



PLANNING COMMISSION STAFF REPORT

APPLICATION: CUP2019-0003

AGENDA ITEM: PH-1

PREPARED BY: Vincent Gillespie,
Planning Technician

MEETING DATE: APRIL 10, 2019

SUBJECT: Conditional Use Permit CUP2019-0003
320 West Chestnut Avenue

REQUEST: Approve a Conditional Use Permit to allow off-site sale of beer and wine (Type 20) and on-site wine tasting (Type 2) in conjunction with a wine warehousing and mail order business (Wine of the Month Club).

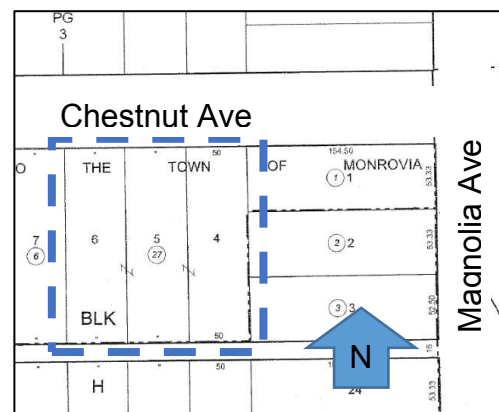
APPLICANT: Paul Kalemkiarian, Wine of the Month Club
320 West Chestnut Avenue
Monrovia, CA 91016

ENVIRONMENTAL DETERMINATION: Categorical Exemption (Class 1)

BACKGROUND: The applicant is requesting a Conditional Use Permit (CUP) to allow off-site sale of wine and on-site wine tasting in connection with a wine warehousing and mail order business. These services are covered by the Type 2 and 20 ABC (state Alcohol and Beverage Control) Licenses. The applicant also utilizes a Type 9, Type 17, and Type 18 for the warehousing and mail order business operations which is permitted by right. The Wine of the Month Club, a mail order wine club, is proposing to move their facility from 123-127 West Pomona Avenue to 320 West Chestnut Avenue. The existing tenant space was previously occupied by Wine of the Month Club from 2003 to 2015.

Section 17.44.025 of the Zoning Ordinance (Title 17) was adopted to allow for review and mitigation of potential adverse impacts associated with establishments which sell or serve alcoholic beverages. A CUP is required when alcoholic beverages are sold or served within 500 feet of residential zones, parks, schools, recreation centers, religious assembly or hospital uses. The subject site is located within 300 feet of a multifamily residential zone to the north and directly adjacent to a church located at 911 South Magnolia Avenue. The Planning Commission is granted the power to approve, approve with conditions, or deny conditional use permits.

SUBJECT PROPERTY: The subject property is located on the south side of Chestnut Avenue, between Magnolia and Alta Vista Avenues in the Manufacturing (M) zone. The property is rectangular in shape with approximately 150 linear feet of street frontage on Chestnut Avenue and a depth of 160 feet. The land area for the subject property is approximately 24,000 square feet and is comprised of three lots which are tied together for tax purposes. The site is developed with a 12,120 square foot industrial building previously used for warehousing and office space. The property is currently vacant.



The subject site is surrounded by the following land uses and General Plan designations:

North:

General Plan: Manufacturing
Zoning: Manufacturing (M)
Land Use: Light Industrial Building

South:

General Plan: Manufacturing
Zoning: Manufacturing (M)
Land Use: Light Industrial Building

East:

General Plan: Manufacturing
Zoning: Manufacturing (M)
Land Use: Light Industrial Buildings and a Church Building

West:

General Plan: Manufacturing
Zoning: Manufacturing (M)
Land Use: Light Industrial Building

DISCUSSION/ANALYSIS: On March 20, 2019, the applicant applied for a CUP to sell and serve wine in connection with a wine warehousing and mail order business.

Site Plan

The subject property is currently developed with a 12,120 square foot warehouse building and a surface parking lot with 33 parking spaces. The entire property is comprised of three individual lots; one lot has a parking lot and the two lots are developed with a building. Condition Number 29 would require the applicant to record a covenant to hold these lots together as one parcel as long as the CUP is in effect and the proposed use is maintained. This condition would ensure the lot with on-site parking will remain with the proposed use in the building.

As shown on the architectural plans included in this report as Exhibit "A," the main entrance to the subject site is located along Chestnut Avenue to the north with access to the alley to the south. The main entrance will be improved with a new driveway approach which will meet the requirements of the Americans with Disabilities Act (ADA) for safer pedestrian access.

The parking lot of the subject site is enclosed with a wrought iron fence along the north property line and a nonconforming chain link fence along the southern property line which has been neglected. Condition Number 33 of the approval would require the replacement of the chain link fence with a new wrought iron fence, similar to the one along the north property line.

Currently, there is not a designated trash enclosure for the property. Condition Number 30 would require the applicant to construct a new decorative trash enclosure along the south property line. This would remove two of the existing parking spaces; however, the remaining 31 spaces will be adequate to serve the proposed use.

Floor Plan

The warehouse building at 320 West Chestnut Avenue is connected with the adjacent building at 907 South Magnolia Avenue through two interior openings. Since the two openings cross property lines, they are in essence linked together. This is in conflict with the Building Code. The applicant

is proposing to close off these two openings, effectively separating the two properties from one another. As a result, the building at 907 South Magnolia Avenue will lose access to the parking spaces it shared with 320 West Chestnut Avenue. Since 907 South Magnolia Avenue only has three parking spaces, this action will create a deficiency of on-site parking. To mitigate the deficient parking, Condition Number 32 would require the applicant to record a covenant allowing the occupants of 907 South Magnolia to use five parking spaces at 320 West Chestnut Avenue.

A majority of the floor area for the subject building will be utilized as warehousing of wine and is located at the south end of the building, equaling 5,969 square feet in total. Approximately 1,728 square feet of office space will be placed towards the north side of the building. A small wine retail store for on-site sales and member wine pick-up will be placed in the northeast corner of the building, near the main entrance. Conversely, the wine tasting room will be placed on the west elevation adjacent to the side door exit. Both the retail store and the wine tasting room account for only 741 square feet of floor area. The subject building will have a kitchen located in the office area that will be used as a breakroom for employees and eventually serve to wash cups and glassware associated with wine tasting.

The applicant is also proposing minor exterior alterations. Two existing windows which face Chestnut Avenue will be widened to allow for more natural light in the office area. A sliding warehouse door which faces the parking lot will be replaced with a person-sized doorway.

Business Operation

Warehouse and Mail Orders: Wine of the Month Club is primarily a wine warehousing and distribution business with about 12 employees. Warehousing and distribution are the key components of the business, serviced by deliveries and pick-ups during the week. Deliveries occur throughout a given month, most of which take place early in the morning. Approximately two large tractor trailers and 15 smaller box trucks are expected to access the subject site from Chestnut Avenue to the north as shown in Exhibit "B". When the larger tractor trailers are being unloaded, approximately six parking spaces are anticipated to be inaccessible for a short time. Part of the unloading process includes using a fork lift to move pallets of wine off the delivery trucks and onto the loading dock. When not in use, the fork lift will be stored adjacent to the loading dock in a designated storage area. Delivery trucks will also visit the subject site in the afternoon on a daily basis to pick up packaged orders that are ready to be shipped.

Wine Retail and Tastings: Wine retail sales will be limited to the same hours as the warehousing and distribution, 8:00 AM to 5:30 PM Monday through Thursday, and 8:00 AM to 5:00 PM on Fridays. The retail store is for customers who wish to walk in and purchase a bottle of wine for off-site consumption as well as members to pick up their orders in person. Wine tasting will be made available to the public on the weekends, from 3:00 PM to 10:00 PM on Friday and from 12:00 noon to 10:00 PM on Saturdays and Sundays. Wine tasting takes place on a walk-in basis with 45 customers visiting on a typical day and anywhere from 10 to 20 people expected at a given time. Each sample would be limited to a one and a half ounce pour. The sale of wine by the glass, which is typically five ounces, would be prohibited.

Conditions of Approval: Several conditions of approval would be imposed to ensure that the retail sales of wine and the wine tasting will not become a public nuisance to the surrounding sensitive uses including the church and neighboring residential area. The primary use is a warehouse and mail order business while the retail sales and wine tastings are incidental. The area in which wine is sold and served is restricted to two small areas of the entire building. Signs advertising the alcoholic beverages would not be allowed on the exterior of the building. Furthermore, the size of wine samples would be limited to ensure alcohol is not over-served or served to obviously intoxicated persons. Additionally, to limit potential impact to adjacent properties, music would not

be allowed outside of the premises. The exterior of the building would be illuminated to help ensure the safety of all persons around the business.

Parking

Currently, there are 30 parking spaces located on the subject site. Two spaces are expected to be replaced with the construction of a new trash enclosure. The remaining 28 spaces will accommodate the parking requirements for the Wine of the Month Club with an excess of five parking spaces. The two existing ADA parking spaces located at the northwest corner of the parking lot will be relocated to the northeast corner, closer to the main entrance. As stated before, Condition Number 32 would require the applicant to record a covenant allowing the occupants of 907 South Magnolia to use five parking spaces at 320 West Chestnut Avenue.

Use	Floor Area	Parking Requirement	Required Parking Spaces
Warehouse and Distribution	5,969 sq. ft.	1 space / 500 sq. ft.	12
Office	1,728 sq. ft.	1 space / 250 sq. ft.	7
Wine Retail and Tasting	741 sq. ft.	1 space / 200 sq. ft.	4
Total Required			23
Total Provided			28
Excess Spaces			5

Development Review Committee Review

The application was reviewed by the Development Review Committee on March 13, 2019. The Committee reviewed the proposed operation and conditions and unanimously recommended approval of the request to the Planning Commission.

Conclusion

Wine of the Month Club is requesting a Conditional Use Permit (CUP) to allow off-site sale of wine and on-site wine tasting in connection with a wine warehousing and mail order business. These services are covered by the Type 2 and 20 ABC (state Alcohol and Beverage Control) Licenses. The existing building was previously occupied by Wine of the Month Club. The proposed conditions of approval for the retail sales and on-site consumption of wine will ensure that the use will not negatively impact surrounding properties.

RECOMMENDATION: Staff and the Development Review Committee recommend approval of the Conditional Use Permit. If the Planning Commission concurs with this recommendation then, following the public hearing, the appropriate action would be to adopt Planning Commission Resolution CUP2019-0003:

The Planning Commission of the City of Monrovia hereby finds, determines and resolves as follows:

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 CUP2019-0003 is categorically exempt from CEQA under Class 1.
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 in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for CUP2019-0003, which are incorporated herein by this reference.
4. The Planning Commission approves CUP2019-0003, 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:

Close the public hearing and approve CUP2019-0003 pursuant to the recommendations in the Staff Report.



STANDARD CONDITIONS FOR SERVING ALCOHOLIC BEVERAGES

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 plans submitted by the applicant for CUP2019-0003, allowing the sale for off-site and on-premises consumption of wine at the Wine of the Month Club, 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 applicant, the property developer and all successors in interest to this conditional use permit.

INCIDENTAL OFFSITE SALES OF WINE AND ON-SITE WINE TASTING

1. The approved floor plan is an integral part of the decision approving this CUP. There shall be no change in the design of the floor plan without the approval of the Planning Division unless modification is required by the Building Official. Any change in the approved floor plan which has the effect of expanding or intensifying the present use shall require an amendment to the CUP.
2. The establishment shall be operated as an office and warehouse use with 741 square feet dedicated to incidental retail wine sales and wine tasting. Hours of operation for the retail sale of wine for off-site consumption to walk-in patrons shall be allowed during the regular hours of operation of the warehouse business (8:00 AM to 5:30 PM Monday through Thursday, and 8:00 AM to 5:00 PM on Fridays) and during the hours when the tasting room will be open to the public from 3:00 PM to 10:00 PM on Fridays and from 12:00 noon to 10:00 PM on Saturdays and Sundays.
3. Hours of operation for the on-site wine tasting shall be limited to 3:00 PM to 10:00 PM on Fridays and 12:00 PM noon to 10:00 PM on Saturdays and Sundays.
4. Before any change is made in these hours of operation, approval by the DRC must be obtained. Alternatively, the DRC may refer the matter to the Planning Commission for its review, in which case no change in the hours of operation shall be made without Planning Commission approval.
5. Wine shall only be consumed on the premises by the public in the indoor tasting area as specified on the floor plan for wine tasting. Signs shall be posted in the

tasting room advising customers that it is unlawful for any person to drink wine outdoors on the premises and in public places.

6. The management shall make available to patrons the menus of local restaurants, to allow food to be delivered on-site for consumption.
7. Wine tasting shall be restricted to 1½ ounce pours per sample of wine. Wine shall not be sold by a typical sized wine glass.
8. The Conditional Use Permit allows for the incidental retail sale of wine only for off-site consumption and incidental on-site wine tasting. If the sale or tasting of other alcoholic beverages is proposed in the future, it shall require an amendment to this CUP to be approved by the Planning Commission.
9. Advertising alcoholic beverage products on the windows or the building is prohibited.
10. Employees will verify all wine transactions are made to persons that are a minimum of 21 years old.
11. Alcoholic beverages shall not be sold to obviously intoxicated persons.
12. All areas in the establishment shall be available for inspection by the Police Department or other designated City officials during all open business hours.
13. The display, posting or airing via closed circuit television of any gambling odds shall be prohibited unless pre-empted by the State.
14. Except for employees, contractors or vendors whose presence is necessary to conduct business after hours, or who perform cleaning, maintenance or repair of the premises, no other person shall be on the premises during closed hours.
15. There shall be no uses or activities permitted of an adult-oriented nature as defined in Title 17 of the Monrovia Municipal Code.
16. The use of pornographic material in the form of videos, slides, magazines, or pictures shall be prohibited within the business establishment.
17. Only pre-recorded amplified music is permitted on the premises, and such music shall not be audible outside the boundaries of the establishment. No entertainment facilities as defined by the Monrovia Municipal Code (such as live entertainment or dancing) are permitted unless approved by the Planning Commission pursuant to the Monrovia Municipal Code.
18. No locking devices shall be allowed on interior doors that enclose rooms open to the public.
19. No warning devices and/or any action by employees that could serve to alert patrons and employees to the presence of law enforcement or other inspectors shall be permitted.

20. If it is determined by the Community Development Director or Public Services Director that patrons are littering the surrounding streets, sidewalks, parking lots, parks, or adjoining private properties as a result of their coming or leaving the establishment, the business will provide employees to pick-up and properly dispose of all litter.
21. In the event security/policing problems occur, this CUP shall be subject to review by the DRC and may be modified to require uniformed security guards as determined necessary by the DRC.
22. The exterior of the premises, including adjacent public sidewalks shall be illuminated during the hours of darkness with sufficient lighting to illuminate and make easily discernible the appearance and conduct of all persons on or about the establishment.
23. Window signs shall be placed and maintained in a manner so that there is a clear and unobstructed view of the interior of the premises from the public sidewalk or of the interior of the premises from the public sidewalk or entrance to the premises.
24. Any graffiti painted or marked upon the premises or on an adjacent area under the control of the licensee shall be removed or painted over within forty-eight hours, unless any law in effect at that time imposes a shorter time period for eradication.
25. No happy hour, no drink special or other bar promotions are permitted to be advertised outside or in the window/door area.
26. The transfer of the CUP to another owner shall require DRC review and approval.
27. All conditions set forth by California Department of Alcohol and Beverage Control (ABC) with regard to the "Off Sale Alcohol Sales Permit" and the "Instructional Tasting License for Off-Sale Licensees" shall be strictly adhered to.
28. No bar as defined and regulated by ABC shall be allowed. The sale of wine by the glass shall not be allowed.

DEVELOPMENT STANDARDS

29. The property at 320 West Chestnut Avenue consists of three lots (Lots 4, 5, and 6). The property owner of 320 West Chestnut Avenue shall record a Covenant to Hold as One Parcel, Lots 4, 5, and 6. Said covenant shall be in a form that is acceptable to the City Attorney and the Director of Community Development and shall be recorded prior to the opening of the subject business and shall remain in force for so long as the Conditional Use Permit is in effect and being used by this use or another similar use as determined by the Development Review Committee. The Covenant may only be removed with the permission of the City.

30. A decorative trash enclosure shall be constructed as per City Standards in the parking lot of 320 West Chestnut Avenue, and shall be shown and indicated on the submitted site plan, subject to review and approval by the Planning Division Manager. A trash generation study shall be completed to determine the initial pick-up frequency. Trash pickup shall be scheduled with enough frequency to ensure that the provided dumpster does not overflow.
31. Parking Agreement. As a result of the wall closures between the buildings at 320 West Chestnut Avenue and 907 South Magnolia, the owner of those two parcels shall record a covenant against the property located at 320 West Chestnut Avenue that will allow the business located at 907 South Magnolia to use five parking spaces at 320 West Chestnut Avenue. The covenant shall be subject to the review and approval of the City Attorney and the Director of Community Development and can only be removed by the City of Monrovia.
32. The existing chain link fencing along the south and west property lines of 320 West Chestnut Avenue shall be removed and replaced with a wrought iron fence, subject to review and approval by the Planning Division Manager. Such fence shall match the existing wrought iron fence and gate along the northern side of the property. The new fencing shall be installed prior to commencement of use of the premises.
33. No exterior sign may be installed without prior approval of the Development Review Committee.
34. All supplies, products, materials, and equipment shall be stored within the building, with the exception of one forklift, provided that it is not stored within a designated parking space, and is stored in the location designated on the approved site plan and is clearly marked for forklift storage. Outdoor storage of supplies, products, materials, and additional equipment is prohibited. No required parking area shall be fenced-off or otherwise enclosed for outdoor storage uses or for any other non-parking use.
35. All parking spaces that are provided as part of the project shall be clearly marked by 2" wide pavement paint or alternate method if approved by the Development Review Committee. Double striping shall be used for delineating all parking spaces so as to provide a minimum parking area of 8'-6" in width by 18' in depth.
36. Adequate wheel stops (or a concrete curb not less than six inches high) shall be installed and maintained as a safeguard to abutting property. The barrier shall be at least three feet from any property line, but in no case shall it be less than necessary to meet the intent of MMC §17.24.060 through §17.24.120.
37. A final materials board to include details about new windows, doors, and any other alterations shall be submitted to the Planning Division Manager for review and approval prior to building permit issuance.

GENERAL REQUIREMENTS

38. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.
39. In addition to Planning (Data Sheet No. 1) and Public Works (Data Sheet No. 2) conditions of approval, the Applicant shall also comply with all requirements of the Building Division and Fire Department that are directly applicable to the project.
40. This CUP may be called for review, including modification or revocation, at any time by City Staff, the City Council, or Planning Commission if a violation of the approved conditions or the Monrovia Municipal Code (MMC) is alleged, or if it is alleged that the establishment, or its patrons, are creating a public nuisance, and such violation or public nuisance is verified as valid by the Police Department, Code Enforcement, or other City department. In addition to any other remedy available to the City, security measures may be required such as adding an additional employee to monitor the area where problems are occurring.
41. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Planning Commission or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.
42. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, suits, demands, actions, losses, damages, judgments, settlements, penalties, fines, defensive costs or expenses (including without limitation, interest, attorneys' fees and expert witness fees), or liability of any kind or nature arising out of or attributable to the acts or omissions of Applicant, or Applicant's officers, officials, employees, or agents which in any way arise out of, result from, or are in any way related to sale of alcoholic beverages at the property, excepting only liability arising out of the sole negligence or willful misconduct of City, its officers, officials, employees, agents, or volunteers. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at the Applicant's expense.

43. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written acknowledgment of receipt of the decision approving the Conditional Use Permit and his/her written consent to all of the conditions of approval contained in Data Sheet Numbers 1 and 2. This CUP shall be void and of no force or effect unless such written acknowledgment and consent is submitted to the City within the 30 day period.
44. The Development Review Committee shall review the use permitted by this CUP one year from the date the use commences.
45. The use or development associated with this CUP shall begin within one (1) year after its approval or it will expire without further action by the City.
46. All of the above conditions shall be complied with prior to commencement of the operation, unless an earlier compliance period is specified as part of a condition.



Public Works Conditions

320 W. Chestnut Ave.

Development shall be subject to the conditions of approval listed below, and if so indicated, the condition(s) shall be satisfied before Plan 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) Prior to occupancy, the Applicant shall provide the following:

a) **Water Improvements**

- i) If the applicant cannot use the existing water services, the applicant shall install a water service to Monrovia's water system to serve the development for domestic and fire usage within the City of Monrovia to the specifications of the City Engineer.
- ii) Install a new water backflow devices per water department requirements.
- iii) Submit calculations for additional water fixture unit demand and size of meter justification. And fill out application with Water Department for new meter installation if needed.

b) **Waste Water Improvements**

- i) If the applicant cannot use the exiting sanitary sewer service, the applicant shall install sanitary sewers to Monrovia's sewer system to serve the development within the City of Monrovia to the specifications of the City Engineer.
- ii) The applicant shall provide evidence of payment and approval for connection of sewer units to LA County Waste Water System (change in use).
- iii) The Applicant shall comply with the requirements of MMC Section 13.12.015 Non-Storm Water Discharges, Section 13.12.02 Deposit or Discharge of Specified Substances Prohibited, Section 13.12.030 Grease Traps Required and Section 13.12.040 Maintenance of Sewer Laterals. All sewer laterals shall be maintained by the owner of the property served by such lateral in a safe and sanitary operating condition so that there is no seepage of waste at any point up to and including the junction of the sewer lateral and sewer main so that passage of waste through the lateral to the sewer main is free from stoppage and obstruction; all devices and safeguards required for the operation of sewer laterals shall be maintained in good working order. The Applicant shall provide the Department of Public Works a copy of a closed circuit television inspection report of the condition of the existing sewer lateral. If the sewer lateral needs repair, it shall be completed to the satisfaction of the City Engineer prior to commencement of the applicant's operation or prior to issuance of certificate of occupancy.

- iv) ***The Applicant shall install an approved interceptor sized for all kitchen sanitary sewers as approved by the City Engineer and in accordance with the City's Fat, Oil and Grease (FOG) policy.***
- c) Grading Plan
 - i) No grading
- d) Utility Coordination Plan
 - i) If new utilities need to be install, applicant shall submit a composite utility plan showing all proposed utility cuts for services such as Water, Sewer, Fire Department Stand Pipe, Gas, Edison, Telephone, Cable TV, etc. The Utility plan shall be submitted and approved prior to issuance of grading permits. Private utility plans including sewer, water, gas, including all abandoned, or to be removed facilities, etc. for the proposed development shall be submitted for review and approval by the City Engineer. Pay all applicable fees for Engineering Division services for issuance of Public Works encroachment permits.
- e) Off-site Street Improvement Plans
 - i) Remove and replace any curb, gutter, sidewalk, driveway approach or street pavement found by the City Engineer to be broken, uplifted, damaged or not meeting current ADA standards. Construct improvements as required, per City standard drawings to match existing improvements on adjacent properties. All ADA requirements shall be satisfied by the Applicant. These conditions apply on public right-of-way along property frontage.
 - ii) All work such as but not limited to demolition, construction and improvements within the public right-of-way shall be subject to review and approval of the Public Works Department, and will require construction and encroachment permit from the City's Public Works Department, prior to start of any construction. All work within the public right-of-way shall be in accordance with applicable standards of the City of Monrovia, Standard Specifications for Public Works Construction ("Green Book", latest edition) and the Manual on Uniform Traffic Control Devices (MUTCD, latest edition), and further that construction equipment ingress and egress be controlled by a plan approved by the City Engineer.
 - iii) Applicant shall obtain applicable permits for all work to be done within the public right-of-way from the Public Works Department and shall pay all applicable fees for Engineering Division services such as plan check fee and construction inspection fee as applicable.
 - iv) The City requires the restoration of the existing pavement after utility installation. Restoration is required from the outer limits of the area covering and encompassing all the utility cuts as shown on the plans, but actual limits shall be determined out in the field by City Engineer. Restoration of asphalt pavement may be up to 2-inch pavement grind and 2-inch asphalt overlay and slurry seal type II.
- f) Traffic Engineering Conditions
 - i) None

g) Environmental Conditions

i) None, no new impervious development is proposed.

h) As-built Plans

i) Applicant shall provide to the City of Monrovia revised plans of the original size, on mylar, showing all as-built conditions for any (additional) off-site and on-site improvements prior to occupancy.



DATA SHEET 3

Findings

CUP2019-0003

320 West Chestnut Avenue

CONDITIONAL USE PERMIT 2019-0003 (Incidental Retail Sales and Service of wine)

As required by Section 17.52.290 of the Monrovia Municipal Code (MMC), the decision for granting CUP2019-0003 to allow the sale for off-site and on-premises consumption of wine at the Wine of the Month Club located at 320 West Chestnut Avenue is based on the following findings:

- A. The project site is adequate in size, shape and topography for the proposed office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site. *The topography of the subject site is relatively flat and is improved with one industrial building and surface parking areas. The topography of this industrial area is adequate in size to accommodate 741 square feet of retail and wine tasting, incidental to the office and warehousing use.*
- B. The project site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the use. *The proposed use is located in an industrial area that is already developed with industrial buildings and parking and is suited to support these types of uses and traffic loads. Based on the design, siting and anticipated traffic load, this project would not have an adverse impact on the roadway system in either quality or quantity. Access to the subject property is through West Chestnut Avenue and a rear alley between South Magnolia and South Alta Vista Avenues.*
- C. The proposed use is compatible with the General Plan and will not adversely impact the objectives of the General Plan. *The proposed office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site works toward achieving Policy 7.2 of the Land Use Element in the General Plan by revitalizing an existing warehouse building in conformance with current building and planning code requirements.*
- D. The proposed office use, warehousing, and sale of wine for off-site consumption with incidental wine tasting on site will comply with the applicable provisions of the zoning ordinance. *There are no variances requested for this CUP. A project condition of approval will further require that all areas in the establishment be available for inspection by the Police Department and Community Development Department during all open business hours.*
- E. The proposed location of the office use, warehousing, and sale of wine for off-site consumption with incidental wine tasting on site and the conditions under which it will be operated or maintained will not be detrimental to the public health, safety or welfare, nor will it be materially injurious to properties or improvements in the vicinity. *The applicant will be required to adhere to the conditions of approval on Data Sheet No. 1 to ensure the sale of wine for off-site consumption and incidental wine tasting on site is not detrimental or injurious to the public and surrounding uses. Any violation of*

these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit

Further, as required by Section 17.44.025 of the Monrovia Municipal Code (MMC), the decision for granting CUP2019-0003 to allow the sale for off-site and on-premises consumption of wine at the Wine of the Month Club located at 320 West Chestnut Avenue is also based on the following findings:

- A. *The proposed office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site will not adversely and seriously affect the peace, health, safety and welfare of residents of the community. Conditions 27 and 40 of the conditions of approval will ensure the office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site shall operate in accordance with all local, State and Federal laws, and all conditions of the Department of Alcoholic Beverage Control (ABC) for the issuance of Type 2, Type 20 Licenses. Sufficient safeguards exist that will allow the City to exercise control measures that will protect the peace, health, and safety of surrounding residents and businesses.*
- B. *The proposed use will not directly contribute to peace, health, safety and general welfare problems including but not limited to loitering, littering, public drunkenness, defacement and damaging of structures, pedestrian obstructions as well as traffic circulation, parking, and noise problems on public streets and adjacent parking lots. The office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site will be required to adhere to the conditions of approval that set forth regulations that are specific to the sale of alcohol and the overall business operation. Furthermore, Condition Number 22 will require the exterior of the premises to be adequately illuminated during the hours of darkness with sufficient lighting to illuminate and make easily discernible the appearance and conduct of all persons on or about the establishment.*
- C. *The proposed use will not create serious adverse impacts to the commercial district. The office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site will provide a business operation that is compatible to the surrounding businesses. Conditions 2 and 3 will limit the hours of operation for the primary warehouse and business selling wine for off-site consumption to 8: a.m. to 5:30 p.m. Monday through Thursday and until 5:00 p.m. on Friday. The incidental wine tasting on site will be limited to 3:00 PM to 10:00 PM on Friday and from 12:00 noon to 10:00 PM on Saturdays and Sundays, which will not interfere with existing businesses.*
- D. *The proposed use is adequately served by sufficient parking to serve the quantity of traffic such use generates. The office and warehousing uses with incidental sale of wine for off-site consumption and wine tasting on site will be served by an existing parking lot that provides 28 parking spaces. The proposed use requires 23 of the 28 parking spaces, with an excess of five spaces. The hours of operation during which the tasting room will be open to the public is during off-peak hours for the surrounding businesses: 3:00 PM to 10:00 PM on Friday, and 12:00 noon to 10:00 PM Saturday and Sunday.*

- E. The proposed use will not be incompatible with the adjoining uses as it relates to noise, traffic, and hours of operation. *The proposed use is located in an industrial area with a mixture of warehouse, office and light manufacturing uses. The business will operate entirely within an enclosed commercial/industrial building that was designed for light manufacturing uses. The small retail/tasting room will occupy not more than 6% of the building floor area. The proposed hours of operation for the retail and warehousing operations is similar to other uses within that area, specifically, from 8:00 AM to 5:30 PM Monday through Thursday, and 8:00 AM to 5:00 PM on Fridays. The hours of operation during which the tasting room will be open to the public is during off-peak hours for the surrounding businesses: 3:00 PM to 10:00 PM on Friday, and 12:00 noon to 10:00 PM Saturday and Sunday.*
- F. The proposed use will not negatively impact nearby parks, schools, recreation centers, religious assembly facilities, and hospitals. *The nearby church and residential properties will not be negatively impacted because sufficient safeguards exist that will allow the City to exercise control measures that will protect the peace, health, and safety of surrounding properties. The CUP may be called for review at any time by City Staff, the City Council, or Planning Commission if complaints are filed and verified as valid by the Police Department, Code Enforcement Division or other City departments concerning a violation of the approved conditions, or the establishment or its customers creating a public nuisance. The applicant will be held responsible for maintaining a clean and safe environment on and around the subject site.*

EXHIBIT A

30 MUGSBY HILLWAY SUITE 200
 PASADENA CALIFORNIA 91103-5648
 TEL 626 895 8348 FAX 626 895 8387

A PROJECT FOR:



WINE OF THE MONTH
 320 W. CHESNUT AVENUE
 MONROVIA, CA 91016

ISSUES / REVISIONS

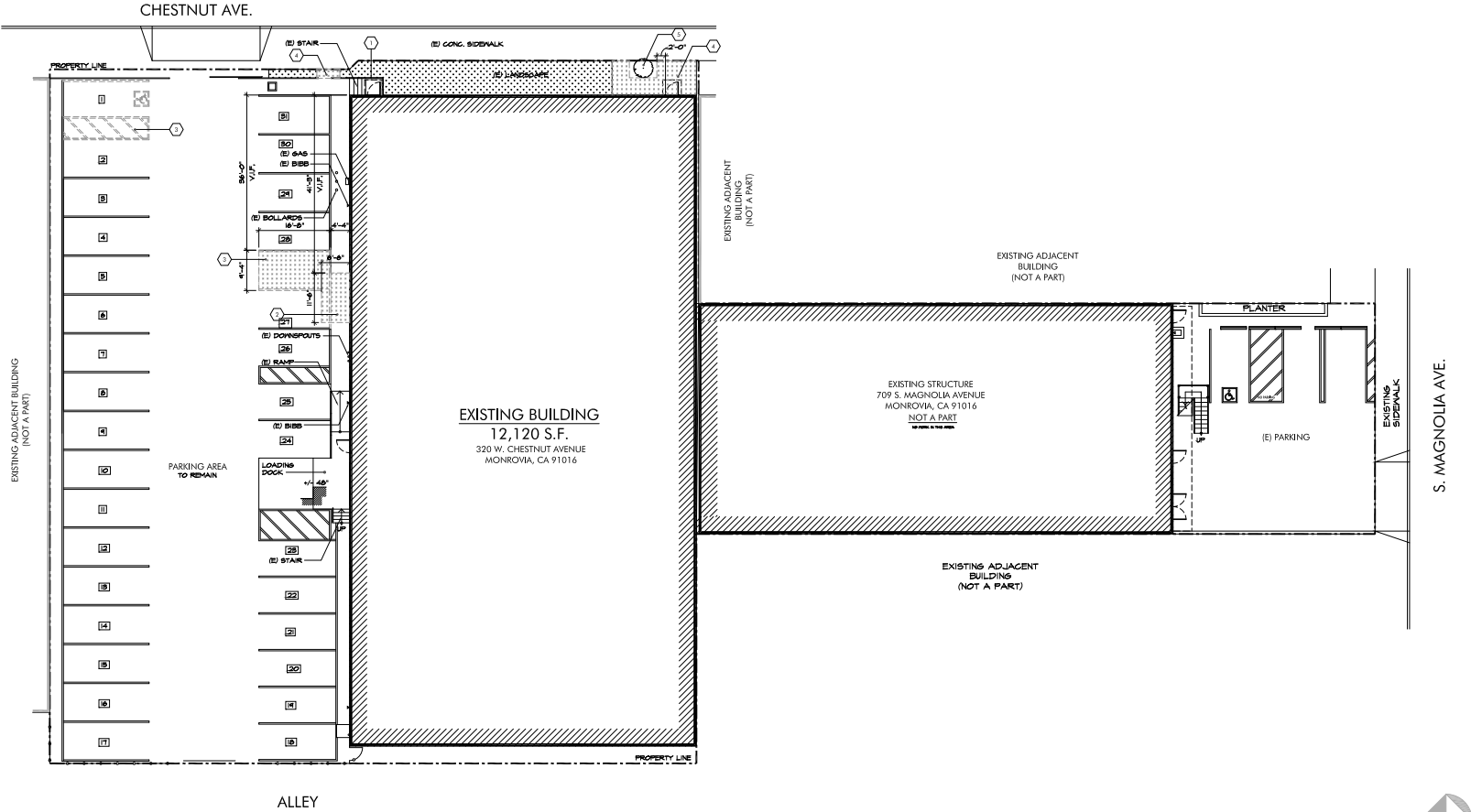
No.	DATE	DESCRIPTION
	01/21/19	1ST PLAN CHECK SUBMITTAL
	03/04/19	PLANNING SUBMITTAL

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JOB NUMBER: 13097MMA
 DRAWN BY: NP CHECKED BY:
 DATE: 01.14.2019

DEMOLITION SITE PLAN

SHEET NUMBER:
D010



DEMOLITION SITE PLAN



3/18 142 1

KEYNOTES

- ① REMOVE RAILING.
- ② SAWN PORTION OF A/C PAVING TO RECEIVE NEW CONC. STAIR.
- ③ REMOVE PARKING STRIPPINGS.
- ④ REMOVE PORTION OF CONC. SLAB AND LANDSCAPE. REFER TO SHEET A01.
- ⑤ TREE TO REMAIN (V.J.P.)

EXHIBIT A

PARADISE CALIFORNIA 91105-5648
 TEL 626 585 8348 FAX 626 585 8387

A PROJECT FOR:



WINE OF THE MONTH
 320 W. CHESNUT AVENUE
 MONROVIA, CA 91016

ISSUES / REVISIONS

No.	DATE	DESCRIPTION
01/21/19		1ST PLAN CHECK SUBMITTAL
03/04/19		PLANNING SUBMITTAL

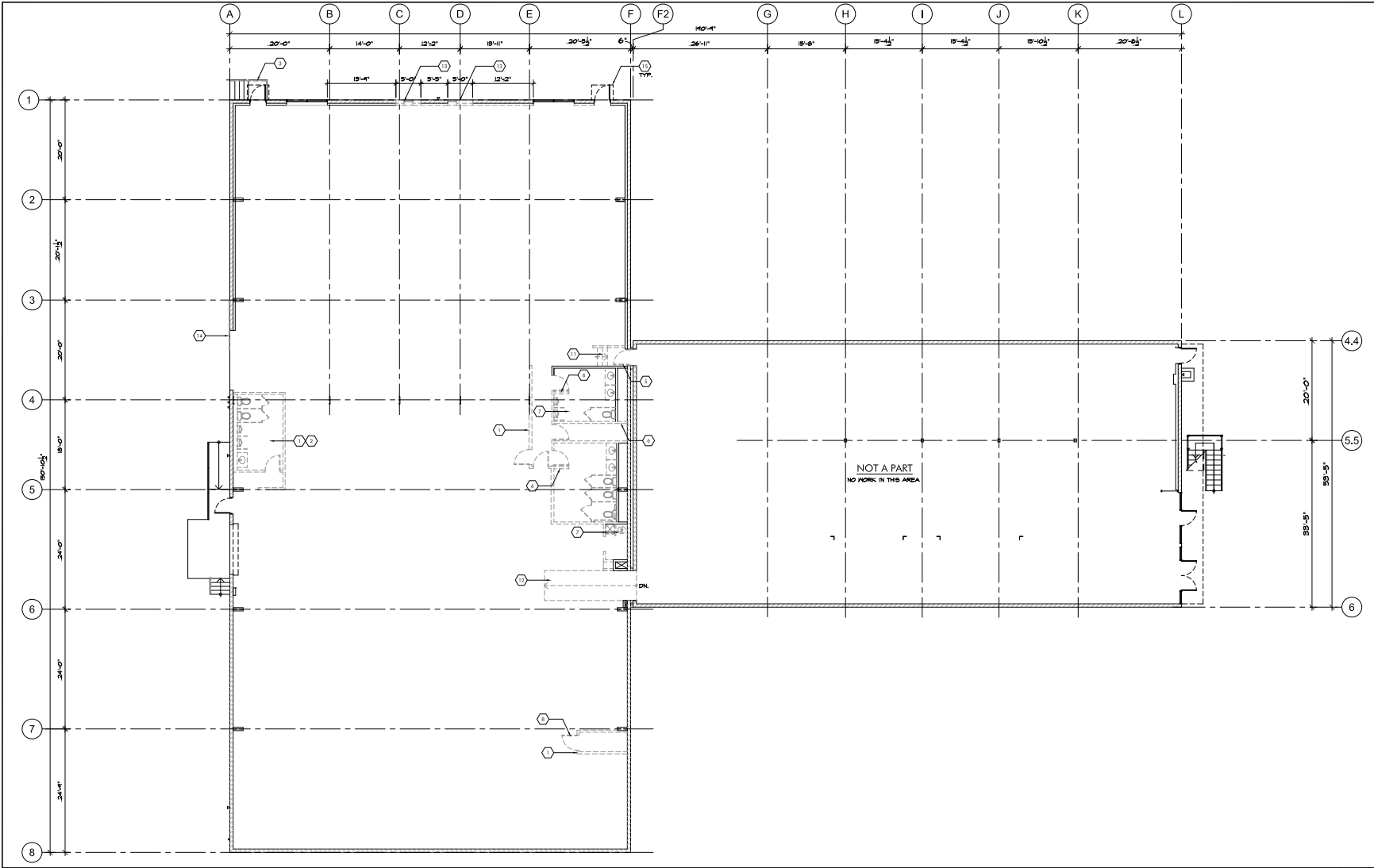
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JOB NUMBER: 13097MMA
 DRAWN BY: NP CHECKED BY:
 DATE: 01.14.2019

SHEET DESCRIPTION:
DEMOLITION FLOOR PLAN

SHEET NUMBER:

D101



DEMOLITION FLOOR PLAN

1/8" = 1/4" 1

KEYNOTES

- 1 REMOVE INTERIOR PARTITION IN ITS ENTIRETY.
- 2 REMOVE TOILET.
- 3 REMOVE RAILING.
- 4 MODIFY RESTROOM AND FIXTURES, SEE SHEET (A)01 & (A)02
- 5 MODIFY DOOR SWING.
- 6 REMOVE PORTION OF INTERIOR MALL.
- 7 WATER HEATER TANK AND MOP SINK SHALL PROTECT AND RE-INSTALL.
- 8 REMOVE DOOR IN ITS ENTIRETY.
- 9 RELOCATE TELEPHONE DATA, SEE SHEET A101 FOR NEW LOCATION.
- 10 REMOVE FURRED MALL.
- 11 REMOVE STAIR IN ITS ENTIRETY, PREPARE SURFACE TO RECEIVE NEW CONC. SLAB TO MATCHLEVEL WITH ADJACENT.
- 12 REMOVE RAFF IN ITS ENTIRETY, PREPARE SURFACE TO RECEIVE NEW CONC. SLAB TO MATCHLEVEL WITH ADJACENT.
- 13 REMOVE PORTION OF MASONRY WALL / FURRED MALL AT INTERIOR SIDE TO ALLOW NEW WINDOW OPENING.
- 14 REMOVE SLIDING DELIVERY DOOR.
- 15 REMOVE FABRIC CANOPY IN ITS ENTIRETY.

EXHIBIT A

25 HUGHES AVENUE SUITE 200
 PASADENA CALIFORNIA 91103-5648
 TEL 626 855 8348 FAX 626 855 8387

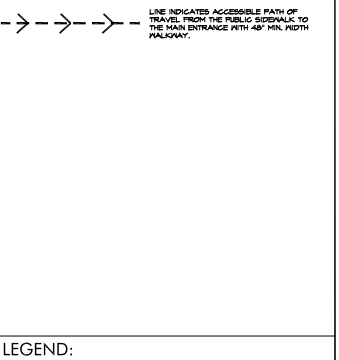
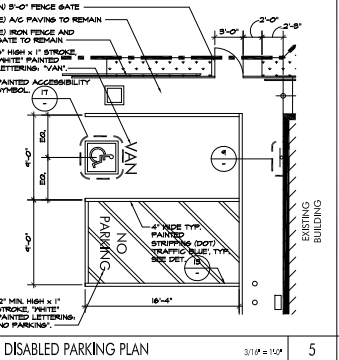
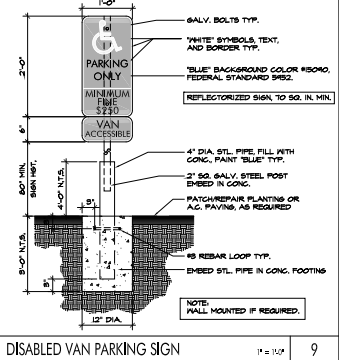
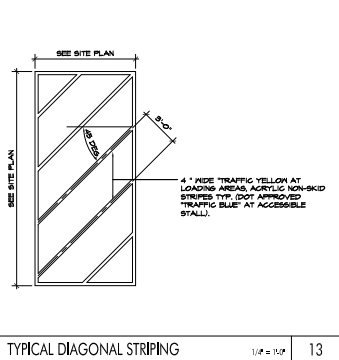
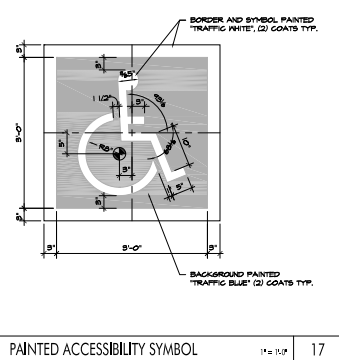
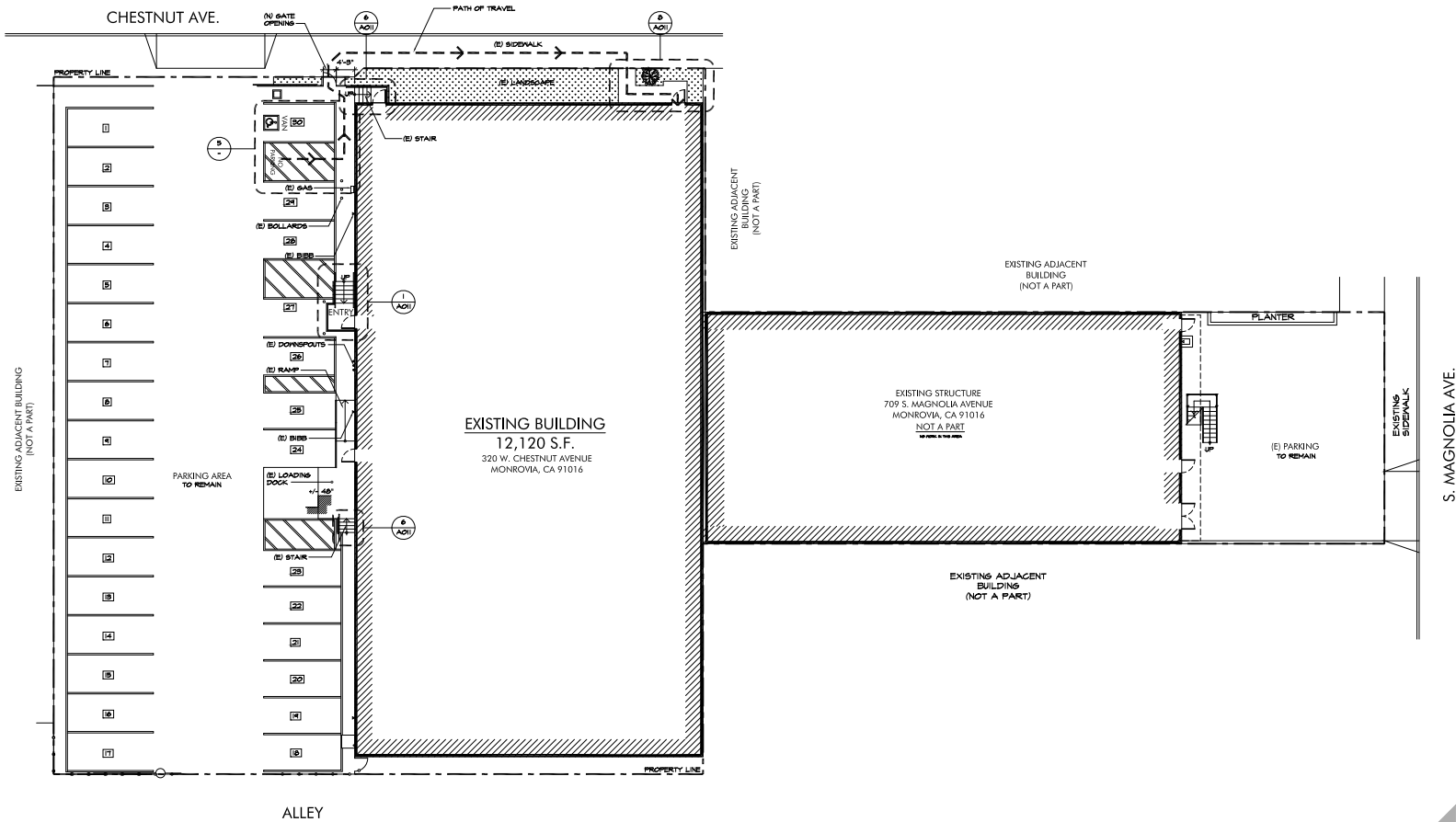
A PROJECT FOR:



WINE OF THE MONTH
 320 W. CHESNUT AVENUE
 MONROVIA, CA 91016

ISSUES / REVISIONS

No.	DATE	DESCRIPTION
01/21/19		1ST PLAN CHECK SUBMITTAL
03/04/19		PLANNING SUBMITTAL



PAINTED ACCESSIBILITY SYMBOL 1 1/8" x 1 1/2" 17

TYPICAL DIAGONAL STRIPING 1 1/8" x 1 1/2" 13

DISABLED VAN PARKING SIGN 1" x 1 1/2" 9

DISABLED PARKING PLAN 3 1/8" x 1 1/2" 5

LEGEND: 3 1/8" x 1 1/2" 1

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JOB NUMBER: 13097MMA
 DRAWN BY: NP CHECKED BY:
 DATE: 01.14.2019
 SHEET DESCRIPTION:

PROPOSED
 OVERALL SITE PLAN

SHEET NUMBER:
A010

EXHIBIT A

20 MUGGER HILLY DRIVE 2ND
 PASADENA CALIFORNIA 91102-5648
 TEL 626 893 8348 FAX 626 893 8387

A PROJECT FOR:



WINE OF THE MONTH
 320 W. CHESNUT AVENUE
 MONROVIA, CA 91016

ISSUES / REVISIONS

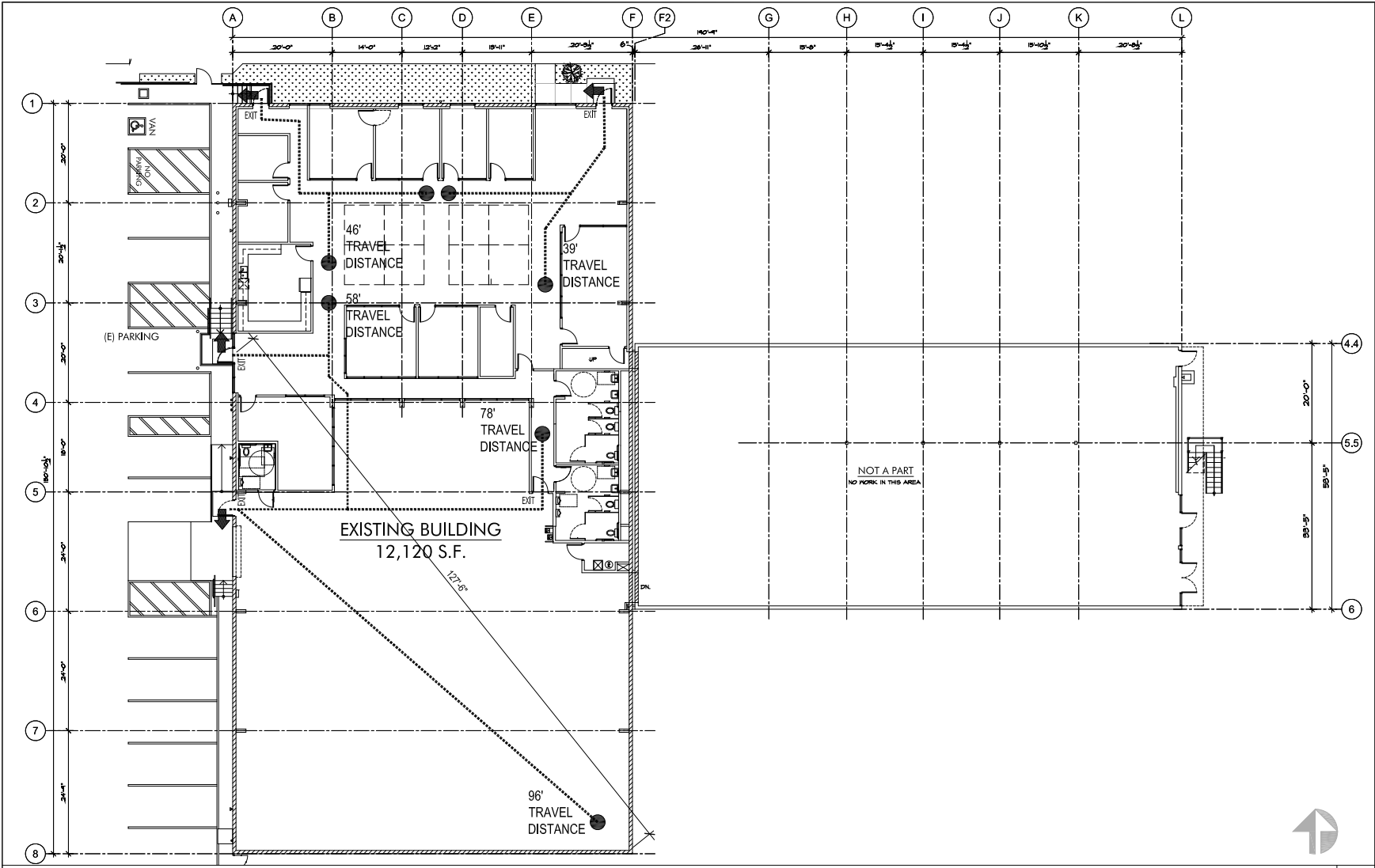
No.	DATE	DESCRIPTION
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03/04/19		PLANNING SUBMITTAL

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JOB NUMBER: 13097MMA
 DRAWN BY: NP CHECKED BY:
 DATE: 01.14.2019

EGRESS FLOOR PLAN

SHEET NUMBER:
A100



EGRESS FLOOR PLAN

1/8" = 1/4" 1

EXHIBIT A

20 HUGSBY ALLEY SUITE 250
 PASADENA CALIFORNIA 91103-5648
 TEL 626 585 8348 FAX 626 585 8387

A PROJECT FOR:



WINE OF THE MONTH
 320 W. CHESNUT AVENUE
 MONROVIA, CA 91016

ISSUES / REVISIONS

No.	DATE	DESCRIPTION
01/21/19		1ST PLAN CHECK SUBMITTAL
03/04/19		PLANNING SUBMITTAL

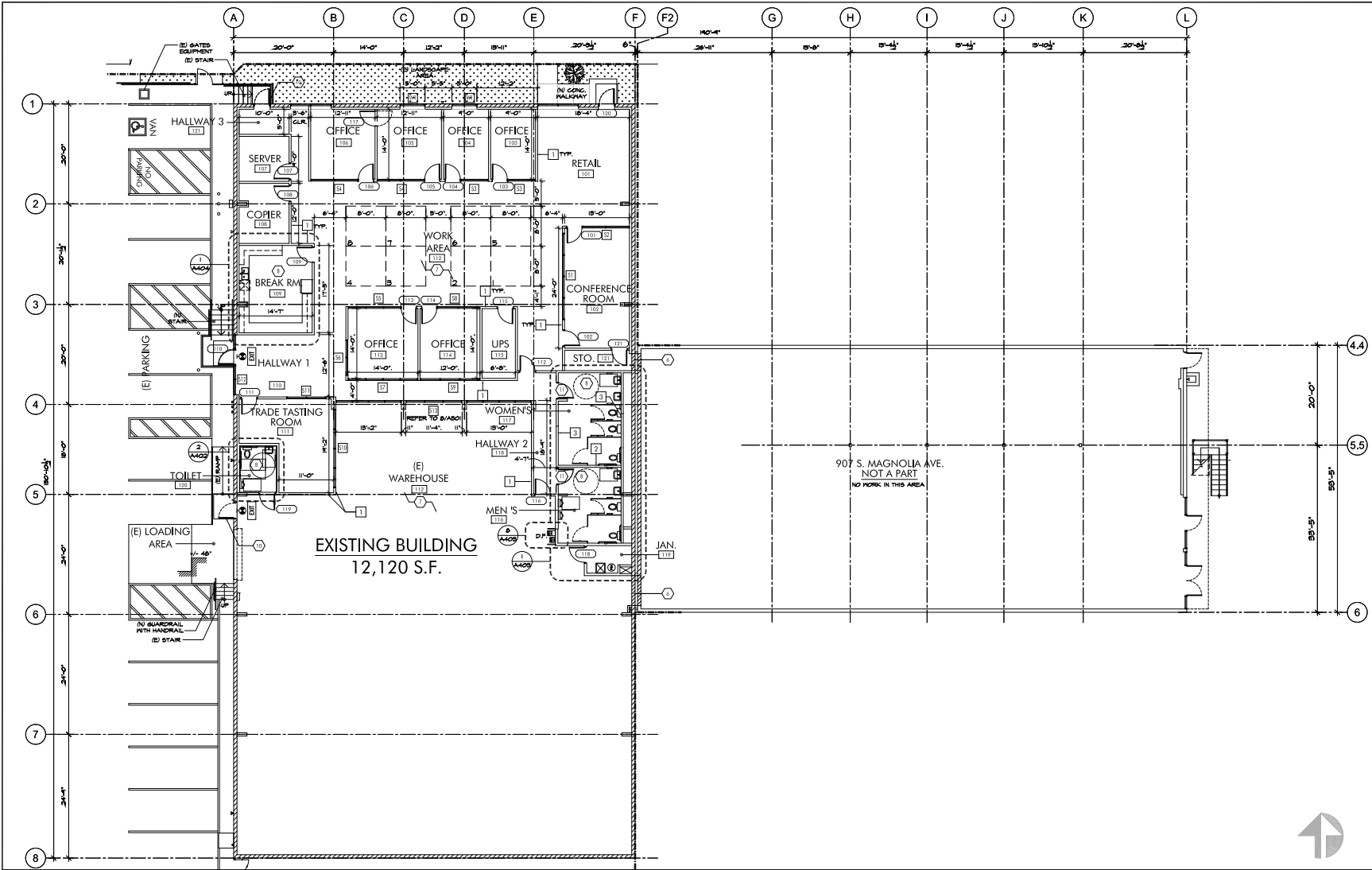
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JOB NUMBER: 13097MMA
 DRAWN BY: NP CHECKED BY:
 DATE: 01.14.2019
 SHEET DESCRIPTION:

FLOOR PLAN

SHEET NUMBER:

A101



FLOOR PLAN KEY NOTES	WALL PARTITION KEY NOTES	GENERAL NOTES	LEGENDS
<ul style="list-style-type: none"> ① PARTITION WALLS (FULL HEIGHT) ② 5/8" GYP. BD. O/2X STUDS ③ ALUMINUM / GLASS STOREFRONT- SEE FLOOR PLAN GENERAL NOTE #6. ④ ELECTRICAL SWITCHGEAR / PANELS ⑤ PIPE BOLLARDS ⑥ CHU MALL TO MATCH ALIGN WITH ADJACENT EXTERIOR MALL. ⑦ EXISTING CONCRETE FLOORINGS TO REMAIN GRIND SMOOTH, INFILL HOLES OR BURNISH, PROVIDE SEALER THROUGHOUT. ⑧ TILES OVER MORTAR SET, (NON-SLIP) FLOOR FINISH ⑨ 4" THK. CONC. SLAB HALFWAY. ⑩ EXIT DOOR TO REMAIN. ⑪ DOOR TO REMAIN, PROTECT AND RE-INSTALL. 	<ul style="list-style-type: none"> 1 5/8" GYP. BOARD OVER 2x4 MALL AT 16" O.C. EXTENDED UP TO 12" ABOVE CEILING. SEE DETAIL 4/A6/D 2 5/8" GYP. BOARD ON ONE SIDE OVER 2x4 STUD MALL AT 16" O.C. WITH FULL THICKNESS BATT INSULATION. SEE DETAIL 4/A6/D 3 5/8" GYP. BOARD ON ONE SIDE OVER 2x STUD MALL AT 16" O.C. WITH FULL THICKNESS BATT INSULATION. SEE DETAIL 4/A6/D 	<ul style="list-style-type: none"> 1. INTERIOR WALLS SHALL BE TAPED, SANDED AND READY FOR TENANT FINISH AND/OR AS REQUIRED BY TENANT LEASE EXHIBIT- SEE SPECS. 2. INTERIOR SLABS TO BE SMOOTH FINISH READY FOR TENANT FINISH AND/OR AS REQUIRED BY TENANT LEASE EXHIBIT- SEE SPECS. 3. TENANT IMPROVEMENT REQUIREMENTS- SEE SHEET -----, UNLESS OTHERWISE REQUIRED BY TENANT LEASE EXHIBIT. DOOR SCHEDULE- SEE SHEET A6/D 4. FOR BUILDING FINISH FLOOR ELEVATION - DATUM = 0'-0". 5. ALUMINUM / GLASS STOREFRONT - 1/4" GLAZING, PROVIDE 1" INSULATED GLAZING PANELS REQUIRED BY TENANT LEASE EXHIBIT TITLE 24 CALCULATIONS (SEE MECHANICAL DRAWINGS). 6. MALL TYPE NOTES, ASSEMBLIES, AND DETAILS - SEE SHEET -----. 7. INSTALL PORTABLE FIRE EXTINGUISHERS WITH A MINIMUM RATING OF 2A-10BC AND SURFACE FIRE EXTINGUISHERS LOCATED IN PUBLIC AREAS SHALL BE RECESSED CABINETS MOUNTED 48" TO CENTER ABOVE FLOOR LEVEL WITH MAXIMUM 4" PROJECTION FROM THE MALL. CONTACT FIRE DEPARTMENT FOR PROPER PLACEMENT OF EQUIPMENT PRIOR TO INSTALLATION. FIRE EXTINGUISHERS TO BE LOCATED ON EACH LEVEL WITHIN 75 FEET OF TRAVEL DISTANCE FROM ALL AREAS. TRAVEL DISTANCE IS 80 FEET IN AREAS HAVING FLAMMABLE LIQUIDS. 8. PROVIDE INSTA HOT AT KITCHEN SINK. 	<p>EXIT DOOR</p> <p>FULL HEIGHT STUD WALLS, NON RATED - - - - -</p> <p>FULL HEIGHT STUD WALLS, ONE HOUR RATED - - - - -</p> <p>WOOD STUD, 6A, FILE NO. PP 566</p> <p>MTL STUD, 6A, FILE NO. PP 572 2x4</p> <p>STUD WALLS- 6" ABOVE CEILING HEIGHT - - - - -</p> <p>STUD WALLS TO UNDERSIDE OF T-BAR - - - - -</p> <p>CHU MALL, 1/4" 4" MTL STUD FURNISH. SEE ISD/TA/H INSTALL BATT OR RIBD INSULATION FROM FLOOR TO UNDERSIDE OF ROOF DECK. TO VALUE AS REQUIRED BY TITLE 24, SEE MECHANICAL DRAWINGS.</p> <p>STOREFRONT WINDOW REFER TO A6/D.</p> <p>MALL MOUNTED EXIT AND EMERGENCY LIGHT FIXTURE WITH INTERNAL 90 MIN. BATTERY AND 10 MIN. THE DELAY ON RETURN OF POWER.</p>

EXHIBIT A

35 Hugon Alley, Suite 200
Pasadena, California 91103-3648
TEL 626 593 8548 FAX 626 593 8987

A PROJECT FOR:



WINE OF THE MONTH
320 W. CHESNUT AVENUE
MONROVIA, CA 91016

ISSUES / REVISIONS

No.	DATE	DESCRIPTION
01/21/19		1ST PLAN CHECK SUBMITTAL
03/04/19		PLANNING SUBMITTAL

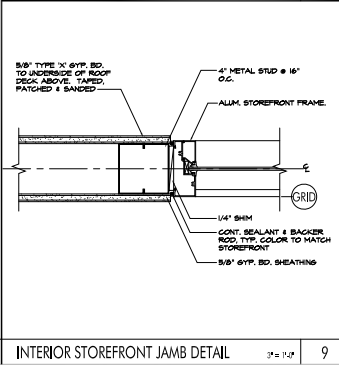
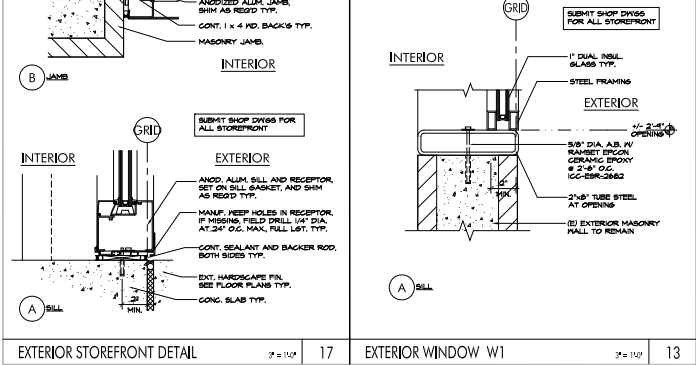
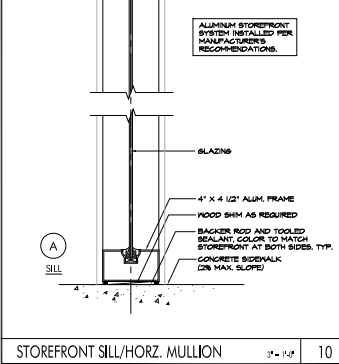
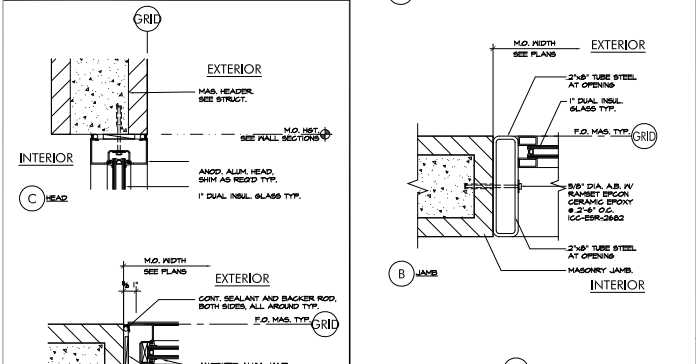
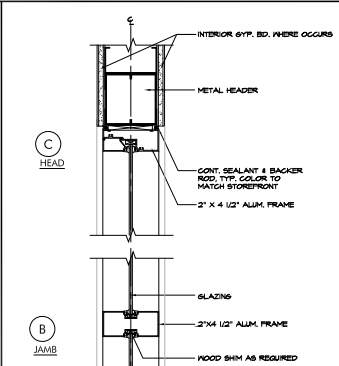
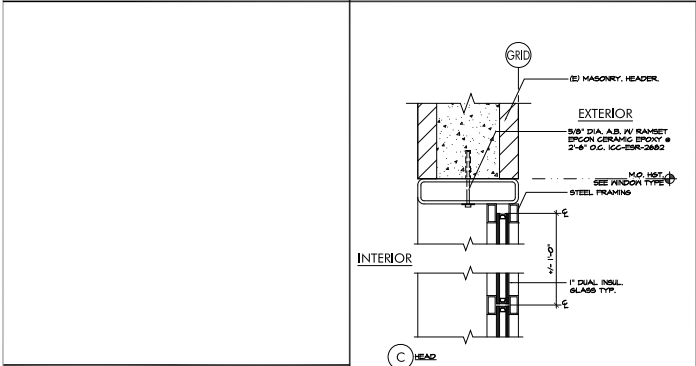
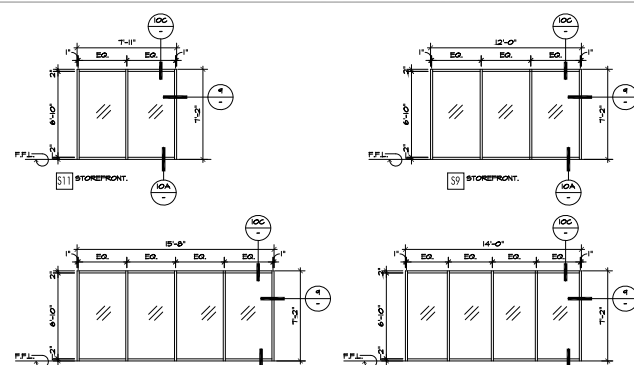
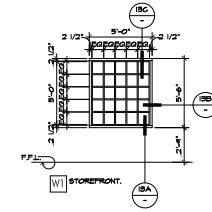
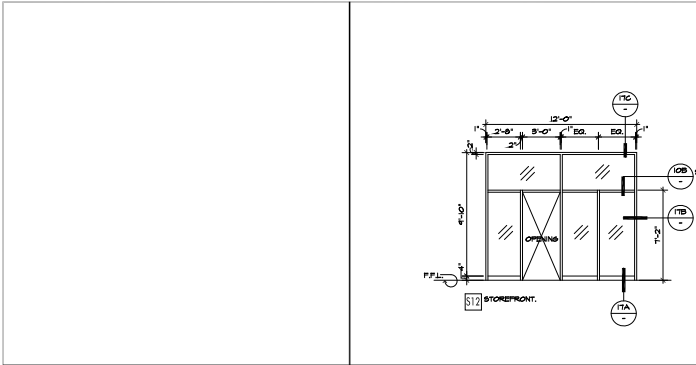
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JOB NUMBER: 13097MMA
DRAWN BY: NP CHECKED BY:
DATE: 01.14.2019
SHEET DESCRIPTION:

WINDOW SCHEDULE & DETAILS

SHEET NUMBER:

A602



GLAZING SPECIFICATIONS

STOREFRONT INFORMATION:
ALUMINUM STOREFRONT SYSTEM CENTER GLAZED SYSTEM STOREFRONT MANUFACTURER: ARCADIA (A648) (2"x4") FOR 1" U-FACTOR GLASS OR APPROVED EQUAL.
#1 CLEAR AG-3 OR APPROVED EQUAL.
GLAZING SPECIFICATION:
MANUFACTURER: ARCADIA GLASS OR APPROVED EQUAL.
1" CLEAR FLOAT GLASS BY PPG.
SPANDREL SPECIFICATION:
MANUFACTURER: ARCADIA GLASS OR APPROVED EQUAL.
BLACK - MARY GREY V5888 BY VIRACON.
SEE T-24 FOR U-FACTOR AND SHGC VALUE. THE GLAZING U-FACTOR AND SHGC VALUES NEED TO BE EQUAL.
GC TO SUBMIT SHOP DRAWINGS FOR ALL STOREFRONT ASSEMBLIES.

NOTES:
1. ALL OPENINGS TO BE VERIFIED IN FIELD BY CONTRACTOR.
2. T = TEMPERED GLASS.
3. S = SPANDREL GLASS.

GLAZING: SEE T-24 FOR U-FACTOR AND SHGC VALUE. THE GLAZING U-FACTOR AND SHGC VALUE NEEDS TO BE EQUAL.

ENERGY EFFICIENCY STANDARD (EES):
1. EES INSTALLATION AND ACCEPTANCE FORMS TO BE ASSEMBLED AND POSTED WEATHER-PROTECTED WITHIN STRUCTURE. APPLICABLE FORMS TO BE COMPLETED BY CONTRACTOR/INSTALLERS FOR REVIEW BY INSPECTORS PRIOR TO FINAL INSPECTIONS. EES 10-108(1) B, 10-108(1) B.
2. NFRC LABELS FOR MANUFACTURED PENETRATION OR LABEL CERTIFICATES FOR SITE-BUILT PENETRATION TO REMAIN ON PENETRATION THROUGH FINAL INSPECTION. EES 10-108(1) B.

NOTES:
1. FOR TITLE 24 REPORT GLAZING TO COMPLY WITH THE FOLLOWING: OVERALL U-FACTOR OF 0.11, OVERALL SHGC OF 0.78 & OVERALL VT OF 0.71. FLUORINATED CLEAR DOUBLE GLAZING - TEMPERED WHERE REQUIRED.
2. ALL OPENINGS TO BE VERIFIED IN FIELD BY CONTRACTOR.
3. T = TEMPERED GLASS.

EXTERIOR STOREFRONT DETAIL 1/2" = 1'-0" 17

EXTERIOR WINDOW W1 1/2" = 1'-0" 13

INTERIOR STOREFRONT JAMB DETAIL 1/2" = 1'-0" 9

WINDOW TYPES N.T.S. 1

***The Wine of the Month Club
123 West Pomona
Monrovia, CA 91016***

Vincent Gillespie
Planning Technician
City Of Monrovia

2/5/2019

In regards to email of 2/4/2019

The floor area breakdown is as follows:

Retail: 330 sq ft
Office: 5270 sq ft includes kitchen, hallways, server room
Warehouse: 6480 sq ft
Wine Tasting: 289 sq ft

Ingress/Egress:

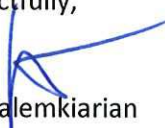
We receive two tractor trailers each month and 5 bobcats each week. As with our previous tenancy, tractor trailers will back into the parking lot to unload its contents via forklift. We were at the same location prior for 11 years (red line shows ingress/egress).

Tasting Sessions:

The license is a winery (02) tasting license. It affords licensed wineries the opportunity to open satellite tasting rooms throughout California. The Wine of the Month Club license is held in Sonoma County.

The intended hours of operation are Friday 3-10pm, Saturday 3-10pm and Sunday 3-9pm. As the tasting is not the primary revenue source for Wine of the Month Club, it will be held to these hours. Typically through the 6 hours 45 people will rotate through with about 10-12 at any given time.

Respectfully,


Paul Kalemkiarian
President
Wine of the Month Club