

AUTO REPAIR BUSINESS OPERATIONAL REQUIREMENTS

JUNE 20, 2023

Neighborhood &
Business Services



MONROVIA
CALIFORNIA



BACKGROUND

Based on concerns raised by the community, on November 1, 2022, the City Council directed staff to determine new automotive repair operational requirements to address the following concerns:

- Working outside bays (enclosed structure)
- Long-term vehicle storage
- Storing vehicles on the public street
- Outdoor storage of equipment



EXAMPLES OF CONCERNS





OBJECTIVE

To amend Title 2 (Administration and Personnel) and Title 5 (Business Taxes, Licenses and Regulations) of the Monrovia Municipal Code to establish operational requirements for automotive repair businesses.

- Set reasonable operational standards for nonconforming automotive repair businesses.
- The intent is to ensure that automobile repair and servicing facilities operate harmoniously and are compatible with adjacent and surrounding uses.



TOWN HALL MEETINGS

Staff conducted three town hall meetings at different times over two days.

- Thursday March 23, 2023 at 1:00 PM and 5:00 PM
- Monday March 26, 2023 at 3:00 PM
- A total of 17 individuals attended the meetings



PLANNING COMMISSION

On April 12, 2023, the Planning Commission held a noticed Public Meeting to review the proposed regulations.

- No written comments were received
- No one present wished to speak
- Planning Commission discussed various aspects of the proposed ordinance and expressed the need for an enforcement period following the adoption of the ordinance.
- Planning Commission Resolution No. 2023-0001 was unanimously approved



OPERATIONAL REQUIREMENTS

Unless otherwise approved by the Development Review Committee through an operations permit, nonconforming automobile repair facilities shall comply with all of the following:

- All repair activity must be conducted entirely within an enclosed building. Outdoor hoists are prohibited.
- All vehicles awaiting repair shall be parked on the premises and shall not be stored for more than 14 days.
- No vehicles associated to the business shall be parked on the public street.



OPERATIONAL REQUIREMENTS

- Hoods of vehicles shall remain closed at all times awaiting repair
- Premises shall be kept in a neat and orderly condition
- No used or discarded automotive parts, equipment, or wrecked vehicles shall be stored outside the enclosed building
- Storage of inoperable vehicles, equipment, and parts in public view is prohibited when the business is closed
- Temporary shade structures are prohibited in public view



OPERATIONS PERMIT

The Development Review Committee may allow some or all of the following activities through the approval of the automotive repair operations permit:

- Outdoor operations and activities
- Outdoor repair of oversized vehicles as long as they are not stored outdoors overnight
- Outdoor storage of vehicles and materials, equipment, or parts if adequately screened
- The use of storage containers that meet setback requirements



OUTDOOR OPERATIONS

Work activities, including all equipment and tools involved in the vehicle repair operation, may be conducted outdoors on the premises of a nonconforming automobile repair facility, provided all of the following conditions are met:

- Shall be performed within a clearly marked area not exceeding 400 square feet
- Must be at least 50 feet from the property line abutting a residential property and 10 feet from any property line
- Conducted as close to the bay doors as possible
- Outdoor work is not audible from the property line of the nearest residential property



OVERSIZED VEHICLES

- Facilities that have previously serviced oversized vehicles outdoors may work on these vehicles with an operations permit if they cannot be serviced inside due to their size.
- Oversized vehicles shall not be stored outdoors overnight





OUTDOOR STORAGE

Vehicles and/or materials, equipment, or parts may be stored outside if adequate screening from public view pursuant to §17.16.030 is provided

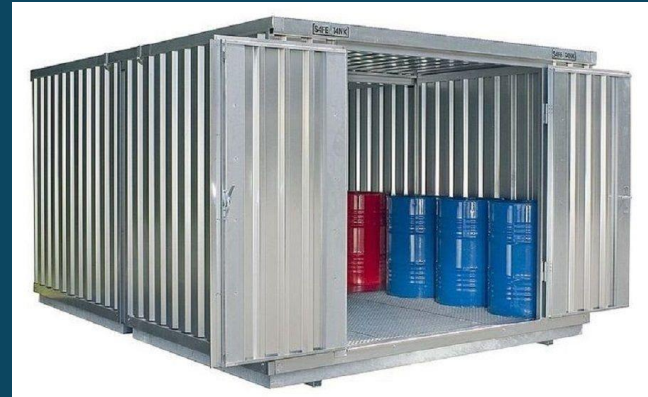




STORAGE CONTAINERS

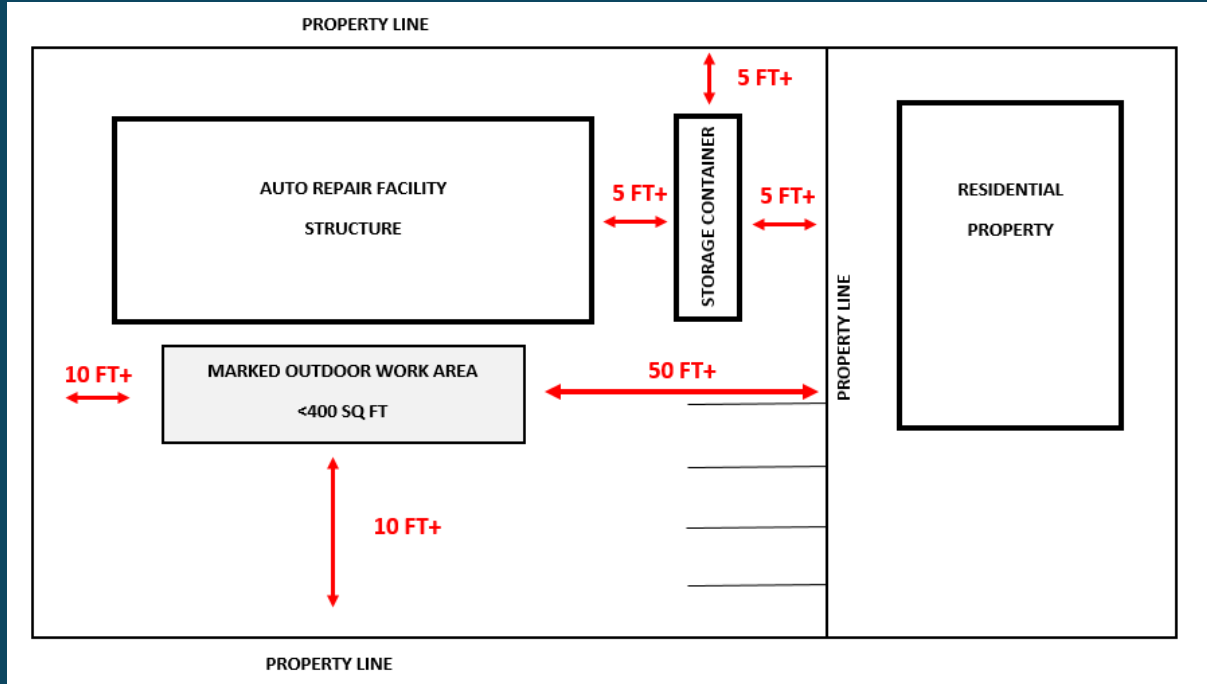
Reusable or recyclable automobile parts that do not impact required parking may also be stored in approved containers

- Must be at least 5 feet from any property line or structure
- Committee reviews location, dimensions, and items to be stored
- Approved containers shall be maintained





EXAMPLE OF SITE PLAN





IMPLEMENTATION

First 30 days:

- Staff will reach out to nonconforming automotive repair businesses to provide information about the operations permit application and assist them through the process
 - Applications will be reviewed in a timely manner and focus on minimizing the impact on the business while complying with the ordinance

30-90 days:

- Proactive survey conducted and if a business does not comply with the ordinance, staff will utilize the standard code enforcement process that includes education, warning, citing, or legal action as necessary

QUESTIONS & DISCUSSION

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