



## **PLANNING COMMISSION STAFF REPORT**

**APPLICATION:** CUP2020-0005  
CUP2012-17 (Amendment)

**AGENDA ITEM:** PH-2

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

**MEETING DATE:** May 27, 2020

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**SUBJECT:** Conditional Use Permit 2020-0005 (Hotel Operation)  
Conditional Use Permit CUP2012-17 (Amendment – Alcohol Service)  
311 West Foothill Boulevard

**APPLICANT:** Qin Han Chen  
311 West Foothill Boulevard  
Monrovia, CA 91016

**REQUEST:** Allow commencement of hotel operation at the Aztec Hotel in conjunction with room service (food and alcohol) provided by the Mayan Bar and Grill restaurant.

**ENVIRONMENTAL DETERMINATION:** Categorical Exemption (Class 1 – Existing Facilities)

**BACKGROUND:** The Aztec Hotel was built in 1925 and designed by the notable architect Robert Stacy-Judd. The building is generally considered Stacy-Judd's most significant design. In 1978, the Aztec Hotel was designated a National Historic Landmark and was listed on the National Register of Historic Places. The property was later designated a Monrovia Local Historic Landmark (HL-10) on December 16, 2003, and a Mills Act Contract (MA-56) was also approved. These designations underscore the fact that the Aztec Hotel is deemed a unique and important historic resource both locally and nationally.

The 33,907 square foot building is L-shaped and two-stories. The hotel includes thirty-six (36) private rooms with baths, eight (8) one-room studio apartments. In addition to the hotel, the property is improved with a restaurant (Mayan Bar and Grill) and four commercial storefronts.

Mr. Qin Han Chen acquired the property in April 2012, and shortly thereafter the Monrovia Planning Commission granted the approval of two Conditional Use Permits (CUP2012-17 and CUP2012-18), which allowed the indoor service of alcoholic beverages and live entertainment (not more than three musicians) at the Mayan Bar and Grill restaurant. These permits are still active. Although, the restaurant and commercial storefronts are occupied with businesses, the hotel has not operated since approximately 2011.

The Aztec Hotel has not operated in many years due to decades of accumulated poor maintenance and poor repair practices. Over the past several years Mr. Chen has expressed a desire to complete the necessary renovation and rehabilitation tasks, as well as secure the appropriate land use approvals to reopen the hotel for business. Although progress has been

slow, he has made several improvements. In 2013, the Historic Preservation Commission approved a scope of work that allowed the removal and replacement of walls within the hotel guestrooms. A new roof was installed in 2012, and parking lot improvements were completed in 2016.

In 2019, Mr. Chen completed renovations on three significant features that were in disrepair and visible from the public right-of-way. This was a condition of approval of the Certificate of Appropriateness COA2017-05 (Appeal) in order to maintain non-period guestroom doors that were initially installed without permits. Specifically, the conditions of COA2017-05 (Appeal) required Mr. Chen to:

1. Repair the collapsed non-structural pyramidal decorative element on the southeast corner roof parapet;
2. Rehabilitate the guestroom windows that are visible on the south and east building elevations;
3. Repair the neon sign lighting on the front façade; and
4. Obtain permits for the guestroom doors.

The Aztec Hotel property has its very own land use designation, Planned Development – Area 26 (PD-26), which was approved by the Planning Commission and adopted by the City Council in 2014. These regulations were specifically developed to provide adequate and flexible use regulations that allowed proposed businesses to adjust to the changing market demands and be consistent with the City’s established regulatory processes. These standards require the approval of a separate Conditional Use Permit for each of the various functions on the property that have the potential to negatively impact surrounding properties, including hotel operation, alcohol beverage sales and service, hotel banquet facility, and live entertainment.

In compliance with the PD-26 land use regulations, Mr. Chen is seeking approval of a Conditional Use Permit to commence operation of the Aztec Hotel in conjunction with guestroom service (food and alcohol) provided by the Mayan Bar and Grill restaurant. The service of alcohol to the guestrooms requires an amendment to the restaurant’s existing permit, CUP2012-17.

**SUBJECT PROPERTY:** The property is located on the north side of the 300 block of West Foothill Boulevard and is bounded by Melrose Avenue on the west and Magnolia Avenue on the east. The site is comprised of four parcels with a total land area of approximately 1.13 acres (49,632 square feet).

The Aztec Hotel building’s primary uses can be broken into four components: the hotel, banquet room, courtyard patio, and commercial storefronts. The banquet room and patio sit at the rear of the building/property. The storefronts are located on the first floor and front Foothill Boulevard. Currently, there are four small storefronts on the east side of the hotel entry and one large space (originally four storefronts) on the west side of the entry. All are occupied with the following uses: a cigar shop, a salon, a barbershop, an antique store, and a restaurant (Mayan Bar and Grill).

**Site and Surrounding Land Uses**

The project site is designated PD-26 (Planned Development - Area 26) in the General Plan and is zoned PD (Planned Development).

The site is surrounded by the following land uses.

**North:**

General Plan: Residential Low  
Zoning: RL (Residential Low)  
Land Use: Single-family and Multifamily Residential

**South (across Foothill Boulevard):**

General Plan: Neighborhood Commercial  
Zoning: NC (Neighborhood Commercial)  
Land Use: Restaurant and Office

**West (across Melrose Avenue):**

General Plan: Neighborhood Commercial  
Zoning: NC (Neighborhood Commercial)  
Land Use: Pest Control Service

**East (across Magnolia Avenue):**

General Plan: Neighborhood Commercial  
Zoning: NC (Neighborhood Commercial)  
Land Use: Multifamily Residential

**DISCUSSION:**

***Aztec Hotel Site plan / Floor Plan***

The Aztec Hotel is 20,256 square feet. It is two stories above grade and has a partial basement that is used for storage. As shown in the site plan and floor plan (Attachment A), a surface parking lot is located to the west of the building and contains 48 spaces. A large courtyard (outdoor patio) lays directly to north of the building. The first floor of the hotel has a main entry (the entrada), a lobby, kitchen, large banquet room, office space, and four studio apartments. The second floor contains 36 guestrooms and four studio apartments. The hotel also has a direct internal access to the Mayan Bar and Grill restaurant on the first floor.

Given the age of the building, it is not equipped with elevators. Instead, four stairways connect the first and second floors on the interior of the building. There is also one exterior staircase on the west side of the building that provides direct access to the parking lot.

***Hotel Operation Conditional Use Permit CUP2020-0005***

Over the last eight years Mr. Chen has completed several building and property improvements to allow the hotel to reopen its doors. Under his ownership the roof has been repaired, the parking lot has been renovated, and the ground floor apartments, restrooms, and restaurant have been remodeled. Many necessary mechanical and operational upgrades have also been completed. All California Building and Fire Safety Code conditions will require final inspection by both the City's Building Official and Fire Inspector prior to the issuance of a Building Certificate of Occupancy. A significant amount of costly preservation and rehabilitation work

still remains outstanding. It is Mr. Chen's hope that future revenue from the hotel operation will fund these improvements.

Mr. Chen intends to operate the Aztec Hotel as a boutique hotel, capturing a majority of guests who are interested in its association with Route 66 and its Mayan Revival themed architecture. It may also attract those interested in its haunted history and legends of paranormal activity. All of the 44 guestrooms can accommodate a maximum of two people. The traditional guestrooms are designed to provide overnight stays ranging from one to seven days. These rooms have a private bathroom and have been recently furnished with antique furniture and artwork. The studio apartment units are proposed for extended stays. Each studio contains a private bathroom and a small kitchen.

The business operation statement (Attachment B) proposes to operate the hotel with a maximum of 15-25 employees when it reaches maximum capacity. There will not be more than 5-8 employees on any given shift. Upon approval of this request, the owner anticipates hiring a general manager, a marketing manager, housekeeping staff, as well as maintenance and security personnel to oversee the operation. The business operation statement proposes 24-hour guest service for check-in/check-out. Additional services include food service and Wi-Fi. All food service would be provided by the Mayan Bar and Grill restaurant.

Although the hotel is equipped with a large banquet room and courtyard patio that could be used for large, private events, such as weddings, birthday parties, etc., the owner is not requesting approval to use these facilities at this time. Instead, the patio and banquet room will provide quiet areas for the hotel guests to rest and enjoy the unique hotel architecture.

***Food and Alcohol Service by Mayan Bar and Grill - CUP 2012-17 (Amendment)***

The Mayan Bar and Grill restaurant totals approximately 3,700 square feet in size. The restaurant has a separate entrance just west of the main hotel entrance on Foothill Boulevard, as well as an internal entry into the hotel on its interior. Its dining area has seating for 141 patrons which includes booths, tables and chairs and bar stools.

On November 14, 2012 the Monrovia Planning Commission approved Conditional Use Permit CUP2012-17 to allow indoor service of alcoholic beverages at the Mayan Bar and Grill restaurant. Therefore, the restaurant currently operates with an Alcohol Beverage Control (ABC) Type 47 license that allows the service of beer, wine, and spirits within the restaurant. Based on the request to allow an expansion of service to the hotel guestrooms, the approval of both ABC and the Monrovia Planning Commission is required. ABC will not issue the approval for this request without approval of the local jurisdiction.

The existing restaurant operates seven days a week from 11:00 a.m. to 11:00 p.m. The menu (Attachment C) offers a variety of entrees, including hamburgers, tacos, enchiladas, steak, pastas, and fish with a Cajun flair. In order to provide breakfast to the hotel guestrooms, the application includes a request to allow the restaurant kitchen to open for breakfast service. For this reason the amendment would expand the restaurant's operating hours by allowing it to open at 9:00 a.m.

***Conditions of Approval for Hotel Operation and Guestroom Food and Alcohol Service***

The PD-26 development standards and conditional use permit requirement were established to encourage the reuse of this historically significant building in a manner that: 1) is sensitive to the historic significance of the building, 2) minimizes its impacts to the surrounding

neighborhood, and 3) allows a reasonable avenue for the property owner to achieve a return on investment. Staff evaluated the proposed business operation and is recommending several conditions of approval to minimize impacts to the adjacent residential neighborhood. All of the conditions are located in the permit's corresponding Data Sheet 1, and include the following specific conditions that focus on minimizing potential noise, parking, public safety, and property maintenance impacts.

- Noise: The following conditions contained in CUP2020-0005 Data Sheet 1 are recommended to minimize potential noise impacts to the adjacent residential properties resulting from the hotel use, including the outdoor patio and banquet room.
  - Notwithstanding the Mayan Bar and Grill restaurant's approval to operate with indoor live entertainment subject to the conditions set forth in CUP2012-18, Condition #7 allows only pre-recorded amplified music on all other portions of the premises, and enforces that such music shall not be audible outside the boundaries of the establishment.
  - Condition #12 restricts the use of the hotel's Outdoor Patio and Banquet Room as quiet areas for hotel guests to lounge and enjoy the unique hotel architecture and establishes operating hours (8:00 AM to 9:00 PM Sunday through Thursday, and 8:00 AM to 10:00 PM on Friday and Saturday). This condition also requires the posting of signage advising of the hours of operation and requiring respectful noise levels given the proximity of the residential properties to the north.

Condition #13 establishes the required application process for the use of the hotel Banquet Room and/or Outdoor Patio as an event venue for banquets, weddings, meetings, etc. The condition clarifies that incidental use (not more than four events per year) requires the approval of a Special Event Permit by the Development Review Committee for each event. The use of these spaces for more than four events per year requires the approval of a master Conditional Use Permit by the Planning Commission.

- Parking: If operated at full capacity the Aztec Hotel property would require nearly 100 parking spaces to serve its variety of land uses based on the City's current zoning standards. Although the property has not achieved full operational capacity in decades, its limited provision of 48 spaces could create parking impacts to the surrounding neighborhood if immediate business success is achieved. The following conditions of approval are included in Data Sheet 1 to minimize parking impacts.
  - Condition #25 prohibits parking associated with the property in the adjacent residential area (specifically on Melrose and Magnolia Avenues). This condition also requires that hotel management provide written notice of this condition to every guest and employee. Signage shall also be posted in the lobby.
  - Condition #26 requires that parking for employees, overnight hotel guests, and retail customers be provided at no extra charge.
  - Condition #29 requires that a minimum of 3 bicycle parking spaces be added to the site.

- Condition #35 allows the City to require the implementation parking mitigation measures at any time should a parking overflow situation occur. Such measures include adding parking attendant coverage, implementing a valet parking service, securing an agreement for offsite parking provisions and/or completing a parking demand study for the purpose of identifying additional mitigation measures to address the area where problems are occurring.
- Public Safety: Several conditions have been included to minimize potential public safety impacts resulting from the hotel use and alcohol service to the guest rooms.
  - Condition #8 (Data Sheet 1 – CUP2020-0005) requires the approval of a security plan by the Monrovia Police Department. This plan will be required to contain measures to deter unlawful conduct of employees and patrons, promote safe and orderly assembly and movement of persons and vehicles. It would also include measures to prevent disturbances to the neighborhood by excessive noise coming from within the hotel or noise created by patrons entering and leaving the premises.
  - Condition #24 (Data Sheet 1 – CUP2012-17 Amendment) requires that food and alcohol service to hotel guestrooms be provided through the internal building corridors and hallways only.
- Property Maintenance: Several conditions are also included to ensure that the property owner continues ongoing property maintenance and good stewardship of the property.
  - Condition #14 (Data Sheet 1 – CUP2020-0005) requires the approval of a trash generation study to ensure adequate pick-up frequency.
  - Condition #25 and #31 (Data Sheet 1 – CUP2020-0005) requires that the property, including the adjacent public sidewalks, be maintained free of weeds, litter, and debris.

***Development Review Committee Advisory Review***

The DRC meeting format changed temporarily due to the COVID-19 pandemic. Although DRC project reviews and determinations are normally conducted during open public meetings, due to the COVID-19 pandemic the arrangement has been temporarily modified to protect residents, property owners, applicants, staff, and elected officials. This change is in accordance with the “Safer at Home” orders, Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings. To further reduce the spread of COVID-19, all DRC review and determination authority was temporarily delegated to the Community Development Director pursuant to City Council Urgency Ordinance (Ordinance No. 2020-06U).

The City’s Community Development Director, on behalf of the City’s DRC, conducted an “Advisory Review” of the project and made a formal recommendation to the Planning Commission on May 7, 2020. As part of the Advisory Review for the Aztec Hotel permit requests, staff sent out a courtesy notice to property owners within 300 feet of the subject site. The courtesy notice was provided to further encourage and allow for public input regarding the project prior to the public hearing. During the Community Development Director’s review on May 7, 2020, staff reported that one resident submitted comments regarding an overgrowth of

weeds in the public right-of-way on Magnolia Avenue. However, no comments were submitted with concerns about the use.

Staff previously contacted the Aztec Hotel management regarding this concern and the weeds were removed. Due to this concern staff placed emphasis in the conditions of approval that the property requires maintenance in a weed free manner. Staff's discussion with the Director included a review of conditions of approval and the recommendation for several parking management measures that could be utilized should parking overflow impacts occur within the adjacent residential neighborhood. Upon completion of the Advisory Review, the Community Development Director recommended approval. Although the review was conducted by the Director, other departments provided input in the development of the conditions of approval during the pre-application phase which have been incorporated.

### **Conclusion**

The proposed business operation would allow reuse of an important national and local landmark and Route 66 roadside property. Through the conditional use permit process required by PD-26, specific conditions that focus on minimizing potential noise, parking, public safety, and property maintenance impacts to the surrounding neighborhood are established. The proposed operation will promote the property's long-term economic viability.

**RECOMMENDATION:** The Community Development Director (on behalf of the Development Review Committee) and Staff recommend approval of the application as presented in the Staff Report. If the Planning Commission concurs with Staff's 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 CUP2020-0005 and CUP2012-17 (Amendment) 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 proceedings 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 CUP2020-0005 and Data Sheet 3 for CUP2012-17 (Amendment), which are incorporated herein by this reference.
4. The Planning Commission approves CUP2020-0005, subject to the attached Planning Conditions on Data Sheet No. 1 for CUP2020-0005, Data Sheet 1 for CUP2012-17, and recommendations in the Staff Report, all of which are incorporated herein by this reference.

### **MOTION:**

**Approve CUP2020-0005 and CUP2012-17 (Amendment) as presented in the Staff Report.**



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 for Conditional Use Permit 2020-0005 to allow a hotel use 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 applicant, the property developer and all successors in interest to this conditional use permit.

## DEVELOPMENT STANDARDS

1. The approved floor plan is an integral part of the decision approving Conditional Use Permit 2020-0005. Any change in the approved floor plan which has the effect of expanding or intensifying the use may require an amendment to the Conditional Use Permit as determined by the Development Review Committee.
2. The total maximum number of guestrooms and maximum occupancy limits shall not exceed the following for each of the guestroom types:
  - o 36 Standard Guestrooms
  - o 8 Extended Guestrooms
3. The Applicant shall pay all required city fees and taxes, including without limitation, the City's Transient Occupancy Tax.
4. Registration of guests shall be accompanied by photo identification of all adults; recordation of names and addresses of each guest; license plate number, make and year of vehicle registration; date and time of registration and room number. Registration files shall be maintained for at least 3 years and shall be made available to any law enforcement officer.
5. All guestrooms (Standard and Extended) shall not be rented for less than 24-hour periods and not more than 30 days.
6. The hotel manager shall comply with all applicable laws and conditions and shall properly manage the hotel to discourage illegal and criminal activity on the premises.
7. Notwithstanding the Mayan Bar and Grill restaurant's approval to operate with live indoor entertainment subject to the conditions set forth in CUP2012-18, only pre-recorded amplified music is permitted on other portions of 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.



8. A security plan with appropriate measures shall be provided to the satisfaction of the Monrovia Police Department to deter unlawful conduct of employees and patrons, promote safe and orderly assembly and movement of persons and vehicles, and to prevent disturbances to the neighborhood by excessive noise coming from within the hotel or noise created by patrons entering and leaving the premises.
9. The manager shall have duplicate room keys at all times if needed by emergency services personnel to gain entry.
10. The Applicant shall define an outdoor smoking area for employees and hotel guests away from the residential properties and submit to the Planning Division Manager the location of the outdoor smoking area and the design of the outdoor furniture for review and approval of the Planning Division Manager prior to commencement of the operation of the hotel.
11. The sales and/or service of alcoholic beverages within the hotel (room service) shall comply with the requirements of CUP2012-17.
12. Hotel guest use of the Outdoor Patio and Banquet Room shall be subject to the following additional conditions.
  - a. The patio and banquet room is intended to provide quiet areas for the hotel guests to rest and enjoy the unique hotel building.
  - b. Hotel guest use of the outdoor patio and banquet room shall be limited to 8:00 AM to 9:00 PM Sunday through Thursday, and 8:00 AM to 10:00 PM on Friday and Saturday. Before any change is made in these hours of operation, approval by the Development Review Committee (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.
  - c. A sign shall be posted within the patio area and banquet room notifying guests of these hours of operation. Signage shall also include a statement requiring respectful noise levels given the adjacent residential uses to the north.
13. In accordance with the PD-26 guidelines, any use of the banquet room and/or outdoor patio area for events such as weddings, banquets, and meetings shall require approval by the City as follows:
  - a. Process for Total Number of Events not Exceeding 4 per Year: Incidental use of the hotel banquet room and/or outdoor patio for special events (not more than 4 per year), shall require the approval of Special Event Permit by the Development Review Committee for each event. The Special Event Permit shall be obtained from the City three weeks prior to any event. The application request shall identify the type and hours of the special event, the expected number of attendees, event seating floor plan, security measures proposed, a parking management plan, and a food and alcohol beverage catering plan if applicable. Offsite parking shall be secured for events.

- b. Process for Total Number of Events Exceeding 4 per Year: The ongoing use of the hotel banquet room and/or outdoor patio for special events (more than 4 per year), shall require the approval of a master Conditional Use Permit by the Planning Commission. The application request shall identify the types of events that will be held and the maximum hours of special events.
14. The existing trash enclosure, as shown and indicated on the submitted site plan, shall be maintained onsite per City specifications and regulations. 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.
15. All supplies, products, materials, and equipment shall be stored within the building. Outdoor storage of supplies, products, materials, and equipment is prohibited.
16. No sporting game or games of competition shall be permitted in conjunction with the business unless approved as part of the CUP application.
17. The display, posting or airing via closed circuit television of any gambling odds shall be prohibited unless pre-empted by the State.
18. There shall be no uses or activities permitted of an adult-oriented nature as defined in Title 17 of the Monrovia Municipal Code.
19. The use of pornographic material in the form of videos, slides, magazines, or pictures shall be prohibited within the business establishment.
20. Other than hotel guestrooms, no locking devices shall be allowed on interior doors that enclose rooms open to the public.
21. No warning devices and/or any action by employees that could serve to alert patrons, hotel guests and employees to the presence of law enforcement or other inspectors shall be permitted.
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. All new lighting requires approval of the Planning Division Manager.
23. 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 by the property owner, unless any law in effect at that time imposes a shorter time period for eradication.
24. If it is determined by the Community Development Director or Public Works Director that patrons and/or guests are littering the surrounding streets, sidewalks, parking lots, parks, or adjoining private properties as a result of their coming or leaving the establishment, the property owner will provide employees to pick-up and properly dispose of all litter.

## **PARKING MANAGEMENT**

25. Parking associated with the property shall not be allowed in the adjacent residential area (specifically on Melrose and Magnolia Avenues). Hotel management shall provide written notice of this condition to every hotel guest and employee. A sign shall also be posted in the hotel lobby enforcing this condition.
26. On-site vehicle parking for all employees, overnight hotel guests, and retail store customers shall be provided at no extra charge.
27. No required parking area shall be fenced-off or otherwise enclosed for outdoor storage uses or for any other non-parking use.
28. Prior to the implementation and use of any onsite (i.e. on private property) valet parking operations for the hotel, the applicant shall submit a valet parking plan to the Development Review Committee for review and approval.
29. A convenient location for a minimum of three (3) bicycle parking spaces for customers, employees, and hotel guests shall be maintained onsite. The applicant shall submit a site plan to the Planning Division for review and approval prior to installing a bicycle storage facility.
30. All parking spaces that are provided as part of the project shall be maintained 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.

## **LANDSCAPING**

31. All existing landscaping onsite shall be maintained by a permanent automatic irrigation sprinkler system. The property, including the adjacent public sidewalks, shall be maintained free of weeds.

## **GENERAL REQUIREMENTS**

32. 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.
33. The term "Applicant" as used herein shall include the applicant, the property developer and all successors in interest to this conditional use permit.
34. In addition to Planning (Data Sheet No. 1) conditions of approval the Applicant shall also comply with all requirements of the Monrovia Municipal Code, Building Division and Fire Department that are directly applicable to the project.
35. This CUP (Conditional Use Permit 2020-0005) may be called for review by the Development Review Committee, at any time by City Staff, the City Council, or Planning Commission, if there is inadequate removal of trash from the dumpster or if there are impacts to the surrounding properties, such as but without limitation,

security/policing problems, parking overflow, site maintenance, litter and debris, or noise impacts. In addition to any other remedy available to the City, measures may be required such as adding parking attendant coverage, implementing a valet parking service, securing an agreement for offsite parking provisions and/or completing a parking demand study for the purpose of identifying additional mitigation measures to address the area where problems are occurring.

36. The Development Review Committee shall review the use within six months from the date the business commences. The review shall focus primarily on compliance with the conditions of approval and any adverse impact related to this use, including, but not limited to security/policing problems, parking, noise, trash impacts or other impacts upon the surrounding properties.
37. 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 this Data Sheet Number 1. The Conditional Use Permit 2020-0005 shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
38. 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.
39. 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, judgements, 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.
40. Additional 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.

41. Planning (Data Sheet No. 1) for restaurant alcohol service (CUP2012-17 Amendment) and restaurant live entertainment conditions of approval (CUP2012-18) that were imposed on the restaurant portion of the building shall remain in full force and effect.



# DATA SHEET 1

# Planning Conditions

**CUP2012-17 (Amendment)  
(Amendment - Alcohol Service)**

**311 West Foothill Boulevard**

\*\*\*Modifications to the existing conditions are shown as follows:

- New text is shown as underlined; and
- Existing text to be deleted is shown as strikethrough.

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 311 West Foothill Boulevard, for the indoor service of alcohol in conjunction with an existing new restaurant and new hotel business, 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.

## **REQUIREMENTS FOR RESTAURANT WITH ALCOHOL SERVICE**

1. The restaurant shall be operated as a "Bona Fide Eating Place" as defined by ABC. The restaurant shall contain sufficient space and equipment to accommodate a full restaurant kitchen and the kitchen shall be open and preparing food during all hours the restaurant is open. The restaurant shall provide an assortment of foods and a full menu normally offered in restaurants. The service of sandwiches or salads shall not be deemed in compliance with this requirement.
2. The quarterly gross sales of alcohol beverages shall not exceed 33 percent of all gross sales of all products during the same period. The licensee shall maintain records which reflect separately the gross sales of alcoholic beverages. Records for the last quarter shall be made available to the City only if complaints have been received regarding the violation of conditions of the CUP.
3. The approved floor plan for both the restaurant and hotel is an integral part of the decision approving this CUP. The restaurant floor plan shall not include a dance floor area without Planning Commission approval. ~~The floor plan currently indicates the location of a stage, however, such stage shall not be used for live entertainment without Planning Commission approval.~~ There shall be no change in the design of the floor plan without the approval of the Development Review Committee. 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.
4. All areas in the restaurant shall be available for inspection by the Police Department during all open business hours.
5. No sporting game or games of competition shall be permitted in conjunction with the business unless approved as part of the CUP application.

6. The display, posting or airing via closed circuit television of any gambling odds shall be prohibited unless pre-empted by the State.
7. No patrons shall be ~~on~~ within the restaurant premises during closed hours.
8. There shall be no uses or activities permitted of an adult-oriented nature as defined in Title 17 of the Monrovia Municipal Code.
9. The use of pornographic material in the form of videos, slides, magazines, or pictures shall be prohibited within the business establishment.
10. 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.
11. Other than the hotel rooms, no locking devices shall be allowed on interior doors that enclose rooms open to the public.
12. 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.
13. If it is determined by the Community Development Director or Public Works 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.
14. In the event security/policing problems occur, this CUP shall be subject to review by the Development Review Committee (DRC) and may be modified to require uniformed security guards as determined necessary by the DRC.
15. 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.
16. Window signs shall not be installed until reviewed and approved by the DRC, and 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 entrance to the premises.
17. 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.
18. The rear door of the restaurant that leads into the patio shall remain closed when the restaurant is open for business. No outdoor dining ~~of any kind~~ shall be permitted unless this conditional use permit is amended and a master conditional use permit is approved for permanent use of the patio by the Planning Commission. The incidental use of the patio (events not more than four times a

year) shall require the approval of a special event permit by the Development Review Committee in accordance with the Municipal Code.

19. No happy hour, no drink specials or other bar promotions are permitted to be advertised outside or in the window/door area.
20. Dine-in restaurant hours of operation shall be limited to seven days a week from 4:00 am to 11:00 pm. Before any change is made in these hours of operation, approval by the Development Review Committee (DRC) must be obtained and adjacent property owners will be notified of the meeting date. 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.
21. No sale of alcoholic beverages for ~~outside~~ off-site service or consumption shall be permitted unless approved by the Planning Commission pursuant to the Monrovia Municipal Code.
22. The Applicant has submitted a parking lot site plan with the application for this CUP. That parking lot site plan is currently under review by the State Office of Historic Preservation (OHP). Within one month after receiving comments from the OHP, Applicant shall apply for a Certificate of Appropriateness review by the Historic Preservation Commission. As part of its review of the OHP's comments, the Historic Preservation Commission may recommend changes to the parking lot site plan submitted with this CUP that it deems appropriate in order to approve a Certificate of Appropriateness. If the Planning Division Manager agrees with the parking lot site plan modifications recommended by the Historic Preservation Commission, the Planning Division Manager is hereby authorized to make those changes to the parking lot site plan. Applicant shall comply with the parking lot site plan, and shall make any required modifications or improvements, within three months after receiving a Certificate of Appropriateness determination by the Historic Preservation Commission.

## **FOOD AND ALCOHOL SERVICE TO AZTEC HOTEL GUESTROOMS**

23. Food and Alcohol Service to Aztec Hotel Guestrooms shall be limited to seven days a week between 9:00 am to 11:00 pm. Before any change is made to these hours of operation, approval by the Development Review Committee (DRC) must be obtained and adjacent property owners will be notified of the meeting date. 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.
24. Food and alcohol service shall be provided directly to hotel rooms through use of internal building corridors and hallways. Food service shall not be provided in the hotel banquet room or outdoor patio unless specifically authorized by a special event permit. Special events shall not occur at the property more than four times during a calendar year and shall require the approval of a special event permit by the Development Review Committee in accordance with the Municipal Code. Any other expansion of food service beyond the four times per year authorized by this condition or to any other area on the hotel property shall require review and



approval of an amendment to this Conditional Use Permit by the Planning Commission.

## **GENERAL REQUIREMENTS**

25. 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.
26. In addition to Planning (Data Sheet No. 1) 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.
27. 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.
28. 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, judgements, 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.
29. Additional 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.

30. 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.
31. ~~The Planning Commission shall review the use permitted by this CUP six months from the date the use commences.~~ The Development Review Committee shall review the use within six months from the date the business commences, and annually thereafter. The review shall focus primarily on compliance with the conditions of approval and any adverse impact related to this use, including, but not limited to security/policing problems, parking, noise, trash impacts or other impacts upon the surrounding properties.
32. The use associated with this CUP shall begin within one (1) year after its approval or it will expire without further action by the City.
33. 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.



## DATA SHEET 3

## Findings

**Conditional Use Permit CUP2020-0005  
(Hotel Operation)**

**Aztec Hotel  
311 West Foothill Boulevard**

**CONDITIONAL USE PERMIT CUP2018-0011 (Hotel Operation)**

As required by Section 17.52.290 of the Monrovia Municipal Code, the decision recommending approval of Conditional Use Permit No. CUP2020-0005 for the operation of the Aztec Hotel located at 311 West Foothill Boulevard is based on the following findings:

- A. The project site is adequate in size, shape and topography for the operation of 44-room hotel development. *The Aztec Hotel property is comprised of four parcels with a total land area of approximately 1.13 acres (49,632 square feet). The Aztec Hotel building was constructed in 1925 and its primary uses include a 20,256 square foot hotel, a 3,700 square foot restaurant, and four commercial storefronts totaling 1,305 square feet. The topography of this commercial site is relatively flat, and the hotel operation will be conducted within the existing building.*
  
- B. The project site has sufficient access to streets and highways that are adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed hotel operation. *The Aztec Hotel was built in 1925, and is both a national and local historical landmark. The property is located on the north side of the 300 block of West Foothill Boulevard and is bounded by Melrose Avenue on the west and Magnolia Avenue on the east. The site is comprised of four parcels with a total land area of approximately 1.13 acres (49,632 square feet). A surface parking lot with 48 spaces is located to the west of the building and is accessed by two driveways that provide vehicle ingress and egress; one on Foothill Boulevard; and the other on Melrose Avenue. Furthermore, public right-of-way improvements were completed in recent years. ADA sidewalk improvements are installed at the northeast corner of Foothill Boulevard and Melrose Avenue and at the northwest corner of Foothill Boulevard and Magnolia Avenue.*
  
- C. The project will comply with the applicable provisions of the zoning ordinance, specifically the PD-26 (Planned Development - Area 26) development guidelines which requires the approval of a Conditional Use Permit for hotel operation. *The PD-26 development standards and conditional use permit requirement were established to encourage the reuse of this historically significant building in a manner that 1) is sensitive to the historic significance of the building, 2) minimizes its impacts to the surrounding neighborhood, and 3) allows a reasonable avenue for the property owner to achieve a return on investment. Several conditions of approval have been included in Data Sheet 1 to minimize any potential noise, parking, public safety, and property maintenance impacts on the surrounding neighborhood.*

- D. The hotel operation will comply with the development standards set forth in the PD-26 land use designation. *No variances are requested with this application. The PD-26 development standards and conditional use permit requirement were established to encourage the reuse of this historically significant building in a manner that 1) is sensitive to the historic significance of the building, 2) minimizes its impacts to the surrounding neighborhood, and 3) allows a reasonable avenue for the property owner to achieve a return on investment. Several conditions of approval have been included in Data Sheet 1 to minimize any potential noise, parking, public safety, and property maintenance impacts on the surrounding neighborhood.*
- E. The proposed hotel business operation 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, as the conditions of approval address potential noise, parking, policing/security impacts as well as the ongoing maintenance the property. The applicant will be required to adhere to all the conditions of approval on Data Sheet No. to ensure the hotel operation is not detrimental or injurious to the public and surrounding uses. Condition # 36 allows the CUP (Conditional Use Permit 2020-0005) to be called for review by the Development Review Committee if there is inadequate removal of trash from the dumpster or if there are impacts to the surrounding properties, such as but without limitation, security/policing problems, parking overflow, site maintenance, litter and debris, or noise impacts. In addition to any other remedy available to the City, measures may be required such as adding parking attendant coverage, implementing a valet parking service, securing an agreement for offsite parking provisions and/or completing a parking demand study for the purpose of identifying additional mitigation measures to address the area where problems are occurring.



## CONDITIONAL USE PERMIT

As required by Section 17.52.290 of the Monrovia Municipal Code, the decision for granting Conditional Use Permit No. CUP2012-17 (Amendment) to allow an existing restaurant to provide indoor service of alcoholic beverages for on-site consumption within the guestrooms at the Aztec Hotel located at 311 West Foothill Boulevard is based on the following findings:

- A. The project site is adequate in size, shape and topography for the proposed sale of alcoholic beverages for indoor, on-site consumption in both the existing restaurant and hotel. *The Aztec Hotel property is comprised of four parcels with a total land area of approximately 1.13 acres (49,632 square feet). The Aztec Hotel building was constructed in 1925 and its primary uses include a 20,256 s.f. hotel, a 3,700 s.f. restaurant, and four commercial storefronts totaling 1,305 s.f. On November 14, 2012 the Planning Commission granted the approval of two Conditional Use Permits (CUP2012-17 and CUP2012-18) which allowed the indoor service of alcoholic beverages and live entertainment (not more than three musicians) at the Mayan Bar and Grill restaurant. These permits are still active. The amendment to CUP2012-17 is to allow the existing Mayan Bar and Grill restaurant provide food service (with incidental alcohol beverage sales and service) directly to the Aztec Hotel guestrooms. The topography of this commercial site is relatively flat, and the service and sale of alcoholic beverage will occur directly to the guestrooms via an existing interior corridor between the two uses.*
  
- 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 existing restaurant with alcohol service. *The Aztec Hotel was built in 1925. The 33,907 square foot building is L-shaped and two-stories. The adjacent hotel contains thirty-six (36) private rooms with baths, eight (8) one-room studio apartments. A surface parking lot with 48 spaces is located to the west of the building and is accessed by two driveways that provide vehicle ingress and egress; one on Foothill Boulevard; and the other on Melrose Avenue. The amendment to CUP2012-17 will not expand the dining area within the existing Mayan Bar and Grill, instead it allow the existing restaurant to provide food service (with the incidental sale and service alcohol beverages for onsite consumption) directly to the Aztec Hotel guestrooms through an internal building connection. Allowing the existing restaurant on the property to provide the food and beverage service eliminates the need for an additional outside food vendor to service the hotel, which would increase traffic to the property. Although the amendment proposes expanded hours of operation, the additional hours will allow breakfast service to hotel guests and patrons.*
  
- C. The expanded service and sale of alcoholic beverages for guestroom food service at the Aztec Hotel is compatible with the General Plan, and will not adversely

impact the objectives of the General Plan. *The expanded alcohol sales and service from an existing bona fide restaurant to guestrooms at the Aztec Hotel is consistent with the General Plan, including those General Plan requirements specific to the PD-26 (Planned Development Area-26) designation. The service of alcohol beverages is ancillary to the overall food service menu offered to hotel guests.*

- D. *The proposed sale of alcoholic beverages for indoor, on-site consumption within the guestrooms at the Aztec Hotel will comply with the applicable provisions of the zoning ordinance. A restaurant is a permitted use in the PD-26 land use standards, and the existing Mayan Bar and Grill currently has an active Conditional Use for the sale and service of alcohol for onsite consumption. The amendment CUP2012-17 will not expand the dining area within the existing Mayan Bar and Grill, instead it allow the existing restaurant to provide food service (with incidental alcohol beverage sales and service) directly to the Aztec Hotel guestrooms through an internal building connection. The Mayan Bar and Grill will continue to operate primarily as a restaurant.*
- E. *The location of the existing restaurant with the expanded provision of alcoholic beverage sales and service to the Aztec Hotel guestrooms for indoor, on-site consumption 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, in that the applicant will be required to adhere to the conditions of approval on Data Sheet No. 1 to safeguard the surrounding uses from any negative impacts. The provision of alcoholic beverages is an ancillary use to the full service menu provided by the Mayan Bar and Grill restaurant. Conditional # 27 states that if any security/policing problems occur, the CUP may be subject to the review by the Development Review Committee requiring additional mitigation measure.*

### **CONDITIONAL USE PERMIT (Amendment)**

As required by Section 17.44.025 of the Monrovia Municipal Code, the decision for granting Conditional Use Permit No. CUP2012-17 (Amendment) to allow an existing restaurant to provide indoor service of alcoholic beverages for on-site consumption within the guestrooms at the Aztec Hotel located at 311 West Foothill Boulevard is based on the following findings:

- A. *The proposed sale of alcoholic beverages for on-site consumption (indoor and outdoor) within the guestrooms of the Aztec Hotel will not adversely and seriously affect the peace, health, safety and welfare of residents of the community. Condition of Approval No. 1 requires the restaurant to continue to operate as a "bona fide eating place." The service of alcoholic beverages is an ancillary use to the full service menu that will be offered to hotel guests. Condition #24 requires that food and alcohol service be provided directly to hotel rooms through use of internal building corridors and hallways. Food and alcohol service will only be provided in the hotel banquet room or outdoor patio with the approval of a special event permit with specific conditions to mitigate impacts upon the surrounding area. Any other expansion of food service to any other area on the hotel property will require review and approval of an amendment to this Conditional Use Permit by the Planning Commission. Condition # 27 states that if any security/policing problems occur, the CUP may be subject to the review by the Development Review*

*Committee requiring additional mitigation measures. Furthermore, the CUP may be called for review at any time if a violation of the approved conditions or the MMC is alleged in creating a public nuisance*

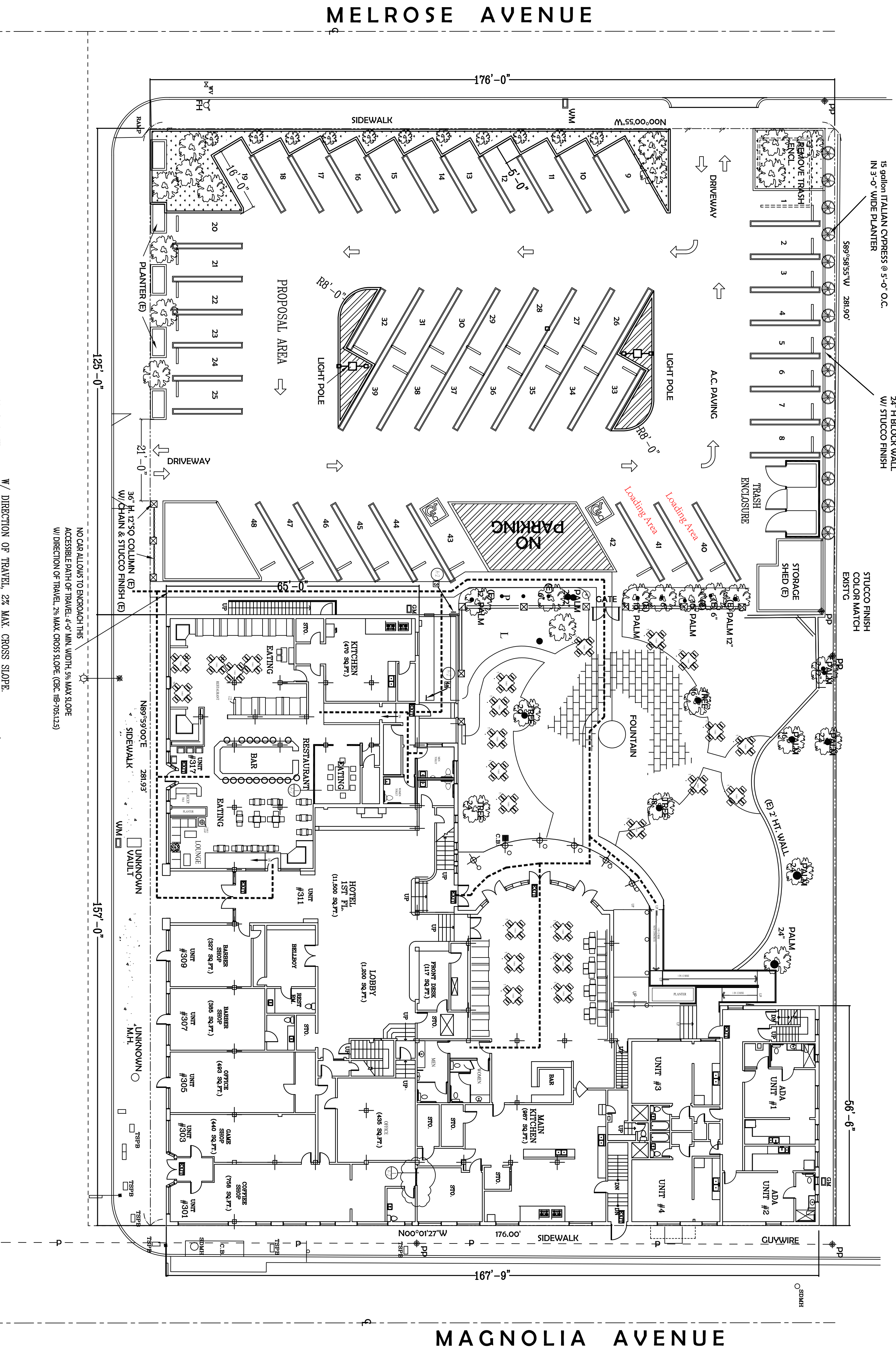
- B. The proposed use will not directly contribute to peace, health, safety and general welfare problems including but not limited to loitering, littering, public drunkenness, defacement and damaging of structures, pedestrian obstructions as well as traffic circulation, parking, and noise problems on public streets and adjacent parking lots. *On November 14, 2012 the Planning Commission granted the approval of two Conditional Use Permits (CUP2012-17 and CUP2012-18) which allowed the indoor service of alcoholic beverages and live entertainment (not more than three musicians) at the Mayan Bar and Grill restaurant. These permits are still active. The amendment to CUP2012-17 is to allow the existing Mayan Bar and Grill restaurant provide food service (with incidental alcohol beverage sales and service) directly to the Aztec Hotel guestrooms with expanded hours of operation to cover breakfast hours. The restaurant will be required to adhere to the conditions of approval that set forth regulations that are specific to the sale of alcoholic beverages and the overall business operation. Condition of Approval No. 13 indicates that if the Community Development or Public Works Director determine that patrons are littering as a result of coming or leaving establishment, the business will be responsible for the pick-up and properly disposal of all liter.*
- C. The proposed use will not create serious adverse impacts to the commercial or residential area. *Condition of Approval No. 1 requires the restaurant to continue to operate as a "bona fide eating place." The service of alcoholic beverages is an ancillary use to the full service menu that will be offered to hotel guests. Condition #24 requires that food and alcohol service be provided directly to hotel rooms through use of internal building corridors and hallways. Food and alcohol service will only be provided in the hotel banquet room or outdoor patio with the approval of a special event permit with specific conditions to mitigate impacts upon the surrounding area. Any other expansion of food service to any other area on the hotel property will require review and approval of an amendment to this Conditional Use Permit by the Planning Commission. Condition # 27 states that if any security/policing problems occur, the CUP may be subject to the review by the Development Review Committee requiring additional mitigation measures. Furthermore, the CUP may be called for review at any time if a violation of the approved conditions or the MMC is alleged in creating a public nuisance.*
- D. The proposed use is adequately served by sufficient parking to serve the quantity of traffic such use generates in that *the existing restaurant and hotel property has a surface parking lot with 48 spaces. The amendment to CUP2012-17 will not expand the dining area within the existing Mayan Bar and Grill, instead it allow the existing restaurant to provide food service (with the incidental sale and service alcoholic beverages for onsite consumption) directly to the Aztec Hotel guestrooms through an internal building connection. Allowing the existing restaurant on the property to provide the guestroom food service eliminates the need for an additional outside food vendor which would increase traffic to the property.*
- E. The proposed use will not be incompatible with the adjoining uses as it relates to noise, traffic, and hours of operation. *Alcoholic beverages will only be served within*

*the existing dining and delivered to the hotel guestrooms through an internal building connection between the two uses.*

- F. The proposed use will not negatively impact nearby parks, schools, recreation centers, religious assembly facilities, and hospitals. *There are none of these uses located within a 300' radius of the subject property therefore no impacts will be encountered.*



# LEAVON DEVELOPMENT 311 W. WEST WOOD Foothill Blvd. - MONROVIA, CA



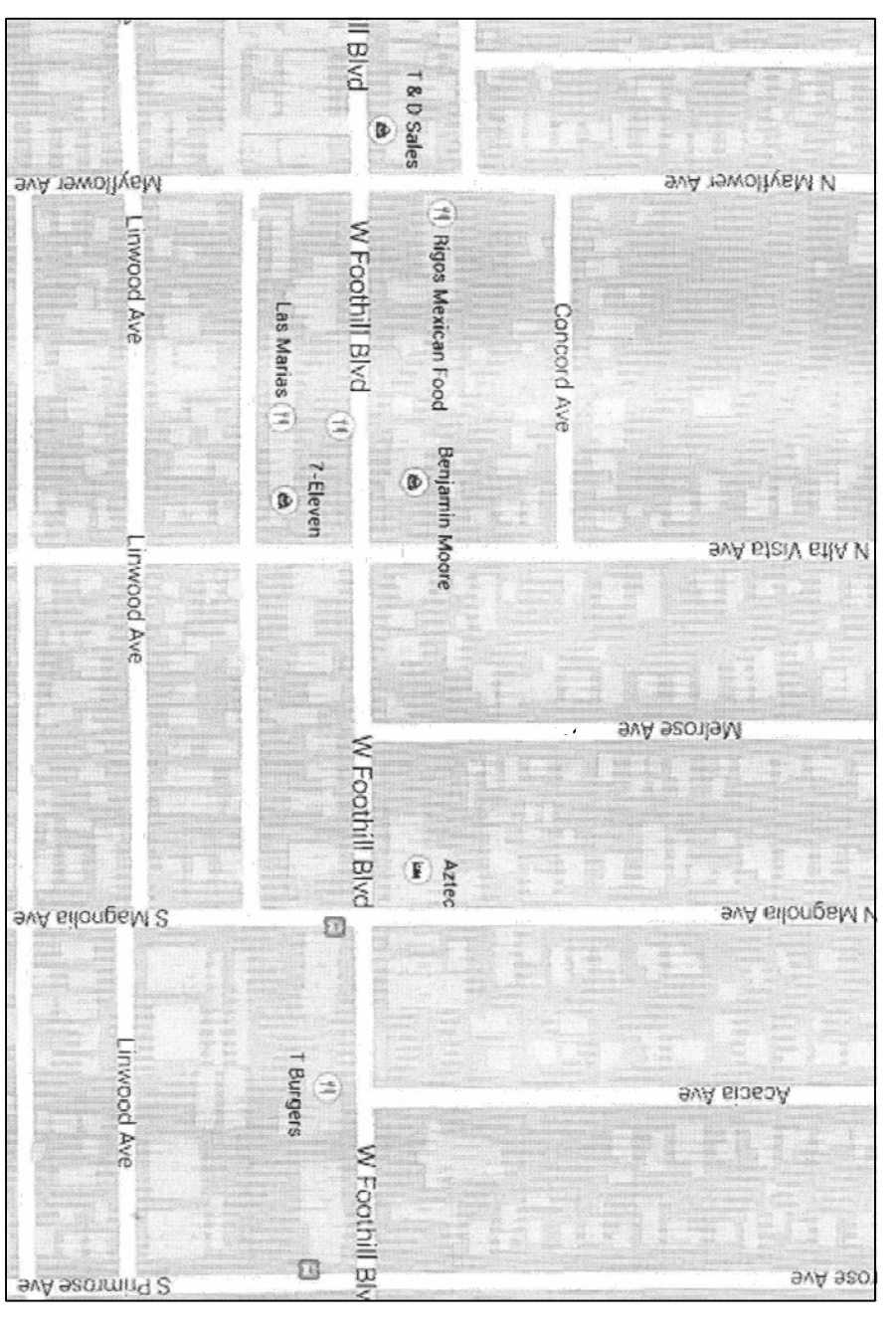
**FOOTHILL BOULEVARD**  
 PLOT PLAN SCALE: 1/16"=1'-0"  
 N

SCOPE OF WORK UNDER THIS PERMIT:

- \* PARTITION WALL IN UNIT #301
- \* REBUILD ROOF PARAPET DECORATION WALL
- \* REPLACE ALL GUESTROOM DOORS

**NOTES**

- a. Comply with section 301.3.2 regarding waster diversion required for alteration (T.1.) that requires building permit
- b. Comply with section 5.408 regarding construction waste reduction disposal and recycling.



**BUILD-G DATA:**

- Type of Construction: V - N.R.
- Fire Sprinklered: No
- Occupancy: R-2, A-2, B
- NO. OF STORY: 2 STORY
- BUILD-G CODES: 2016 CBC, CPC, CMC, CEC, & ENERGY CODE

**OWNER INFORMATION:**

Qin Han Chen  
 Jiaming, USA  
 311 West Foothill Blvd.  
 Monrovia, CA 91016

- Ia. UNIT "309", "307", "305", "303", "301" OCCUPANT LOAD (GROUP "B")
- BARBER AREA (UNIT 309) 365 SQ.FT @100 = 4
  - BARBER AREA (UNIT 307) 307 SQ.FT @100 = 3
  - OFFICE AREA (UNIT 305) 305 SQ.FT @100 = 3
  - CLUB SHOP AREA (UNIT 303) 440 SQ.FT @100 = 4
  - COFFEE SHOP AREA (UNIT 301) 759 SQ.FT @100 = 8

- Ib. UNIT "317" & "311" OCCUPANT LOAD (GROUP "A-2" & "R-2")
- RESTAURANT AREA (UNIT 317) ACTUAL = 106
  - BAR AREA ACTUAL = 8
  - KITCHEN AREA ACTUAL = 17
  - STORAGE AREA ACTUAL = 2
  - WAITING AREA ACTUAL = 4
  - BANQUET AREA (UNIT 311) 1,200 SQ.FT @15 = 87
  - BANQUET AREA (UNIT 311) 997 SQ.FT @20 = 5
  - BAR AREA 16'-0" x 15' FT = 11
  - STORAGE AREA 458 SQ.FT @20 = 2
  - OFFICE AREA 438 SQ.FT @20 = 2
  - FRONT DESK AREA 117 SQ.FT @20 = 1
  - LOBBY AREA 1,200 SQ.FT @50 = 24

- IIa. UNIT "317" PLUMBING FIXTURE ANALYSIS
- MALE: 1/2 X 138 = 69 (90C-1-100, QLAY-1-200)  
 FEMALE: 1/2 X 138 = 69 (90C-1-100, QLAY-1-200)  
 NO PROVIDE WATER CLOSET = 1 & LAVATORY = 1
- IIb. UNIT "311" PLUMBING FIXTURE ANALYSIS
- MALE: 1/2 X 132 = 66 (90C-1-100, QLAY-1-200)  
 FEMALE: 1/2 X 132 = 66 (90C-1-100, QLAY-1-200)  
 NO PROVIDE WATER CLOSET = 3 & LAVATORY = 2

- III. MEANS OF EGRESS ANALYSIS (CBC 1006.2.1.1)
- UNIT 317 (GROUP A-2) OCCUPANT LOAD = 49 < 138 < 500 NEED 2 EXIT (OK)  
 UNIT 311 (GROUP A-2) OCCUPANT LOAD = 49 < 132 < 500 NEED 2 EXIT (OK)  
 1ST FLOOR GUEST UNIT (GROUP R-2) OCCUPANT LOAD = 8 < 10 NEED 1 EXIT (OK)  
 2ND FLOOR GUEST UNIT (GROUP R-2) OCCUPANT LOAD = 10 < 88 < 500 NEED 2 EXIT (OK)  
 UNIT 309 "307", "305", "303", "301" (GROUP B) OCCUPANT LOAD = 49 < 88 < 500 NEED 1 EXIT (OK)  
 EXIT ACCESS TRAVEL DISTANCE (CBC 1017.2) WITHOUT SPRINKLER < 200' (OK)

- V. ALLOWABLE AREA ANALYSIS (CBC 506.3.3)
- II = (7.7 - 0.25) / 7.20 ... (CBC 506.3.3)  
 F = 56.53(0.0071+56.7)(0.0071+157)(5000)+167.75(167.75)(56.57)  
 P = 446.25 + 162.75 + 106.5 = 649.50'  
 H = 30 ... (CBC 506.3.2)  
 H = (446.25/649.5-0.25)/30 = 0.487  
 Aa = A + (Ns x H) ... (CBC 506.2.4)
- Va. UNIT "317" ALLOWABLE AREA (GROUP "A-2" NS)  
 6,000 + (6,000 x 0.487) = 8,622 SQ.FT (MAX)  
 • UNIT 317 AREA 3,900 SQ.FT.
- Vb. UNIT "311" 1ST FL. ALLOWABLE AREA (GROUP "A-2" NS)  
 6,000 + (6,000 x 0.487) = 8,622 SQ.FT (MAX)  
 • UNIT 311 1ST FLOOR AREA 7,700 SQ.FT.
- Vc. UNIT "309", "307", "305", "303", "301" ALLOWABLE AREA (GROUP "B" NS)  
 9,000 + (9,000 x 0.487) = 12,983 SQ.FT (MAX)  
 • UNIT "309", "307", "305", "303", "301" AREA 3,200 SQ.FT.  
 3,900/8,622 + 7,700/8,622 + 3,200/12,983 = 0.45 + 0.89 + 0.25 = 1.59 > 1 (CBC 508.4.2) (OVER)
- Vd. UNIT "311" 2ND FL. ALLOWABLE AREA (GROUP "R-2" NS)  
 7,000 + (7,000 x 0.487) = 10,659 SQ.FT (MAX)  
 • UNIT "311" 2ND FLOOR AREA 12,800 SQ.FT. (OVER)

**SHEET INDEX**

A-1	SITE PLAN
A-2	FIRST FLOOR PLAN AND DETAIL
A-3	SECOND FLOOR PLAN
S-1	ROOF PLAN AND DETAIL
M-1, 2, 3	MECHANICAL PLAN

TENANT IMPROVEMENT  
 311 W. FOOTHILL BLVD.,  
 MONROVIA, CA 91016

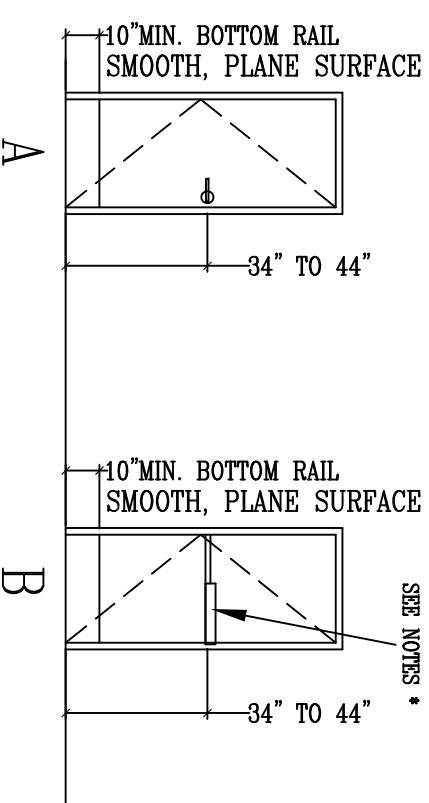
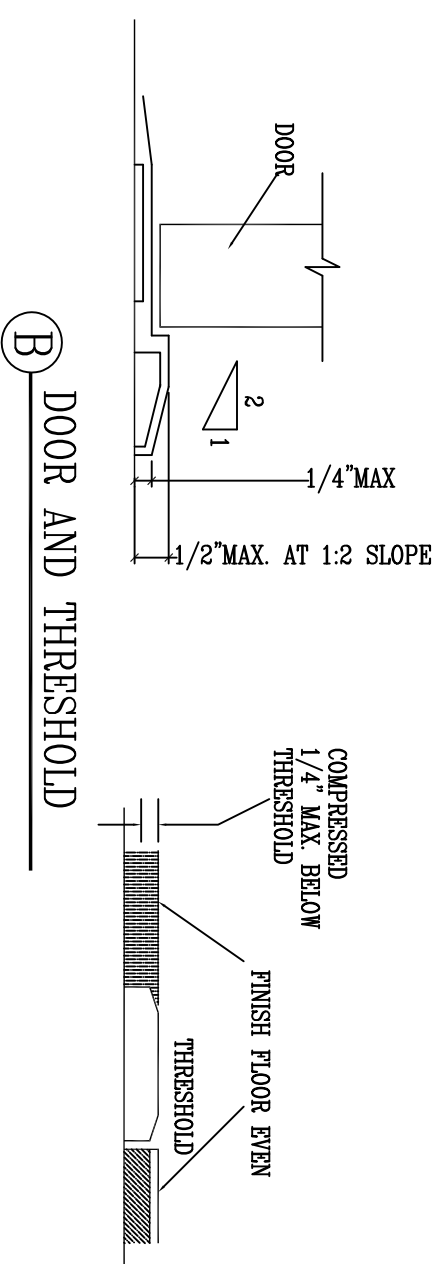
LEAVON DEVELOPMENT  
 DESIGN BY: JAMES QIU  
 2201 CATHRYN PL.  
 ROSEMEAD CA 91770  
 TEL: (626) 260-4600

REVISIONS	BY

○ DOOR SCHEDULE

DOOR TYPE	DOOR SIZE	THICK	REMARKS	
(a) SOLID CORE SWING DOOR	32'-0"	80"	1 3/4"	REPLACE EXIST'G
(b) TYPE-A SWG. CL. 20-MIN. R.	36"	80"	1 3/4"	REPLACE EXIST'G
(c) SOLID CORE SWING DOOR R.				SELF-CLOS'G W/ PANIC HARDWARE

\* 20 MIN. DOOR PER NFPA 252/UL 10C  
APPROVED PER FIRE DEPT.



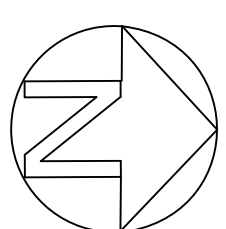
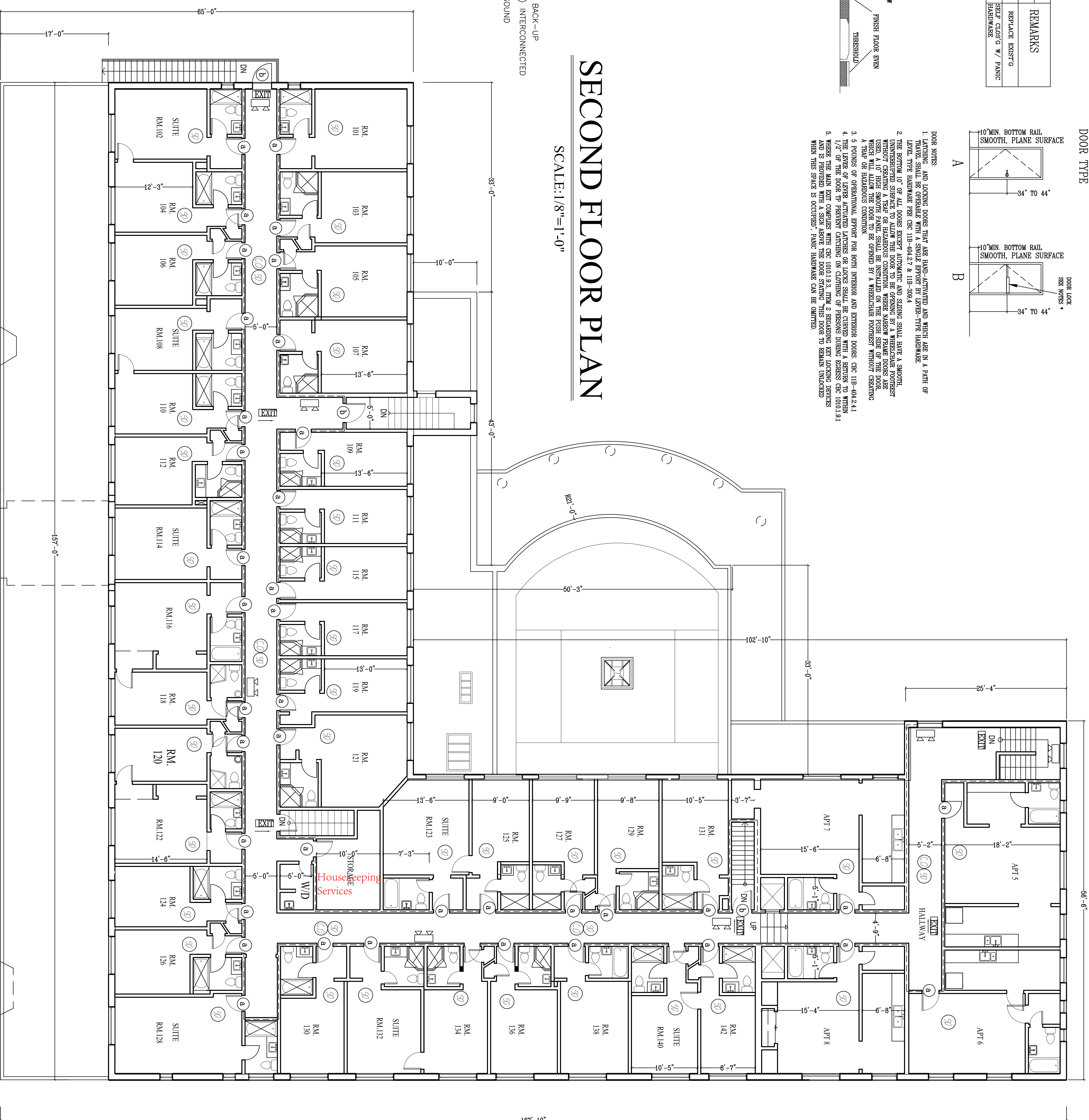
- DOOR NOTES:
1. LATCHING AND LOCKING DOORS THAT ARE HAND-ACTIVATED AND WHICH ARE IN A PATH OF TRAVEL SHALL BE OPERABLE WITH A SINGLE EFFORT BY LEVER-TYPE HARDWARE.
  2. THE BOTTOM 10" OF ALL DOORS EXCEPT AUTOMATIC AND SLIDING SHALL HAVE A SMOOTH FINISH. THE BOTTOM 10" OF ALL DOORS EXCEPT AUTOMATIC AND SLIDING SHALL HAVE A SMOOTH FINISH. THE BOTTOM 10" OF ALL DOORS EXCEPT AUTOMATIC AND SLIDING SHALL HAVE A SMOOTH FINISH. THE BOTTOM 10" OF ALL DOORS EXCEPT AUTOMATIC AND SLIDING SHALL HAVE A SMOOTH FINISH.
  3. POINTS OF OPERATIONAL EFFORT FOR BOTH INTERIOR AND EXTERIOR DOORS.
  4. WHERE THE MAIN EXIT COMPARTMENT WITH CEILING OR FLOORING OF PERSONS DURING EMERGENCY AND IS PROVIDED WITH A SIGN ABOVE THE DOOR STYING THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED, PANIC HARDWARE CAN BE OMITTED.

LEGEND

- NEW WALL
- ▨ EXIST'G WALL
- - - REMOVE WALL
- (NON BEARING) (FIELD VERIFY)
- ▬ 1 HR FIRE RATE WALL
- ┌ ALL DOORS 36" X 80"
- EXIT 2-CRT W/ BATTERY POWER PACK (UL 924)
- EMERGENCY LIGHT MAXIMUM 120V 25W
- DUAL HEAD 90MIN W/ BATTERY PACK (EIM-619)
- CARBON MONOXIDE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP
- (SOLELY BATTERY OPERATED WHEN INSTALLED IN EXIST'G AREA) INTERCONNECTED
- SMOKE DETECTORS SHALL HARD-WIRES W/ BATTERY BACK-UP SOUND
- AN ALARM AUDIBLE INTERCONNECTED

SECOND FLOOR PLAN

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



REVISIONS

BY

LEAVON DEVELOPMENT

DESIGN BY: JAMES QIU  
2201 CATHRYN PL.  
ROSEMEAD CA 91770  
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TENANT IMPROVEMENT

311 W. FOOTHILL BLVD.,  
MONROVIA, CA 91016

2ND FLOOR PLAN

DRAWN

CHECKED

DATE

SCALE

JOB NO.

SHEET

A-3

OF SHEETS

# ATTACHMENT B

## Summary of Aztec Hotel Operation Plan

### 1. EXECUTIVE SUMMARY

The Aztec Hotel, at 311 W Foothill Blvd, in Monrovia, California was built in 1925 by noted Architect Robert Stacy Judd. Located along a thoroughfare destined for inclusion on US Highway 66 and selected because of its appeal to travelers. The Aztec Hotel was designated as a national historical monument in 1977 on the National Register of Historic Places and was named a local landmark by the City of Monrovia in 2003. The hotel is still in use as originally designed: a hotel with apartments, retail storefronts, a dining room, and an outdoor courtyard in the rear, providing outdoor amenities for dinner dances and community social events. JIA MING HOTEL USA INC. was established in 2012 with the purpose to acquire and operate the historic Aztec Hotel in Monrovia. Mr. Chen has a long-term goal to make the Aztec Hotel become the best choice for tourists who come to Monrovia and travelers following Route 66 in need of accommodation by creating a variety of experiences for his patrons. The historical nature of the Aztec Hotel and its unique location is our selling point. We hope to assemble an experienced and effective staff and reach a 90% annual occupancy rate.

The detail retail storefronts and restaurant are the following:

- Cigar shop: 11am – 11 pm from Monday to Sunday
- Ekyon salon: 10 am – 6 pm from Tuesday to Saturday
- Barber shop: 9 am – 5 pm from Tuesday to Saturday
- Mayan bar and Grill: 9am – 11 pm, Daily
  - (Alcohol Service Operation: 11am – 11pm)
- Antique Store: 11 pm – 5pm from Monday to Friday

### 2. COMPANY ANALYSIS

As travelers increasingly become bored with the standard hotel experience, to the point where major players are competing in the boutique space. We plan to operate our hotel as a museum like hotel whereas we will display original mural, historical photos, antiques furniture and historic movies. Hotel will operate as a boutique type hotel; we plan to be more than lodging and accommodation; we want to create an environment of luxury that surpasses the standard fare services.

### 3. CUSTOMER ANALYSIS & COMPETITIVE ANALYSIS

The Aztec Hotel's rich history is a major draw for travelers and the chance to stay in museum like hotel. For travelers, it is about the prestige of staying at a destination that tells a story of past and offers a unique experience. The own character of Aztec Hotel and all amenities that meet modern guest needs can make historic Aztec hotel be more competitive. The opportunity to stay in Aztec Hotel appeals to people precisely because it is different to the major branded hotel offering.

The Aztec Hotel sets itself apart from similar competition in the following ways:

- **Facility:** Having a hotel, restaurant, bar, patio and banquet room at one location is a huge plus, because our guests never have to leave.
- **Architecture and History:** Aztec Hotel have been listed on the National Register criterion for its architecture and it was important that it's architectural heritage and continuity of use in a changing cultural context.
- **Location:** Aztec Hotel locate at US Highway 66 in Los Angeles County in southern California on the San Gabriel Mountains' foothill.
- **Customer Service:** Customer service is our number one priority

#### 4. STRATEGIC PLAN

Our marketing strategy is based on becoming a destination for Route 66 travelers. People now manage their interactions almost exclusively via internet. We will work on digital marketing to expand our exposure such as Facebook, Instagram, YouTube, yellow pages and some Route 66 Guide apps. Developing a Web page that will show our lodge, restaurant, bar, patio and architecture. We will tell our viewer the hotel history, the unique architecture and the how this hotel can offer the chance for travelers can relax and spend time on it. Currently, 70% of the travelers use the website to identify lodging and service options. The Aztec Hotel is positioned as a museum like lodging options that is focused on the Route 66 travelers and San Gabriel valley travelers.

#### 5. OPERATIONS PLAN

We will have total 15-25 employees and about 5-8 employees work on a shift. 24 hours services for guests check in and out. We will provide room services such as cleaning services, food services, Wi Fi usage service. Guestroom food service is available only from 9 am to 11 pm. All the food that we provide is coming from the Mayan Bar & Grill. Recruit and hire the general manager and sales and marketing managers to begin the selling of the hotel and training of the staff. The general manager will provide general management tasks such as accounting, purchasing, invoicing and decision making on the day-to-day operations. The sales and marketing manager work on the promotion of hotel.

The Aztec Hotel has total 44 guest rooms. 36 guest rooms will accommodate from 1 to 7 overnight stays and furnished with antique furniture and artwork. 8 apartments will be designed for the extended stays units with kitchen and fully furnished, two of the extended stay guestrooms are ADA compliant. Each room can accommodate maximum 2 people.

The Aztec Hotel offers a patio as a place for our guest to breathe the atmosphere of Mayan culture. The patio is surrounding by trees, flowers and beautiful scenery. We will put outdoor string lights with multiple bulbs to our patio. The capacity of the patio is about 60 people. The Hotel also has a Mayan banquet room with an original mural. The capacity of the banquet room is about 70

people. It is important to note that this application does not propose the use of these spaces for large events, banquets, or live entertainment.

## **6. MANAGEMENT SUMMARY**

The personnel needed for the Aztec Hotel are the following:

- General Manager (1)
- Marketing Manager (1)
- Lodge staff (2 - 4)
- Food deliver (1 - 3)
- Housekeeping staff (6 - 8)
- Maintenance staff (1)
- Chief (2-3)
- Security Officer (1-2)

## **7. APPLICATION FOR CUP**

In order to make the Aztec hotel more likely to succeed, we need to have a Conditional Use Permit for the Hotel Use approval by this year:

Thank you in advance for your consideration. We appreciate your flexibility and understanding.

## *Mayan* RESTAURANT & BAR

ALL FOOD SERVED TILL 9PM

### APPETIZERS

FRIED ZUCCHINI  
ONION RINGS (10PC)  
FRENCH FRIES (Cajun, Regular, BBQ, Seasoned)  
SWEET POTATO FRIES  
CHICKEN WINGS 8PC (Spicy or BBQ)  
JALAPENO POPPERS 8PC  
MINI QUESADILLAS 4PC (Veggie, Cheese, Chicken)  
MAYAN CHEESE & CHIP NACHOS  
GARLIC BREAD  
CHIPS & SALA  
TACOS CHICKEN OR BEEF

### BURGERS

(All burgers come with fries)

MAYAN BACON BURGER  
(bacon, tomato, crispy onion, lettuce, pepper jack, chipotle mayo)  
AZTEC BURGER  
(crispy onion, tomato, lettuce, cheddar cheese, chipotle mayo)  
CLASSIC HAMBURGER  
(onion, tomato, lettuce, thousand island)

### SANDWICHES

(All sandwiches come with fries)

NEW YORK STEAK SANDWICH  
MAYAN CHICKEN SANDWICH

### SALADS

CALIFORNIA CHICKEN SALAD  
(julienne of chicken, tomato, bell peppers, vinaigrette dressing)  
GARDEN SALAD

### Deep FRIED

Fish & Chips(3 PCS)  
SHRIMO & FRIES(6PC)  
CHICKEN NUGGETS & FRIES(8PCS)  
BUTTERFLY SHRIMP (8PCS)

## ENTREES

(All entrees are served with fresh vegetables, rice, or potatoes)

NEW YORK STEAK 8OZ  
AZTEC CHICKEN BREAST  
FISH FILLET

## MEXIXAN FOOD

2 BEEF or CHICKEN TACOS W/ BEANS & RICE  
2 CHEESE ENCHILANDS W/ BEANS & RICE  
2 CAJUN GROUND BEEF ENCHILADS W/ BEANS & RICE

## PASTAS

PASTA PASCADORE  
(shrimp, mussels, scallops in la cream)  
SHRIMP FETTUCCINI  
CHICKEN LINGUINE  
(with vegetable, white champagne sauce)  
PASTA PRIMAVERA  
(linguine with vegetables, in cream sauce)

## FROM THE SEA

SHRIMP  
CRAWFISH  
MUSSELS  
SNOW CRAB LEGS  
SEAFOOD COMBO  
(shrimp, crawfish, mussels, snow crab lag, corn, potatoes, sausage)  
SHRIMP REIED RICE

## SEASONING CHOICES

CAJUN, GARLIC BUTTER, LEMON PEPPER, HOUSE SPECIAL  
MID, MEDUIUM, SPRICY, X-SPICY)

## SIDES

CORN (on the cob)  
RED BLISS POTATOES (6pc)  
SAUSAGE (10PCS)  
BEAN& CHEESE BURRITO  
HEBREW NATIONAL HOT DOG

# Breakfast Menu



## COUNTRY FRIED STEAK

Hand battered sirloin steak deep fried golden brown, mashed potatoes, sautéed bacon & onion, steamed green beans, side of black pepper cream gravy..... **\$26.00**

## BACON & EGGS

Candied bacon, BBQ spiced deviled eggs Just BBQ Spiced Deviled Eggs 8..... **\$10.00**

## WAFFLES & EGG

Waffles with your egg cooked to perfection. **\$7.99**



## BACON OR SAUSAGE & EGGS

Two fresh eggs, any style, with 4 bacon strips or 4 sausage links or 2 country sausage patties. Served with 3 fluffy, made from scratch buttermilk pancakes & hoash browns..... **\$10.99**

## BISCUITS & GRAVY WITH EGGS

Two fresh eggs, any style, with grilled sausage patties set aside with 2 fresh cooked buttermilk biscuits, smothered in country sausage gravy. Served with hash browns..... **\$11.99**



## CORN BEEF & HASH

Traditional Corned Beef Hash, 2 Fresh Eggs, any Style, Served with 3 Fluffy buttermilk pancakes, and Hash Browns..... **\$9.99**

## CRANBERRY NUT OATMEAL

Topped with sweet dried cranberries and pecans, served with milk, brown sugar, and fresh fruit..... **\$5.99**



311 W Foothill Blvd, Monrovia, CA