



Planning Commission Regular Meeting  
**STAFF REPORT**

ITEM NO. PH 1

**Meeting:** Planning Commission Regular Meeting of Tuesday September 10<sup>th</sup>, 2024

**Title:** Proposal to expand an existing auto body shop to accommodate a spray booth at 813 E San Bernardino Road

**Title Description:** **Conditional Use Permit (CUP) 24-002, Site Plan Review (SPR) 24-24 and determination of exemption from CEQA, to allow a 1,430 sq. ft pre-engineered structure with one spray booth within the Light Manufacturing (M-1) zone, located at 813 E San Bernardino Rd (APN: 8429-010-013)**

**Presented by:** Eduardo Lomeli, Assistant Planner

**PROJECT SITE INFORMATION**

**A. Project Information:**

**Request:** Conditional Use Permit (CUP) 24-002  
Site Plan Review (SPR) 24-24

**Applicant/Authorized Agent:** Jack Lanphere

**Property Owner:** Gerardo Z. Chavez and Maria Miramontes

**Location:** 813 E San Bernardino Rd

**Assessor Parcel Map No's:** 8429-010-013

**B. Site and Surrounding Land Uses:**

The following table provides the General Plan designation, Zoning, and existing uses of the site and surrounding areas:

<b>Table 1: Site and Surrounding Land Uses</b>			
	<b>General Plan</b>	<b>Zoning</b>	<b>Existing Uses</b>
Site	General Industrial	M-1 Light Industrial	Auto Body Shop "ODA Autowerkz"
North	General Industrial	M-1 Light Industrial	Multiple Industrial Uses

South	Low Density Residential and HDR – High Density Residential and LDR	R-1-7500 and PCD/RD-1580 – Planned Community Development / Residential Zone	Residential
East	General Industrial	M-1 Light Industrial	Contractor’s Warehouse “Rain Guard Roofing”
West	General Industrial	M-1 Light Industrial	Auto Body Shop “Bo’s Auto Repair”

**C. Site Characteristics:**

The Project site is approximately 0.35 acres in size, with an existing 1,295-square-foot building, accommodating an existing auto mechanic shop known as "ODA Autowerkz". Existing ingress/egress to the subject site is available via driveway located along San Bernardino Rd. There is currently an existing trash enclosure and approximately (9) nine parking spaces available on site.

**BACKGROUND / PROJECT ANALYSIS**

On March 18, 2024, the applicant filed Conditional Use Permit (CUP) and Site Plan Review (SPR) applications proposing to add a 1,430 sq. ft pre-engineered structure with one spray booth located within the proposed structure and to expand their operations to offer paint services for vehicles.

Business Operation:

Hours of operation for the auto body shop will be Monday through Friday 8:00 a. m. to 7:00 p. m. on Saturdays from 8:00 a. m. to 2:00 p. m. and closed on Sundays. ODA Autowerkz will offer body work and paint work in conjunction with detailing, washing and ceramic coating.

Design:

Site design modifications include constructing a 1,430 square foot structure for the new spray booth area. The building will have colors matching the existing structure. Part of the proposal is to restripe the property and enhance the landscape by proposing an infiltration basin. Condition of approval (Exhibit C) has been added to ensure the proposed lighting does not encroach onto neighboring residential properties and businesses.

Compatibility of Land Use:

The existing auto body shop service is located in the Light Industrial (M-1) Zone, surrounded by various other auto service-oriented uses. The existing tenant space is surrounded by similar compatible uses, and therefore, the proposed expansion would not create land use conflict with existing businesses within the Light Industrial uses.

Parking:

The total floor area for the auto body repair shop is 1,295 square feet. The applicant is proposing a 1,430 square foot addition, totaling 2,725 square feet of combined floor area. The expansion will consist of a spray booth and one roll up door. There are currently 9 parking spaces available and a total of 1 proposed service bay. Therefore, parking demand will not change and sufficient parking for the Subject Site is preserved.

**Table 2: Parking Calculations**

Minimum Required Off-Street Commercial Parking Space(s)	Total Gross Floor	Parking Spaces Provided
Automotive body and paint shops	Three per service bay or roll up door, whichever is greater, plus additional parking spaces based on the applicable floor area standard for office	(2) 2 -car garages for vehicles under maintenance and need to be stored over night = 4 parking spaces provided
	1 service bay x 3 parking stalls = 3 parking spaces	One service bay allowing to store 1 vehicle = 1 parking space provided
	1,295 sq. ft office space / 250 sq. ft per parking space = 5 parking spaces	One spray booth = 1 parking space provided
	<b>8 parking spaces required</b>	(9) parking spaces proposed  <b>15 parking spaces provided</b>

Signage:

Proposed signage by the applicant is not a part of this review and approval. A separate sign permit application and related plans will be required showing compliance with the City’s sign ordinance for the property.

**FINDINGS OF FACTS**

CMC Section 17.62.120 provides that the Planning Commission, in approving a Conditional Use Permit shall find as follows:

**A. Findings for Conditional Use Permit (CMC Section 17.62.120)**

- 1. The site for the proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by this title to adjust the use with land and uses in the neighborhood.**

*Facts:* The pre-engineered structure containing a paint booth would be installed and all supporting equipment would be located in a currently vacant rear area portion of the site that is abutting the railroad. This location will not result in any disruptions regarding current activities on the property, Staff has identified no site-related constraints or issues concerning any components of the proposed structure and uses. **Therefore, as proposed, this criterion has been met.**

- 2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.**

*Facts:* The proposed major auto body repair use (specifically auto paint) would be having a negligible impact on the surrounding street, which is San Bernardino Rd, because the the facility is appointment based and accessible to employees only. The overall surrounding roadway system has sufficient widths

and capacities to accommodate maintenance and occasionally other personnel associated with the proposed major auto repair use. **Therefore, as proposed, this criterion has been met.**

**3. The proposed use will have no adverse effects on the abutting properties or the permitted use thereof.**

*Facts:* The proposed major auto body repair use (specifically auto paint) would be located, operated, and maintained in a way that does not interfere with any nearby business activities. The auto paint booth will be operating inside a pre-engineered structure that will be surrounded on the West, East and North side by a block wall which won't intervene with any surrounding uses. Furthermore, the conditions of approval will prevent any potential auto paint services associated nuisances on the surrounding areas. **Therefore, as proposed, this criterion has been met.**

**4. That the conditions stated in the decision are deemed necessary to protect public health, safety, and general welfare. Such conditions include regulation of use, regulation of signs, requiring maintenance of grounds, regulation of noise, vibrations, odors, etc., regulation of time for certain activities, duration of use, and any such other conditions as will make possible the development of the city in an orderly and efficient manner and conformity with the intent and purposes set forth in this title.**

*Facts:* No major public health or safety related impacts have been identified during project review. At construction completion and in perpetuity, the major auto body repair (specifically auto paint) would be subject to certain regulations of the South Coast Air Quality Management District (SCAQMD). Building permits would have to be obtained in conjunction with facility construction. Furthermore, the CUP associated conditions of approval will prevent any potential operational or design associated issues. **Therefore, as conditioned, this criterion has been met.**

**B. Findings for Site Plan Review (CMC Section 17.64.070)**

In order to approve the Site Plan Review (SPR) application, the Planning Commission must make the findings as listed below:

**1. All provisions of Title of the CMC are complied with;**

*Facts:* As described in detail within the "Project Analysis," the proposed construction of a 1,430 sq. ft pre-engineered structure with one spray booth and operating a major auto body repair is within the "M-1" Industrial zone. Conditions of approval will ensure that the major auto body repair will be maintained. The proposal would comply with the criteria under Section 17.64 of the Covina Municipal Code. The site is located within an established area characterized by existing streets, walls, existing structures, and uses that conform well to surrounding neighborhood infrastructure, circulation, and support services. With the proposed modifications, overall, and recommended conditions of approval, the proposed use will have no adverse effect on surrounding properties. **Therefore, as conditioned, this criterion has been met.**

**2. The design and layout of the proposed development are consistent with the general plan, zoning code, development standards of the applicable zoning district, specific plans, design guidelines and objective design standards;**

*Facts:* The expansion of ODA Autowerkz complies with all the applicable regulations as described in the staff report. The facility will protect and maintain the visual aesthetic of the community, which then complies with the General Plan Land Use Objective 1, Section 3. Commercial and Industrial (4) "Maintain its variety of functional commercial office, retail, and service businesses for reasons pertaining to employment, sales tax generation, community image enhancement, and jobs-to-housing ratio maximization." **Therefore, this criterion has been met.**

**The design of the proposed development or the alterations to existing structures will not interfere with the use and enjoyment of existing neighborhood and future development, and will not create traffic or pedestrian hazards;**

*Fact:* The subject site is located within the “M-1” Light Manufacturing Zone and is intended to provide for the development of industrial uses which include fabrication, manufacturing, assembly or processing of materials which will be compatible and not interfere with any of the business surrounding the site. The subject site is within an established area characterized by industrial uses, connecting well to existing neighborhood infrastructure and support services. Proposed improvements to the site are aesthetically pleasing, functional, and visually compatible with neighboring structures and the area within which it is proposed to be located and follow the Covina Municipal Code. **Therefore, this criterion has been met.**

**3. The proposed development has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA);**

*Facts:* The project involves the construction of a 1,430 sq. ft pre-engineered structure with one spray booth and operating auto paint services within an existing a major auto body repair business. Staff has determined that the project is exempt from the requirements of California Environmental Quality Act (CEQA) Guidelines Section 15303 under Class 3. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It will not exceed 10,000 square feet in floor area and will not involve the use of significant amount of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive. **Therefore, this criterion has been met.**

**4. The proposed development will not be detrimental to the public health, safety or welfare or materially injurious to the properties or improvements in the vicinity;**

*Facts:* Construction activities during the exterior improvements are not likely to cause serious public health problems. All potentially hazardous materials used during project construction will be disposed of in accordance with manufacturers’ specifications and instructions, thereby reducing the risk of hazardous materials use. In addition, the Project would comply with all applicable federal, state, and local requirements concerning the use, storage, and management of hazardous materials, including but not limited to the Resource Conservation and Recovery Act, California Hazardous Waste Control Law, federal and state Occupational Safety and Health Acts, SCAQMD rules, and permits and associated conditions issued by the Building and Safety Division. **Therefore, as conditioned, this criterion has been met.**

**5. The development complies with the provisions for dedications, public improvements and undergrounding utilities pursuant to CMC 17.64.140 and congestion management and transportation demand management requirements pursuant to CMC 17.64.150;**

*Facts:* All new utility service lines that are installed to serve the tenant space shall be placed underground. The Applicant shall comply with any other utility and/or street improvements required by the Department of Public Works (Engineering, Traffic, and Environmental Services). **Therefore, as conditioned, this condition has been met.**

**PUBLIC HEARING NOTICE AND NOTIFICATION**

All property owners within a radius of at least 300 feet from the overall project site were mailed notices of the Planning Commission public hearing a minimum of ten (10) days before the hearing as required by law. In

addition, the public hearing notice for September 10<sup>th</sup>, 2024, was published in the San Gabriel Valley Examiner newspaper on August 29<sup>th</sup>, 2024.

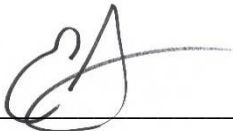
### **ENVIRONMENTAL DETERMINATION**

Staff has determined that the project is exempt from the requirements of California Environmental Quality Act (CEQA) Guidelines under the Class 3 exemption under state CEQA Guidelines Section 15303, which consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include, but are not limited to: (c) A store, motel, office, restaurant or similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area. The proposed structure is only 1,430 square feet in floor area. The use is in conformance with the zone under a conditional use permit. It will not involve the use of significant amounts of hazardous substances where all necessary public services and facilities are available. The current location is surrounded by similar uses that do have any environmentally sensitive areas.

### **STAFF RECOMMENDATION**

Staff recommends that the Planning Commission adopt Resolution No. 2024-015 PC approving Conditional Use Permit (CUP) 24-002 and Site Plan Review (SPR) 24-24 with the attached Conditions of Approval, and making a determination of exemption of the California Environmental Quality Act (CEQA) guidelines.

Prepared by:



Eduardo Lomeli  
Assistant Planner

Approved By:



Brian K. Lee  
Director of Community Development

### **EXHIBITS**

- A.** City Application
- B.** Submitted Plans
- C.** Resolution No. 2024-015 PC W/ Conditions of Approval