hauler. It shall be the permittee's obligation to insure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
- b. Prior to final approval for occupancy, the applicant shall submit to the Planning Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed.

22. The Applicant shall submit a design for the onsite trash enclosure for review and approval by the Planning Division and the City's Solid Waste Service Provider during building plan check review. The trash enclosure shall include a designated area for solid waste disposal and a designated area for recycling disposal. The design will be reviewed for aesthetic value and use of quality materials. All outside trash and garbage collection areas shall be paved and enclosed on at least three (3) vertical sides by solid five (5) foot high wall and on the fourth side by a view obscuring gate to screen the containers from view. The trash enclosure shall be of a size sufficient to contain all trash containers maintained outside the building. The finish and color of the trash enclosure shall be designed to match a primary element from the site building style as well as incorporate a decorative cover per the approval of the City Planner.

ART IN PUBLIC PLACES

23. New commercial development project, which incur project cost totaling more than \$500,000.00, are subject to artwork installation in public spaces in accordance with El Monte Municipal Code (EMMC) 15.07.040. Per the EMMC Chapter 15.07 – El Monte Art in Public Places Program, the project applicant shall acquire and install an art work in a public place or in the vicinity of the project site or in lieu of acquiring and installing an art work, the project applicant may contribute funds to the art in public places fund equal to one percent of the total project cost.

ARCHITECTURE AND DESIGN

24. Decorative pavers shall be installed at the front entrance of the driveway, tenant store entrances and in the public open space areas.
25. Window and exterior door frames shall be a high quality composite or similar material and shall be recessed from the building wall.
26. Continue the aluminum trellis awning along the first-story building façade of the front (Peck Rd.) and street side (Woodville Dr.) to the satisfaction of the Planning Division and in accordance with the City's Design Guidelines (Added at PC Meeting 11/14/17).

LANDSCAPING

27. Comply with EMMC Chapter 17.10 – Landscape Requirements. Applicant shall work with the City's Landscape Technician on the project's landscape palette including determining proposed tree size, location, and type.
28. All new trees shall be a minimum 24 inch box. Street trees shall be a minimum 36 inch box
29. Comply with EMMC Chapter 17.11 – Water Efficiency. A documentation package along with all required submittals are to be pre-plan-checked for completeness prior to formal plan check.
30. All landscape shall be installed prior to building occupancy.
31. Applicant shall plant new ornamental trees in the front and street side setback area adjacent to the building to the satisfaction of the Planning Division in order to provide a more pedestrian-oriented environment (Added at PC Meeting 11/14/17).
32. Applicant shall incorporate tree planting and shrubs in the public open space adjacent to the south elevation of the building with the planter area along southern portion of the open space area (Added at PC Meeting 11/14/17).

SECURITY

33. Applicant shall submit a proposed security camera system installation plan to the City's Police Department for review and approval. A security installation plan shall incorporate a High Definition Recording camera surveillance system for the building and property. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety. The system must be set up for at a minimum of 30 days rotation period. All recordings must be kept onsite for at least 45 calendar days and must be made available to a City Employee upon request. The system shall be maintained and operating at all times.

LIGHTING

34. A photometric lighting plan shall be submitted by the applicant for review and approval by the City's Planning and Engineering Division.
35. Where available and deemed necessary by the City Planner, the system must be equipped with vandal resistant covers and be shielded to direct light away from all neighboring uses, and comply with CALGreen or local ordinance, whichever is more stringent. The lighting plan shall include the design and specifications for all proposed exterior site lighting fixtures and shall be reviewed for quality, aesthetics, and illumination values.
36. The developer shall submit for review by the Planning Division and the Engineering Department, the design and specifications for all proposed lighting fixtures proposed for the buildings, drive aisles, parkways, parking areas, pathways, and surrounding areas within the development. The fixtures shall be reviewed for quality, aesthetics, illumination values, sustainability values such as LED and shall be decoratively and architecturally consistent with the building design. The number, location, height, style and design shall be reviewed and approved by the Planning Division and Engineering Department prior to issuance of building permits.

UTILITIES AND MECHANICAL EQUIPMENT

37. All mechanical equipment on site shall be screened at all times. Screening material shall be decorative. All new screening shall be reviewed and approved by the Planning Division.

FENCES AND WALLS

21. All new fences and walls shall be decorative material and be reviewed and approved by the Planning Division.
22. All decorative block walls shall have anti-graffiti paint.

MASTER SIGN PROGRAM

23. The applicant shall submit a Master Sign Program to the Planning Division for review and approval. The master sign program shall be in compliance with the City's EMMC Chapter 17.12 (Sign Standards and Sign Regulations). Specifically, permitted sign type and materials for the sign program shall include individually-cut metal type letters, and channel letters. No monument sign shall be higher than six (6) feet if proposed. Can signs and roof signs are prohibited.
24. A maximum of one (1) building identification sign on the second-story of the commercial building shall be permitted. Individual tenant signs are prohibited on the second-story.

ENGINEERING/PUBLIC WORKS

25. General:

- a) Development Impact Fees associated with this project include but are not limited to the following fees and deposits; landscaped areas (impervious versus pervious) fee, applicable sewer fee, street fee, storm drain fee, traffic fee, quimby (Parkland Fees), deposits, technology enhancement fees, and all applicable fees associated with demolition of existing structures, drainage, site development, and construction are based on actual square footage of any commercial development and number of residential units.
- b) Developer shall obtain approval from the Los Angeles Fire Department (LACFD) for development's fire protection, fire flow requirements, access road(s) for development, etc. and shall construct all Fire Department required improvements. LACFD approval will be required:
 - i. Prior to Grading/Building Permits (LACFD Building Division)
- c) The developer shall provide such additional data and information and shall deposit and pay such fees as may be required for the preparation and processing of environmental review documents pursuant to the City's procedures for implementation of the California Environmental Quality Act.
- d) Onsite Groundwater Monitoring Wells, including legally removed, permanent, temporary and active wells, must be depicted on all site plans, grading plans, tentative tract map and all other relevant plans. Include a legend that demonstrates ownership, date installed, and type of monitoring well and all other relevant information.
- e) Engineering Geology and/or Seismic Safety Report. A preliminary engineering geology and/or seismic safety report, prepared in accordance with Los Angeles County guidelines, is required if the subdivision lies within a "medium risk" or "high risk" geologic hazard area.

- f) Comply with the City's ordinance pertaining to construction debris recycling. Contact the Building & Safety and Engineering Divisions to obtain a Construction & Demolition Debris Diversion Program form. The Construction & Demolition Debris Diversion Program is also applicable with respect to the grading process.
- g) 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.
- h) No encroachment into the City right-of-way from private property will be allowed unless a proper permit is obtained from the City Engineer's Office.
- i) 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.

26. Surveying:

- j) Applicant is responsible to install, document, and submit centerline tie information for new streets, revisions to existing streets, and replacement of centerline ties removed during construction.
- k) Applicant will dedicate three (3) feet of Right-of-Way as required to obtain full half-street width of 28-feet to the City of El Monte along Woodville Dr. for street purposes to meet current General Plan requirements for Right of Way and Roadway. Applicant will be responsible to prepare and record all documents required for this street dedication for City review and approval.
- l) Preserve existing survey monuments (property corners, centerline ties, etc) in the public right of way. All disturbed and removed survey monuments in the public right of way shall be re-established and record of survey shall be filed with the County surveyor in accordance with applicable provisions of the state law.

27. Grading and Drainage:

- m) The Grading and Drainage Plan must include standard City of El Monte NPDES and Grading and Drainage Notes and be prepared in accordance with the City of El Monte Grading Manual.
- n) Soils Report. A preliminary soils report prepared in accordance with the city's grading ordinance shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the proposed development.

- o) A Hydrology Study Report, based on a 50-year frequency design storm for Capitol Facilities and a 25-year frequency design storm for all other instances as dictated by the LA County DPW 2006 Hydrology Manual, must be submitted to the Engineering Division. The study must provide hydraulic calculations based on the given area and the ability of the existing storm drain infrastructure to receive and support the allotted drainage runoff. Drainage calculations shall adhere to Los Angeles County standards, NPDES, and environmental regulations and requirements.
- p) Historical drainage patterns from adjacent properties shall be identified and maintained. The project shall accept and include in the drainage design any current drainage from adjacent properties. This specific item ensures proper drainage along the potential realignment of Owens Way.
- q) Enter into a public improvement agreement with the City and post a Faithful Performance bond in the amount of 150% and a Labor and Materials Bond in the amount of 150% of the estimated cost to cover the construction of the proposed offsite agreements. A Warranty Bond shall be provided in the amount of 150% of the cost of the estimated improvements and shall be in effect for one year after the date of acceptance of the project improvements.
- r) Low Impact Development (LID) is a requirement of the NPDES Permit No. CAS004001, Order No. ORDER NO. R4-2012-0175 and City of El Monte Ordinance No. 2840 This permit was issued by the State of California Regional Water Quality Control Board, Los Angeles Region on December 28, 2012 and the City Ordinance was passed and adopted June 10, 2014 The LID is a narrative report that explains the type of development and drainage of the site. It must address the post-construction water quality and habitat impact issues. Once the site has been developed, how will runoff be maintained? Was there a system that was designed to treat the runoff prior to discharging into the public system? Best Management Practices (BMPs) should be implemented to address storm water pollution and peak flow discharge impacts. All BMPs must be sized to meet specified water quality design and/or peak flow discharge criteria.
 - i. Filtration and infiltration methods must be used to defray a large percentage of the storm water runoff into the storm drain system. Follow City of El Monte adopted LID program and Los Angeles County MS4/NPDES permit requirements.

28. Sewer

- s) Engineer to show the location of the sewer mainline, nearest manholes, lateral serving the project and configuration of the onsite sewer including diameter and material of the onsite sewer. Sewer Capacity/Area Study per Los Angeles County Sanitation District standards will be required to ensure the existing sewer system has sufficient capacity for the proposed development. Sewer cleanouts

must be positioned at 100-foot intervals on the lateral coming off the main sewer line.

- t) Applicant must obtain Will Serve Letter from the City of El Monte Utility Engineer, 626-580-2034, prior to the issuance of a grading permit.
- u) Applicant must obtain Will Serve Letter from County Sanitations District of Los Angeles County.

29. Water:

- v) It is the applicants' responsibility to contact San Gabriel Valley Water Company to obtain approval of service and ensure adequate water to provide such service. A Will Serve letter from the San Gabriel Valley Water Company must be submitted as part of the entitlement process. This must be completed at the initial stages of the tentative map process. A grading permit will not be issued unless the water service is resolved. Provide acceptable analysis to verify sufficient water pressure and flow for:
 - i. General conditions
 - ii. During MID (maximum instantaneous demand) conditions
 - iii. During fire flow and MID conditions
- w) The water supply system serving the development shall be adequately sized to accommodate the total required domestic water and fire flows, in compliance with the San Gabriel Valley Water Company and Los Angeles County Fire Department requirements. Engineer shall submit water system improvement plans and calculations for the development to the City for review and approval.
- x) All existing water services no longer required as part of this development shall be abandoned at the mainline.

30. Overhead Utilities:

- y) Any utility poles conflicting with the proposed improvements shall be relocated at the applicant's expense.

31. Parking Lot and Driveways:

- z) All parking lots and driveways shall be surfaced with asphaltic concrete to a minimum thickness of three (3) inches over a minimum aggregate base of six (6) inches or surfaced with Portland Cement concrete with a minimum thickness of five (5) inches over a three (3) inch aggregate base. After review of the probable vehicular traffic and the soils report for the project, additional material may be required at the discretion of the City Engineer. EMMC 17.08.030.

- aa) All drive approaches shall be ADA compliant. Insufficient width in the parkway will require applicant to dedicate an easement at each drive approach to the City to accommodate a compliant drive approach.

32. Street and Traffic:

- bb) Prepare offsite improvement plans as necessary and provide an engineer's estimate for all public improvements. Streets fronting the project site must be paved (overlay) at the half distance (centerline) of the street. All offsite improvements shall be in complete compliance with the Americans with Disabilities Act (ADA).
- cc) Traffic control plans must be signed by a licensed State of California Traffic Engineer and submitted for review and approval.
- dd) Striping plan, if necessary must be submitted as part of the roadway improvements on Peck Road.
- ee) Public improvements on Peck Road and Woodville Road will be generated on the basis of the approved site plan. P.C.C. pavement and asphalt-concrete (A.C.) thicknesses and strengths will be determined by the Registered Civil Engineer (project engineer of record) preparing the street plans and utility improvement plans.
- ff) Repair, remove, and replace deficient and/or damaged sidewalk and standard curb & gutter adjacent to the development at the direction of the City Engineer/City Inspector. Use APWA standard plans and specifications
- gg) All traffic markings, street striping, street signs, legends and curb painting, including all crosswalks on Peck Road and Woodville Road adjacent to the proposed development shall be restored as directed by the City Engineer.
- hh) All traffic markings, street striping, street signs, legends and curb painting, including all crosswalks at the intersection of Peck Rd. and Woodville Dr. on streets adjacent to the proposed development shall be restored as directed by the City Engineer.
- ii) Construct ten feet (10') wide sidewalk/parkway where missing along entire length of Woodville Dr.
- jj) Remove and replace existing handicap access ramp at the corner of Peck Rd. and Woodville Dr. with new ADA compliant handicap access ramp.
- kk) Roadway lighting shall be installed along Woodville Dr. Install new street light on existing wood pole adjacent to the proposed development on Woodville Dr.

33. Parkway trees shall be installed by the applicant per the City of El Monte Tree Ordinance in the quantities and locations as directed by the City of El Monte Public Works Department. Requiring a minimum of three (3) trees in the public right of way.

FIRE DEPARTMENT

34. All conditions and requirements of the Los Angeles County Fire Department shall be met prior to building permit issuance and inspected prior to building final occupancy.

SECTION 9 – PLANNING COMMISSION APPROVAL. That the Secretary of the Planning Commission of the City of El Monte, California, shall certify to the adoption of this resolution and shall cause a copy of the same to be forwarded to the applicant.



Dallas Baker, Chairperson

ATTEST:



Marcella Magdaleno, Secretary
El Monte City Planning Commission

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Marcella Magdaleno, Secretary of the Planning Commission of the City of El Monte, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 3489 adopted by the Planning Commission of the City of El Monte, at a regular meeting by said Commission held on November 14, 2017, by the following votes to wit:

AYES: Baker, Morales, Nuño, Peralta

NOES:

ABSTAIN:

ABSENT:



Marcella Magdaleno, Secretary
El Monte City Planning Commission

Nov. 20, 19

City of El Monte

Design Review No: 04-17

Modification No.: 18-17

Plan Review: 2-Story Shell Only, Trash Enclosure
Address: 4014 Peck Road, El MONTE CA 91732

Re: Request Extension of Building Plan Review Life

We would like to apply the extension of building plan review life for 2-Story commercial building at 4014 Peck Rd. El Monte, CA 91732

This project is under still –

1. Waiting on Engineer Department 2nd review.
2. Working on revising drawing for Planning Department - 2nd comments
3. Working on revising drawing for Building Department – 2nd structure comment.

Please feel free to contact me for any information you need for applying the extension.
Thank you.

Sincerely,

Charlene Lee
Senior Designer
Email: Charlene.lee@calarc.net
Cell: (626) 705-3938

STAFF REPORT**January 21, 2020**

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

JASON C. MIKAELIAN, AICP
CITY PLANNER

BY: CRISTINA GRACIANO
ASSOCIATE PLANNER

SUBJECT: TENTATIVE TRACT MAP NO. 62624, CONDITIONAL USE PERMIT NOS. 13-14, 15-15, AND MODIFICATION NO. 13-14 (TIME EXTENSION)

LOCATION: 4127 - 4143 ROWLAND AVENUE

**APPLICANT/
PROPERTY OWNER:** SHINING ROWLAND COMPANY, LLC
16035 ROBIN WAY
INDUSTRY, CA 91745

RECOMMENDATION: APPROVE TIME EXTENSION FOR CONDITIONAL USE PERMIT NOS. 13-14 AND 15-15, AND MODIFICATION NO. 13-14

BACKGROUND

On January 19, 2016, the City Council adopted Resolution No. 9630, approving Tentative Tract Map No. 62624, Conditional Use Permit Nos. 13-14 and 15-15, and Modification No. 13-14 for the construction of a 71- unit residential development on a 3.09 acre site in the R-4 (High Density Multi-family Residential) zone. On November 22, 2016, the Planning Commission adopted Resolution No. 3410, approving a Revision to the previously approved project to allow a phased construction schedule which superseded Resolution No. 9630. The life of the project was valid for two (2) years, until January 19, 2018.

On January 16, 2018, the Planning Commission approved a one (1) year time extension with a new expiration date of January 19, 2019. During the extension period, the applicant submitted plans for review of the tract map, grading, and structural calculations to Building & Safety and Engineering Divisions. However, permits were not achieved by the January 16, 2019 deadline.

REQUEST

The property owner has requested a post-deadline time extension of the approved entitlements to continue to work on the proposed project. The El Monte Municipal Code (EMMC) requires that the applicant demonstrate to staff that progress has been made in good faith of obtaining the necessary permits to carry out the entitlements that were granted by the Planning Commission. The city has continued to work with the applicant after the expiration date. The following items have been completed in the past year:

- The Building Official deemed the structural plans complete on April 3, 2019;
- The final map was recorded on August 1, 2019; and,
- The grading permit was approved on March 14, 2019 with a three (3) month extension until December 12, 2019.

STAFF RECOMMENDATION

Staff recommends the Planning Commission approve a two (2) year time extension with an expiration date of January 19, 2021 to allow the property owner to obtain the necessary approvals and permits to begin the project construction. Additionally, staff recommends the adoption of specific milestones, as shown below, that are required actions in addition to the aforementioned expiration date.

Milestone:	Due Date:
Conduct grading pre-construction meeting	January 31, 2020
Commence site preparation/clearing	March 31, 2020
Grading completion/ pad certification	September 30, 2020*
Building permit issuance	January 19, 2021**
<p>* With option to extend until October 31, 2020 pending proof of progress to the satisfaction of the Community & Economic Development Director **Note that this project was approved by the Planning Commission (11/22/16) to be done in phases per below:</p> <ul style="list-style-type: none">• Phase I for paving and the construction of the 21 townhomes with an anticipated combined construction time of 11 months; and,• Phase II for Building 6 (50 units) with an anticipated construction time of 12 months. <p>Should the applicant wish to change the approved phasing, Blodgett recommends an Addendum to the MND.</p>	

ATTACHMENT

- A. Resolution No. 3410
- B. Time Extension - January 16, 2018

STAFF REPORT**July 23, 2019**

TO: CITY PLANNING COMMISSION

FROM: BETTY DONAVANIK
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

BY: CRISTINA GRACIANO
LANDSCAPE TECHNICIAN

SUBJECT: TIME EXTENSION FOR CONDITIONAL USE PERMIT (CUP) NO. 16-17 & DESIGN REVIEW (DR) NO. 06-17

LOCATION: 9650 TELSTAR AVENUE

**APPLICANT/
PROPERTY OWNER:** LSM CONSULTING, INC.
1645 ELEVADO AVENUE
ARCADIA, CA 91006

RECOMMENDATION: APPROVE TIME EXTENSION FOR DESIGN REVIEW NO. 06-17 & CONDITIONAL USE PERMIT NO. 16-17

BACKGROUND

On December 12, 2017, the Planning Commission adopted Resolution No. 3493, approving Conditional Use Permit No. 16-17 and Design Review No. 06-17 to establish a multiple-tenant development. The project, referred to as UR Circle, includes the remodel of an existing 27,969 square foot industrial building into a proposed multi-tenant shared work space and office uses with ancillary supporting retail/service uses. Since the approval of the project, the Applicant has continuously worked with the City to obtain Building and Planning approvals.

REQUEST

The Applicant has requested a one (1) year time extension to complete the permitting process. Pending items include Los Angeles Sanitation, Fire Department, Engineering, and Art in Public Places. There are no changes proposed to the project; the project is subject to all Conditions of Approval included in Resolution No. 3493. This request will extend the Conditional Use Permit and Design Review approval to December 22, 2019.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission approve a one (1) year Time Extension from the original expiration date, extending Design Review No. 06-17 & Conditional Use Permit No. 16-17 to December 22, 2019.

ATTACHMENT:

- A. Resolution No. 3493
- B. Time Extension Request from Applicant

RESOLUTION NO. 3493

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. 16-17 AND DESIGN REVIEW 06-17 TO ALLOW THE OCCUPANCY OF AN EXISTING BUILDING WITH MULTIPLE TENTANTS AND ADOPTING A CATEGORICAL EXEMPTION FOR THE PROPERTY LOCATED AT 9650 TELSTAR AVENUE, EL MONTE, CALIFORNIA.

The Planning Commission of the City of El Monte, County of Los Angeles, State of California, does hereby find, determine and resolve as follows:

SECTION 1 - PROJECT DESCRIPTION. On July 3, 2017, Wallace Fu Architecture, 40 E. Huntington Drive, Alhambra, CA 91006, filed an application for Conditional Use Permit (CUP) No. 16-17 and Design Review (DR) 06-17 to allow the occupancy of an existing 27,969 square foot building proposed for a multi-tenant work space and office uses with ancillary supporting retail/service businesses. As part of the project, façade and site improvements will be made, including a new 2,236 square foot outdoor concourse and dining area. The property is located in the OP (Professional Office Park) zone. The request is made pursuant to Sections 17.24.040(38) and 17.22.020(D) of the EMMC.

SECTION 2 - PUBLIC HEARING. The property is located at 9650 Telstar Avenue, El Monte, California, and described as follows, to-wit:

APN: 8581-001-070 & 8581-001-071

Pursuant to which after due notice as required by law, a full and fair public hearing was held to consider CUP No. 16-17 and DR 06-17 before this Planning Commission on December 12, 2017, at which time all interested persons were given full opportunity to be heard and present evidence.

SECTION 3 - ZONING. The property is located within the OP (Professional Office Park) Zone. The surrounding zoning and land use of the adjacent properties are as follows:

North: OP; Industrial
South: Rio Hondo Floor Control Channel
East: OP; Industrial
West: OP; Industrial

SECTION 4 - ENVIRONMENTAL. In accordance with the criteria and authority contained in the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines staff has conducted the appropriate environmental analysis and based on that assessment, the City has determined the project to be Categorically Exempt by Article 19 Section 15301 (Class 1 – Existing Facilities) in accordance with the requirements of the State CEQA Guidelines. No further environmental assessment is necessary.

SECTION 5 - GENERAL PLAN. The General Plan Land Use designation is Professional Office Park. The proposed multi-tenant work space and office uses with ancillary restaurant uses is permitted on the subject property upon the approval of a CUP. The Professional Office Park land use designation encourages national and regional offices in the Flair Park district. Staff has determined the proposed project to be consistent with the goals and policies of the 2011 El Monte General Plan.

SECTION 6 - CONDITIONAL USE PERMIT FINDINGS. All necessary findings for the granting of CUP No. 16-17, for the occupancy of a multi-tenant work space and office uses with ancillary restaurant uses, pursuant to Section 17.24.050 of the EMMC can be made in a positive manner and are as follows:

- A. The granting of such conditional use permit will not be detrimental to the public health or welfare or be injurious to the property or to improvements in such zone.

Finding of Fact:

The approval of the CUP will allow the occupancy of an existing facility with a multi-tenant work space and office uses with ancillary restaurant uses. The applicant proposes to occupy the building, which has been vacant for four (4) years, and enhance it to promote improvement in the zone. The proposed use promotes a clean and professional environment. Therefore, the granting of the CUP subject to conditions related to the operation maintenance, and ongoing monitoring of the facility will not be detrimental to the public health and welfare or be injurious to the property or to the improvements in such zone or vicinity.

- B. The use applied for at the location is properly one for which a conditional use permit is authorized.

Finding of Fact:

Pursuant to Section 17.24.040(38) of the EMMC, a multi-tenant work space may be permitted contingent upon approval of a CUP. Additionally, the main tenant is a work space and office use that exemplifies the General Plan's Office Park land use designation.

- C. The site for the proposed use is adequate in size and shape to accommodate said uses; and that all yards, spaces, walls, fences, parking, loading, landscaping and other features required to adjust said use with the land and surrounding uses are provided.

Finding of Fact:

The site is adequate to accommodate the proposed occupancy. The site adequately meets parking requirements with 156 parking spaces for all proposed uses. Per the Zoning Code, the occupancy of the building requires 91 parking stalls for the office use and 41 parking stalls for the restaurant use for a total of 132 parking spaces. The project will also provide ADA parking and accessibility to further accommodate the proposed use. Therefore, staff has determined the site is adequate to accommodate the project.

- D. The site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed uses.

Finding of Fact:

The subject property abuts Telstar Avenue to the west which connects to Flair Drive on the north. A Traffic Impact Study determined that the majority of the intersections are able to carry the kind of traffic generated by the proposed use. The study concluded that the project will have an impact on the Baldwin Avenue and Flair Drive intersection. The intersection warrants a traffic signal, which the proposed use will employ a fair-share contribution to future improvements.

- E. The granting of such conditional use permit will not adversely affect the purpose, goals, and policies of the 2011 El Monte General Plan.

Finding of Fact:

The General Plan land use designation of the subject property is Professional Office Park. The intent of the Professional Office Park designation encourages national, regional and other office types. The proposed multi-tenant office use with ancillary restaurant services is consistent with the vision of the Professional Office Park land use designation. Therefore the granting of a conditional use permit is consistent with the General Plan's vision for the area.

SECTION 7 – DESIGN REVIEW FINDINGS. That all necessary findings for the granting of Design Review 06-17, for improvements to an existing building, pursuant to Section 17.22.060 of the El Monte Municipal Code can be made in a positive manner and are as follows:

- A. The granting of the design review request will not be detrimental to the public health or welfare or be injurious to the property or to improvements in such zone or vicinity.

Finding of Fact:

The proposed project is consistent with the General Plan land use designation of Professional Office Park. The improvements to the existing building will update the site to comply with the zone and enhance public welfare in the area with the occupancy of a vacant site. Therefore, granting of the Design Review approval will not be detrimental to the public health or be injurious to the property or to improvements in such zone and vicinity.

- B. The design of the proposed project would provide a desirable environment for its occupants and visiting public as well as its neighbors through good aesthetic use of materials, textures, and colors that remain appealing and will retain a reasonably adequate level of maintenance.

Finding of Fact:

The building, site design, materials, and colors proposed for the project are consistent with industry standards and will remain appealing with reasonable maintenance. Façade treatments include the use of perforated aluminum panels, stucco, paint, and concrete slabs to create a modern, industrial façade that incorporates monumental elements and blends these with walkable accents, such as landscape, high transparency and a concourse space.

- C. The design and layout of the proposed project would not unreasonably interfere with the use and enjoyment of neighboring existing or future development, and will not result in vehicular and/or pedestrian hazards.

Finding of Fact:

The project's site layout, as proposed, was designed to provide safe vehicular maneuvering and pedestrian passage. The site is adequate in size to support the proposed use without affecting the existing neighborhood or future development.

- D. The architectural design of the proposed project is compatible with the character of the surrounding neighborhood and the provisions of this chapter and the general plan contemplate harmonious, orderly and attractive development.

Finding of Fact:

The design for the proposed project takes the existing industrial look of the area and blends it with human scale appeal to create a softer and inviting look. As an existing industrial building, the applicant retains the existing character of that exists in the area and creates a harmonious, modern, sleek façade. The proposed architectural design is consistent with the vision of the general plan to accommodate modern architectural design by encouraging iconic buildings. Proposed modern enhancements to the building include horizontal orientation, concrete accents, perforated aluminum paneling and grouped windows to achieve a modern look.

- E. The landscape considerations including the location, type, size and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas, have been provided to insure visual relief, to complement buildings and structures and to provide an attractive environment.

Finding of Fact:

The amount of landscaped area exceeds the minimum requirements of the City's Zoning Code. An existing landscape planter shall be enhanced to provide an attractive element toward the street that defines the street edges, project site and sidewalk. The existing planter contains several mature shade and screening trees that provide an attractive edge. Additionally, planters shall be placed throughout the parking area to create attractive, landscaped breaks that provide visual interest. The landscape plan includes Pink Trumpet trees, New Zealand Flax, and Ivy groundcover etc. It has been conditioned to comply with water efficiency provisions and incorporate California native plants.

SECTION 8 - APPROVALS AND CONDITIONS.

The Planning

Commission determines that the project is Categorically Exempt (Class 1 – Existing Facilities) in accordance with the California Environmental Quality Act (CEQA) of 1970 and the CEQA Guidelines, as amended, and does hereby approve Conditional Use Permit No. 16-17 and Design Review 06-17, subject to the following conditions:

General

1. The approval is for Conditional Use Permit No. 16-17 and Design Review No. 06-17 to allow the occupancy of an existing 27,969 square foot building with a multi-tenant work space and office uses with ancillary restaurant uses in the OP (Professional Office Park) zone.
2. The approval shall be effective for a period of one (1) year from the date of final approval by the City Planning Commission; unless the applicant has obtained building occupancy permits from the City for the proposed project or has requested a time extension to procure building permits.
3. A copy of the approving resolution shall be printed or attached to the development plans that are to be submitted during the plan check process.
4. All City and LA County Fire Department standards and conditions shall be implemented prior to final inspection and prior to occupancy of the building.
5. Conditions shall be met or deemed to have been addressed by the Planning Division prior to issuance of a certificate of occupancy for the building improvements.
6. The applicant and property owner shall sign and submit an affidavit accepting all conditions of approval contained in the Planning Commission Resolution prior to issuance of Building Permits for the proposed project.
7. The property owner shall record a covenant designating the combined use of the two (2) parcels as a single use.
8. The project shall strictly conform to site plan and floor plans on file with the City Planning Division and as presented to the Planning Commission on December 12, 2017 and as amended herein. The maximum number of office spaces shall be 90. Any increase may require the review of the Planning Commission.
9. The maximum number of ancillary tenants shall be three (3). Proposed uses shall be restricted to restaurant and supporting retail/service uses in accordance with the General Plan's vision for the Flair Park area. Applicant shall provide a "mixed-tenant" list to the Planning Division. The City Planner shall review and approve the list.

Construction

10. The project must comply and be designed to meet the all requirements of the 2016 California Building Code. All building safety, geotechnical, mechanical, electrical, plumbing, and accessibility requirements will be reviewed for compliance during plan review.
11. During the construction process all related activities, including but not limited to, loading, unloading, storage of equipment and materials, and parking of employee vehicles are prohibited within the public R.O.W. All such activities shall be conducted only on the project site and not in the public R.O.W.
12. All trash and refuse (i.e. solid waste) shall be disposed of in dumpsters or other like containers; and all such waste shall be removed from the premises on a routine basis, as provided under EMMC Chapter 8.20, by a solid waste hauler duly franchised to provide such service to the property. Applicant shall divert fifty percent (50%) of its solid waste through recycling services provided by a solid waste hauler duly franchised to provide such service to the property. Pending completion of all construction activities upon the property, surplus construction materials shall be stored so as to be screened from view when not actually in use. All construction and demolition debris shall be removed from the property in compliance with EMMC Chapter 8.20. The removal of all solid waste arising out of the construction and demolition process shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services for construction and demolition projects within the City of El Monte. The removal of all other wastes from the property shall be undertaken by a duly franchised solid waste hauler authorized to provide solid waste services to residential and commercial properties within the City of El Monte.
 - a. Prior to the issuance of a Building Permit, the developer shall submit to the Building Safety Division, the Environmental Services Division and the City Code Enforcement Division, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to ensure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
 - b. Prior to final approval for occupancy, and in addition to any other requirements set forth under the El Monte Municipal Code or by the Chief Building Official, the developer shall submit to the Building and Safety Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed and/or diverted.
 - c. Except as otherwise authorized pending the completion of the construction and demolition activities authorized under this resolution, solid waste containers and bulky items may not be stored or maintained at locations designated for parking and must be maintained in those locations designated for the temporary storage of solid waste and bulky items.
13. The site and the public R.O.W. adjacent to any portions of the site shall be maintained in a condition which is free of debris both during and after the construction, addition or implementation of the entitlements granted herein. All trash and refuse shall be disposed of in dumpsters and be removed from the premises on

an as needed basis. Any surplus construction materials shall be stored so as to be screened from public view when not actually in use and be removed from the property upon completion of construction activities. The removal of all trash, debris, and refuse, whether during or subsequent to construction shall be done only by the property owner, the applicant or by a permitted waste contractor, who has been authorized by the City to provide collection, transportation, and disposal of solid waste from residential, commercial, and construction areas within the City.

- a. Prior to issuance of a Building Permit, the developer shall submit to the City, the name and contact information for the contracted waste hauler. It shall be the developer's obligation to insure that the waste contractor utilized has obtained permits from the City of El Monte to provide such services.
 - b. Prior to final approval for occupancy, the applicant shall submit to the Planning Division, the receipt(s) showing evidence that the waste and debris generated during the construction process were properly disposed.
14. Fire protection facilities; including access, must be provided prior to and during construction.
15. Trees abutting the front of the property are considered to be under protection and preservation. Any work to be conducted within the tree area shall be done to minimize the pruning of trees on site. Any pruning necessary for construction shall adhere to industry standards. Any harm to the trees shall be considered a violation of Chapter 14.03 – Tree Protection and Preservation.

Legal

16. 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.

Operational Standards

17. The plans shall incorporate a High Definition Recording camera surveillance and security system for the project site. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety. The camera surveillance system must be set up for a 45 day rotation period. All recordings must be kept onsite for at least 45 calendar days and must be made available to a City Employee upon request. The system shall be maintained and operating at all times.
18. The site and the public R.O.W. 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.

19. 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.
20. All business activities and all storage shall take place within the confines of the building. There shall be no outdoor display, advertisement, merchandizing, debris, and storage of containers and inoperable vehicles at any time. No storage of materials or supplies or inventory shall be permitted outside of the structure.
21. All operations of any preapproved mechanical equipment shall be conducted within an enclosed building and that all openings to the building shall be maintained in a closed position at all times of business operations.
22. All equipment and materials shall be stored within the existing building and outside storage/display or sales are strictly prohibited.
23. All public exit and entry doors to the building shall be maintained in a working condition and must be cleared for use during business hours at all times.
24. All activities on the property shall comply with the City of El Monte Noise Ordinance at all times.
25. For licensing purposes, a suite numbering system shall be utilized for all private office spaces.
26. All businesses occupying the space shall obtain a Business License. The managing tenant is responsible for all necessary inspections before an occupancy permit is issued for the building. Subsequent inspections for occupancy of private office spaces are not required.
27. The main tenant (office managing company like "Ur Circle") shall have current business license with the City at all times in order for the individual work space offices to be occupied. The individual work spaces may then be leased as sub-tenants in accordance with the requirements City's Finance Department.

Maintenance

28. Subject to review and applicability by the City Planner and the City Attorney and to ensure ongoing compliance with the conditions of approval set forth under this resolution and to ensure that the property and all improvements located thereupon are properly maintained, the applicant (and the owner of the property upon which the authorized use and/or authorized improvements are located if different from the applicant) shall execute a maintenance agreement with the City of El Monte which shall be recorded against the property prior to the issuance of the grading permit and which shall be in a form reasonably satisfactory to the City Attorney. The maintenance agreement shall apply to both parcels of land and shall contain covenants, conditions and restrictions relating to the following:

- a. Ongoing maintenance, repair and upkeep of the property and all improvements located thereupon (including but not limited to controls on the proliferation of trash and debris about the property; the proper and timely removal of graffiti; the timely maintenance, repair and upkeep of damaged, vandalized and/or weathered buildings, structures and/or improvements; the timely maintenance, repair and upkeep of exterior paint, parking striping, lighting and irrigation fixtures, walls and fencing, publicly accessible bathrooms and bathroom fixtures, landscaping and related landscape improvements and the like, as applicable);
- b. If the applicant and the owner of the property are different (e.g., if the applicant is a tenant or licensee of the property or any portion thereof), both the applicant and the owner of the property shall be signatories to the maintenance agreement and both shall be jointly and severally liable for compliance with its terms.
- c. The maintenance agreement shall further provide that any party responsible for complying with its terms shall not assign its ownership interest in the property or any interest in any lease, sublease, license or sublicense, unless the prospective assignee agrees in writing to assume all of the duties and obligations and responsibilities set forth under the maintenance agreement.
- d. The maintenance agreement shall contain provisions relating to the enforcement of its conditions by the City and shall also contain provisions authorizing the City to recover costs and expenses which the City may incur arising out of any enforcement and/or remediation efforts which the City may undertake in order to cure any deficiency in maintenance, repair or upkeep or to enforce any restrictions or conditions upon the use of the property. The maintenance agreement shall further provide that any unreimbursed costs and/or expenses incurred by the City to cure a deficiency in maintenance or to enforce use restrictions shall become a lien upon the property in an amount equivalent to the actual costs and/or expense incurred by the City.
- e. The execution and recordation of the maintenance agreement shall be a condition precedent to the issuance of final approval for any construction permit related to the approved entitlements.

Architecture

29. Prior to issuance of building permits, the plans shall specify the type of materials and colors that will be installed on exterior.
30. All guard walls must be decorative and high quality material and shall be reviewed by the Planning Department during the plan check process.
31. The applicant shall work with staff to incorporate shade structures on the concourse area that will be utilized to provide shade and enhance the modern accents of the building.

Parking

32. All onsite parking spaces shall be accessible and free of obstructions and can only be used for parking of operable vehicles at all times. Disabled parking shall comply with City requirements.

Signage

33. The applicant shall submit a Master Sign Program to the Planning Division for review and approval. The master sign program shall be in compliance with the City's EMMC Chapter 17.12 (Sign Standards and Sign Regulations). Specifically, permitted sign type and materials for the sign program shall include individually-cut type letters and channel letters. No monument sign shall be higher than six (6) feet if proposed. Can signs and roof signs are prohibited.
34. Window signage shall not exceed 10 percent of the window area. Only signs displaying the business name, operational status, and hours of operations may be approved.

Waste Enclosure

35. The applicant shall submit a design for the onsite trash enclosure for review and approval by the Planning Division and the City's Solid Waste Service Provider during building plan check review. The trash enclosure shall include a designated area for solid waste disposal and a designated area for recycling disposal located at the rear of the property. The design will be reviewed for aesthetic value and use of quality materials. All outside trash and garbage collection areas shall be paved and enclosed on at least three (3) vertical sides by solid five (5) foot high wall and on the fourth side by a view obscuring gate to screen the containers from view. The trash enclosure shall be of a size sufficient to contain all trash containers maintained outside the building. The finish and color of the trash enclosure shall be designed to match a primary element from the site building style as well as incorporate a decorative cover per the approval of the City Planner.

Lighting

36. The developer shall submit for review by the Planning Division and the Engineering Department, the design and specifications for all proposed lighting fixtures proposed for the buildings, drive aisles, parkways, parking areas, pathways, and surrounding areas within the development. The fixtures shall be reviewed for quality, aesthetics, illumination values, sustainability values such as LED and shall be decoratively and architecturally consistent with the building design. The number, location, height, style and design shall be reviewed and approved by the Planning Division and Engineering Department prior to issuance of building permits.
37. Lighting tiers shall be established for the control of light pollution affecting the area. The first tier, up-lighting, shall cease operations at 10:00 p.m. every night, via an automatic timer, and switch to minimal operational "night" lighting necessary to

operate ancillary uses. The second tier shall also provide for security lighting and shall include pathway lights to illuminate walkways.

Fences and Gates

38. No barbed, razor or pointed fencing material shall be allowed on site.
39. Any access gates shall allow a minimum of one (1) vehicle to queue on the property without overhanging onto the public right-of-way.
40. New fencing shall be a minimum of five (5) feet from trees.
41. Interior and perimeter fences and walls for the project site shall be of a decorative design and manufactured/built using durable materials and protective surfaces.
42. The application of graffiti resistant coating and/or other anti-graffiti measures are required.

Landscaping

43. The landscape plan shall provide for a variety of groundcover, grasses, shrubs, perennials, and ornamental trees with various textures, heights, size and a variety of foliage and flower color, per EMMC Section 17.10.030(A)(1). The landscape plan shall include a Plant Legend containing: plant symbol, scientific name of plant material, common name of plant material, plant container size, and plant spacing in "inches". Single row and triangle plant spacing are preferred.
44. Existing and new landscape planters shall be enhanced with water efficient landscape that incorporates a minimum of 15 percent California native plants.
45. Additional landscape planters shall be distributed throughout the parking area. There shall be a mixture of island and diamond planters distributed to break up large expanses of parking spaces. Linear planters shall be utilized along the rear and side property lines to incorporate additional landscaping with a combination of trees, shrubs, groundcover and vine or espalier style planting. **(Modified by the Planning Commission on December 12, 2017).**
46. Parking lot trees shall comprise of shade and ornamental trees. No palms shall be allowed in the parking area.
47. American National Standards Institute (ANSI) A300 pruning standards shall be utilized to prune and maintain all trees within the property and along the street frontage.
48. Landscape planters shall be distributed throughout the concourse area to provide visual interest and beautify the space.

Security

49. A security installation plan shall be reviewed and approved by the Police Department and shall incorporate a High Definition Recording camera surveillance system for the building and property. The Police Department shall have the authority to make changes to the plan as needed to enhance public safety. The system must be set up for at a minimum of 30 days rotation period. All recordings must be kept onsite for at least 45 calendar days and must be made available to a City Employee upon request. The system shall be maintained and operating at all times.

Public Works

50. General:

- a) Development Impact Fees associated with this project include but are not limited to the following fees and deposits; applicable sewer fee, street fee, storm drain fee, traffic fee, quimby (Parkland Fees), deposits, technology enhancement fees, and all applicable fees associated with demolition of existing structures, drainage, site development, and construction are based on actual square footage of any commercial development and number of residential units.
- b) Developer shall obtain approval from the Los Angeles Fire Department (LACFD) for development's fire protection, fire flow requirements, access road(s) for development, etc. and shall construct all Fire Department required improvements. LACFD approval will be required:
 - i. Prior to Grading/Building Permits (LACFD Building Division)
- c) Onsite Groundwater Monitoring Wells, including legally removed, permanent, temporary and active wells, must be depicted on all site plans, grading plans, tentative tract/parcel maps and all other relevant plans. Include a legend that demonstrates ownership, date installed, and type of monitoring well and all other relevant information.
- d) Comply with the City's ordinance 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.
- e) 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.
- f) No encroachment into the City right-of-way from private property will be allowed.
- g) 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.

51. Grading and Drainage:

- h) The Grading and Drainage Plan must include standard City of El Monte NPDES and Grading and Drainage Notes and be prepared in accordance with the City of El Monte Grading Manual.
- i) Soils Report. A preliminary soils report prepared in accordance with the city's grading ordinance shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the proposed development.
- j) A Final Hydrology Study Report, based on a 50-year frequency design storm for Capitol Facilities and a 25-year frequency design storm for all other instances as dictated by the LA County DPW 2006 Hydrology Manual, must be submitted to the Engineering Division. The study must provide hydraulic calculations based on the given area and the ability of the existing storm drain infrastructure to receive and support the allotted drainage runoff. Drainage calculations shall adhere to City of El Monte standards, NPDES, and environmental regulations and requirements.

52. Sewer

- k) Engineer to show the location of the sewer mainline, nearest manholes, lateral serving the project and configuration of the onsite sewer including diameter and material of the onsite sewer.
 - i. A Final Sewer Capacity/Area Study per Los Angeles County Sanitation District standards and City guidelines (Obtain approval from City Engineer on requirements for study) will be required to ensure the existing sewer system has sufficient capacity for the proposed development.
 - ii. Sewer cleanouts must be positioned at 100-foot intervals on the lateral coming off the main sewer line.
 - iii. Applicant must obtain Will Serve Letter from County Sanitations District of Los Angeles County.

53. Parking Lot and Driveways:

- l) All parking lots and driveways shall be surfaced with asphaltic concrete to a minimum thickness of three (3) inches over a minimum aggregate base of six (6) inches or surfaced with Portland Cement concrete with a minimum thickness of five (5) inches over a three (3) inch aggregate base. After review of the probable vehicular traffic and the soils report for the project, additional material may be required at the discretion of the City Engineer. EMMC 17.08.030.
- m) All ADA path(s) of travel shall be identified and ADA compliant / pedestrian and traffic friendly and be approved by the City Engineer.

54. Street and Traffic:

- n) Repair, remove, and replace deficient and/or damaged sidewalk and standard curb & gutter adjacent to the development at the direction of the City Engineer/City Inspector. Use APWA standard plans and specifications
- o) Remove all existing improvements no longer intended for use (drive approaches, under sidewalk drains, meter boxes, etc.) and replace with new sidewalk and full height curb and gutter as required. Use APWA standard plans and specifications.
- p) Development impacting the surrounding roadway system must take into account and address additional traffic volumes and the altering of existing traffic patterns. In addition to designing appropriate access for the proposed development, planners and developers must strive to maintain a satisfactory transportation level of service and safety for all roadway users. Traffic concerns will take into account the recommendations of the approved traffic impact study as performed by a State of CA licensed traffic engineer.
 - i. Fair Share contribution for the improvements to the intersection of Baldwin Avenue and Flair Drive as recommended in the approved Traffic Impact Study.

Fire Department

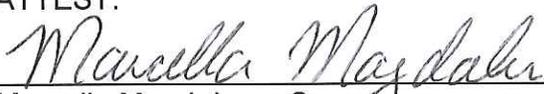
55. Plans shall comply with Los Angeles County Fire Department standards.

SECTION 8 - PLANNING COMMISSION APPROVAL. The Secretary of the City Planning Commission of the City of El Monte, California, shall certify to the adoption of this resolution and shall cause a copy of the same to be forwarded to the applicant.



Dallas Baker, Chairperson

ATTEST:



Marcella Magdaleno, Secretary
El Monte City Planning Commission

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF EL MONTE)

I, Marcela Magdaleno, Secretary of the Planning Commission of the City of El Monte, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 3493 adopted by the Planning Commission of the City of El Monte, at a regular meeting by said Commission held on December 12, 2017 by the following votes to wit:

AYES: Baker, Morales, Peratta, Nuño

NOES:

ABSTAIN:

ABSENT:



Marcela Magdaleno, Secretary
El Monte City Planning Commission

December 11, 19

City of El Monte
11333 Valley Blvd
El Monte, CA 91731

RE: Request for Extension 9650 Telstar Ave
(Design Review No.06-17&CUP No.16-17)

Dear Planning Commisioner,

This is letter is regarding Ur Circle Coworking project located on 9650 Telstar Ave, conditionally approved on Dec 12, 2017. The entitlement will be expired on Dec 22, 2019 after a one year extension granted on July 23, 2019. I am writing to request a second time extension to the entitlement.

The reason for the time extension is because we haven't got final approval from Engineering department. My civil engineers have been working with Engineering department very closely on my grading plan since June 2019. Unfortunately, there are still some corrections we need to work on and another submittal is due. I am afraid there is not sufficient time to get final approval before entitlement expiration date on Dec 22, 2019.

I sincerely hope planning department will understand and grant me another extension on entitlement. We are ready to pull building permit once the grading plan is approved by Engineering department.

Sincerely,



Melissa Mu
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mu.melissa@gmail.com