



# **PLANNING COMMISSION STAFF REPORT**

**APPLICATION:** TPM082385  
GPC2018-0005

**AGENDA ITEM:** PH-1

**PREPARED BY:** Sheri Bermejo  
Planning Division Manager

**MEETING DATE:** November 14, 2018

**SUBJECT:** Tentative Parcel Map TPM082385  
General Plan Conformity Finding GPC2018-0005  
2655 South Myrtle Avenue (APN: 8510-020-900)

**REQUEST:** Consider the subdivision of a City-owned lot consisting of one lot totaling approximately 3.3 acres into four parcels of land and find that a proposed 50 foot wide offer of dedication along the Myrtle Avenue frontage conforms to the provisions of the Monrovia General Plan. This property is located in the P/QP (Public/Quasi Public) zone.

**APPLICANT:** City of Monrovia, Public Services Director Tina Cherry  
415 South Ivy Avenue  
Monrovia, CA 91016

**ENVIRONMENTAL DETERMINATION:** Categorical Exemption (Class 15)

**BACKGROUND:** The City's Municipal Water Well and Treatment Facility is situated on 3.3 acre property, located approximately one mile south of the I-210 Freeway at 2655 South Myrtle Avenue. The site has continued to serve as the City's primary water facility since 1924. It is developed with three water wells, two treatment facilities, two water reservoirs, and four booster stations. The entire water service operation is serviced by one electrical panel that was installed between 1940 and 1950. Following a recent comprehensive review of the facility's electrical service needs, it was determined that four separate electrical panels, instead of one, would provide more reliable service to the site. The City of Monrovia is requesting to subdivide the site into four separate parcels to enable the electrical service upgrade, since Southern California Edison only allows one service panel per parcel. No physical improvements to the property or buildings onsite are proposed in conjunction with this subdivision request. In addition to the proposed subdivision, a General Plan Conformity Finding is required for a proposed 50 foot wide offer of dedication along the project site's Myrtle Avenue frontage. This property is located in the P/QP (Public/Quasi Public) zone.

Per Monrovia Municipal Code §16.20.040, the proposed parcel map requires the Planning Commission to find that the map complies with the provisions of the Subdivision Map Act and the Monrovia General Plan. With respect to the offer of dedication included with this subdivision request, the City Council has authority to accept or dispose of real property. However, pursuant to Section 65402 of the Government Code, the Planning Commission must first make a finding that the contemplated offer of dedication conforms to the provisions of the City's General Plan.

**SUBJECT PROPERTY:** The subject property is triangular shaped and has a double street frontage that is bound by Peck Road to the west and South Myrtle Avenue to the east. The majority of the lot's frontage is located on South Myrtle Avenue, with 303.5 feet along South Myrtle Avenue and 59.5 feet along Peck Road. The site has is approximately 8,744 square feet (3.3 acres) in size.

**Site and Surrounding Land Uses**

The property is designated Public / Quasi Public in the General Plan and is zoned P/QP (Public / Quasi Public). The site is surrounded by the following land uses.

**North:**

General Plan: County of Los Angeles  
 Zoning: County of Los Angeles  
 Land Use: Multifamily Residential and Single-Family Residential

**South:**

General Plan: City of Irwindale  
 Zoning: City of Irwindale  
 Land Use: Industrial Office Complex

**East (South Myrtle Avenue):**

General Plan: Manufacturing  
 Zoning: M (Manufacturing)  
 Land Use: Multifamily Residential (24 units)

**West (Across Peck Road):**

General Plan: PD -18 (Planned Development Area 18) and Los Angeles County  
 Zoning: Planned Development and Los Angeles County  
 Land Use: Drive-thru Dairy and Multifamily Condominiums

**DISCUSSION/ANALYSIS:** The City's existing Municipal Water Well and Treatment Facility is developed as one property. It is maintained and operated by the Public Works Division. The purpose of the four lot subdivision is to facilitate the request of four separate electrical meters with Southern California Edison, one on each lot, which in turn will reduce the facility's electric bill. Tentative Parcel Map TPM082385 has been attached as Exhibit "B" for the Planning Commission's review.

**Tentative Parcel Map**

The proposed subdivision will create four new parcels. As shown on the map, each proposed parcel will have street access. Parcel 1 will front Peck Road and parcels 2, 3, and 4 will front South Myrtle Avenue. The following table details the proposed lot area of each new parcel.

**Table 1 New Lot Areas and Length of Street Frontage**

Parcel No.	Lot Area (acres)	Street Frontage (feet)
1	1.9 ac.	59.5 ft. on Peck Rd.
2	0.3 ac.	53.6 ft. on Myrtle Ave
3	0.2 ac.	123.9 ft. on Myrtle Ave
4	0.9 ac.	126.0 ft. on Myrtle Ave

The Tentative Parcel Map subdividing the existing 3.3 acre property, together with the provisions for the subdivision's design and improvements, are consistent with the General Plan and satisfy the requirements of the Map Act and of the Municipal Code. The Public/Quasi Public General Plan and zoning regulations do not contain minimum lot sizes or dimensions. Furthermore, the zoning standards do not contain specific setback requirements. For the purposes of ensuring fire safety clearances the map illustrates that habitable buildings will maintain a 10 foot setback from interior property lines.

There is no development or grading associated with this subdivision request. Specific conditions related to the subdivision of property include Public Works Condition Number 1(d) on Data Sheet 2, which requires dedication of additional road rights of way to match existing dedicated road widths in accordance with the City's General Plan. This condition of approval specifically applies to a 50 foot wide dedication along the South Myrtle Avenue.

### ***General Plan Conformity***

Before the City Council may accept the offer of dedication, the Planning Commission must first consider and determine whether it conforms to the General Plan and forward that determination to the City Council. It is Staff's determination that the provisions of the Circulation Element of the General Plan are not compromised by the street dedication and it will not negatively impact the intent of any of the policies established in the General Plan nor cause any physical changes to this segment of South Myrtle Avenue. In fact, this dedication implements the policies of the General Plan by ensuring that there is adequate street right-of-way along South Myrtle Avenue.

Goals and policies pertaining to streets are contained in the Circulation Element of the General Plan. One of the components of the Circulation Element is the Master Plan of Streets, which classifies each street segment in Monrovia based on various criteria including right-of-way, paved width, and traffic volume. The subject segment of South Myrtle Avenue, where the offer of dedication is proposed, is classified as a *Primary Arterial Street*. The criteria for Primary Arterials is a total right-of-way width of 100' – 120', and includes a curb to curb width of 70' – 92', 4-6 through lanes and an Average Daily Traffic (ADT) volume of 30,000-50,000.

The offer of dedication across private property will not change the existing configuration of this segment of South Myrtle Avenue. The area offered for dedication is currently developed as public right-of-way. It will simply align the property line to the back of the existing sidewalk, and bring the entire right-of-way width to 100 feet, thus making it in conformity with the General Plan and roadway standards.

### ***Conclusion***

The proposed Tentative Parcel Map will not produce any physical change to the City's Municipal Water Well and Treatment Facility. The purpose of the subdivision is to facilitate an electrical service upgrade. The conditions of approval and the findings specific to the subdivision of property have been included in this report. Lastly, the offer of dedication along the subject property's South Myrtle Avenue frontage is in conformance with the City's General Plan.

**RECOMMENDATION:** Staff recommends that the Planning Commission find that the dedication of the 50' along the property's South Myrtle Avenue frontage is in conformity with the General Plan. Staff further recommends approval of TPM082385 to subdivide a City-owned lot totaling approximately 3.3 acres into four parcels of land. If the Planning

Commission concurs with this recommendation then, following the public hearing, the appropriate actions would be:

1. Pursuant to the California Environmental Quality Act (“CEQA”) and the City’s local CEQA Guidelines, the Planning Commission in the exercise of its independent judgment finds that TPM082385 and GPC2018-0005 is categorically exempt from CEQA under Class 15.
2. The Planning Commission finds that the custodian of records for all other materials that constitute the record of proceeding upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division located at 415 South Ivy Avenue, Monrovia, California, 91016.
3. The Planning Commission hereby finds that the proposed offer of dedication as discussed in the Staff Report is in conformity with the City of Monrovia General Plan. This finding shall be reported to the City Council.
4. The Planning Commission in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for TPM082385, which are incorporated herein by this reference.
5. The Planning Commission approves TPM082385, subject to the attached Planning Conditions on Data Sheet No. 1, Public Works Conditions on Data Sheet No. 2, and recommendations in the Staff Report, all of which are incorporated herein by this reference.

**MOTION:**

Find that the proposed offer of dedication is in conformity with the General Plan and approve TPM082385 pursuant to the recommendations in the Staff Report.



# DATA SHEET 1

# Planning Conditions

TPM082385

2655 South Myrtle Avenue  
(APN: 8510-020-900)

Development of the subject property and operations on the site must remain in substantial conformance at all times with the request and application forms and Tentative Parcel Map 082385 to subdivide a City-owned lot consisting of three tied parcels and totaling approximately 3.3 acres into four parcels of land submitted by the applicant, as approved by the Planning Commission and placed on file in the office of the Planning Division, except as modified by the conditions imposed by the Planning Commission and by subsequent modifications determined by the Planning Division Manager to be in substantial compliance with the conditions of approval. The term "Applicant" as used herein shall include the City, all successors in interest to this conditional use permit.

## GENERAL REQUIREMENTS

1. For the purposes of ensuring fire safety distances between buildings, the Final Map shall illustrate that habitable buildings will maintain a 10 foot setback from interior property lines.
2. The Final Map for the proposed subdivision shown on this Tentative Parcel Map No. 082385 must satisfy the requirements of Section 16.20.100 et seq. of the Monrovia Municipal Code and be filed with and deemed a complete filing by the City Engineer, within twenty-four months after the Tentative Map was conditionally approved, or the Tentative Parcel Map will expire without further action by the City.
3. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written consent to all of the conditions of approval contained in Data Sheet Numbers 1 and 2. The tentative map shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.



## DATA SHEET 2

## Public Works Conditions

TPM082385

City Water Well and Treatment Facility  
2655 Myrtle Avenue

Development shall be subject to the conditions of approval listed below, and if so indicated, the condition(s) shall be satisfied before the Final Map is filed in the Department of Public Works for review and approval. The term "Applicant" shall include, without limitation, the applicant, the property developer, the property owner, and all subsequent owners of each parcel.

### Engineering Conditions

1) The Applicant shall provide the following:

a) Final Parcel Map for the creation of four (4) lots

- i) The Applicant shall submit a Final Parcel Map as required by the City's Municipal Code, Chapter 16 – Subdivisions
- ii) Prior to filing the Final Map with the Department of Public Works, the Applicant shall provide a current title report (Parcel Map Guarantee) for the project site located in the City of Monrovia. The title report and guarantee is required and such documents shall show all fee interest holders; all interest holders whose interest could ripen into a fee; all trust deeds, together with the name of the trustee; and all easement holders and supporting documents accompanying the title report.
- iii) All easements and dedications shown on the approved tentative parcel map and those not shown but to be recorded, such as: Covenants, Conditions & Restrictions (CC&Rs) must be accounted for at the time of the Final Map approval
- iv) A Final Map prepared by or under the direction of a Licensed Land Surveyor or Licensed Civil Engineer legally authorized to practice land surveying in the State of California must be filed in the Department of Public Works for review and approval and processed through the City Engineer prior to being filed with the Los Angeles County Recorder.
- v) Prior to filing the Final Map with the Department of Public Works for review and approval, the Applicant's surveyor or engineer shall set durable monuments to the satisfaction of the City Engineer in conformance with Section 66495 of Subdivision Map Act.

b) Site Plan showing: survey monuments, boundaries, easements and right-of-ways

- i) Submit existing site plan, topographic map of the project site, grading, drainage and utility plan to Public Works Department for review and approval. The plans shall indicate existing structures, miscellaneous facilities if applicable and all utilities applicable within the project site. The plans shall be prepared on a 24" x 36" sheets with City standard title block stamped and signed by a Registered Professional Civil Engineer in the State of California. The submittal of the plans shall include: a

hydrology report, a geotechnical report, required design calculations, a cost estimate, a plan check fee, and an inspection fee. The final submittal for final approval shall include a mylar of the approved grading, drainage and utility plans. The applicant shall use the assigned drawing number obtained from Public Works for this project.

c) Additional Street Dedication

- i) Applicant shall dedicate additional road rights of way to match existing dedicated widths or, to the ultimate width per the approved general plan, whichever is greater.

d) Addresses for the newly created Parcels 1 through 4:

Parcel 1, 2602 Peck Road  
Parcel 2, 2655 Myrtle Avenue  
Parcel 3, 2657 Myrtle Avenue  
Parcel 4, 2659 Myrtle Avenue



TPM082385

2655 South Myrtle Avenue  
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## TENTATIVE PARCEL MAP

As required by Sections 66473.5 & 66474 of the California Government Code, the decision for approving Tentative Parcel Map No. TPM082385 to subdivide the City's Municipal Water Well and Treatment Facility property, a City-owned lot consisting of three tied parcels totaling approximately 3.3 acres, into four parcels of land is based on the following findings:

- A. That the tentative parcel map subdividing the existing 3.3 acre property, together with the provisions for the subdivision's design and improvement, are consistent with the General Plan and satisfy the requirements of the Map Act and of the Municipal Code. *This project is consistent with the General Plan in that it meets the requirements of the current General Plan land use designation for the property. The property's land use designation in the City's General Plan and on its Zoning Map is Public/Quasi Public, which is intended to support public uses such as schools, and government offices and facilities, as well as quasi-governmental offices and facilities such as those for the telephone company and other utilities. The property is currently developed as the City's Municipal Water Well and Treatment Facility which will remain fully operational. The proposed subdivision will facilitate an energy service upgrade at the Municipal facility, as the each new parcel will qualify for a new electrical panel. There is no physical development or grading associated with the proposed subdivision. The General Plan and zoning regulations do not contain minimum lot sizes, lot dimensions, or specific setback requirements. Therefore, the proposed subdivision will be in conformity with the P/QP land use regulations. For the purposes of ensuring fire safety distances between buildings, the map illustrates that habitable buildings will maintain a 10 foot setback from interior property lines.*
- B. *The subject site will continue to operate as the City's Municipal Water Well and Treatment Facility. No physical construction or grading is proposed; thus it is compatible with the objective policies, general land uses and the programs specified in the General Plan. This project will conform to the Municipal Code standards for public / quasi-public utility facilities.*
- C. That the site is physically suitable for this type of development. *The size of the subject lot allows for the lot to be subdivided, without creating impacts to the surrounding properties and streets. The proposed subdivision will create four new parcels. Each parcel will have street access. Parcel 1 will front Peck Road and parcels 2, 3, and 4 will front South Myrtle Avenue. Although the General Plan and zoning regulations do not contain minimum lot sizes and dimensions for parcels in the Public / Quasi Public land use designation, the proposed lot sizes will be comparable to the parcel sizes within the surrounding neighborhood. The approval of the map will facilitate the City's request for four separate electrical meters with*



*Southern California Edison, one on each lot, which in turn will qualify the City for reduced energy rates.*

- D. That the site is physically suitable for the proposed density of development, and is being developed within the maximum density and floor area ratio thresholds of the Zoning Ordinance. *The existing Municipal Water Well and Treatment Facility will remain unchanged, as no new construction or grading is proposed with the subdivision request. The proposed subdivision will facilitate an energy service upgrade at the Municipal facility, as the each new parcel will qualify for a new electrical panel. Although the General Plan and zoning regulations do not contain minimum lot sizes, lot dimensions, and floor area ratios for parcels in the Public / Quasi Public land use designation, the proposed lot sizes will be comparable to the parcel sizes within the surrounding neighborhood.*
- E. That the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat *in that the property is currently developed as a Municipal Water Well and Treatment Facility. No new construction or grading is proposed with the subdivision request. The proposed subdivision will facilitate an energy service upgrade at the Municipal facility, as the each new parcel will qualify for a new electrical panel. There are no protected or endangered trees existing on the subject site. There are also not water courses traversing the property. Therefore, the proposed subdivision is not likely to cause substantial damage to the environment.*
- F. The design of the subdivision and the type of improvements are not likely to cause serious public health problems, as it will comply with all City design and safety standards, including fire suppression requirements. *Based on the City Engineer's review, it is determined that the subdivision design would preserve public safety and provide adequate access and circulation for vehicular and pedestrian traffic. Specific conditions related to the subdivision of property include Public Works Condition Number 1(d) on Data Sheet 2, which requires dedication of additional road rights-of-way to match existing dedicated road widths in accordance with the City's General Plan. This condition of approval specifically applies to a 50 foot wide dedication along the South Myrtle Avenue. For the purposes of ensuring fire safety clearances between buildings and property lines, the map illustrates that habitable buildings will maintain a 10 foot setback from interior property lines.*
- G. The design of the subdivision and the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision, *as Public Works Condition Number 1(d) on Data Sheet 2 requires the dedication of additional road rights-of-way to match existing dedicated road widths in accordance with the City's General Plan. This condition of approval specifically applies to a 50 foot wide dedication along the South Myrtle Avenue, so that the public sidewalk incorporated into the design will continue to provide access to the public along that right-of-way.*
- H. The City has considered the effect of the subdivision on the housing needs of the region in which the City is situated, and balanced those needs against the public

service needs of its residents and available fiscal and environmental resources. *The existing Municipal Water Well and Treatment Facility will remain unchanged, as no new construction or grading is proposed with the subdivision request. The proposed subdivision will facilitate an energy service upgrade at the Municipal facility, as the each new parcel will qualify for a new electrical panel.*

- I. The discharge of waste from the proposed subdivision into an existing community sewer system will not result in violation of existing requirements of the Regional Water Quality Control Board. *The subdivision will not result in violations of existing requirements of the Regional Water Quality Control Board. The subject site is currently developed as an existing Municipal Water Well and Treatment Facility and will remain unchanged. No new construction or grading is proposed with the subdivision request. The approval of the four lot subdivision will facilitate an energy service upgrade at the Municipal facility, as the each new parcel will qualify for a new electrical panel.*