

# Ordinance No. 2023-02

## Code Amendment (Auto Repair Operations)

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

Neighborhood & Business Services Division

**Community Development**





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## Automotive Repair Operational Requirements

### **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



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### Examples of Concerns





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### **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 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.



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### Requirements for Working Outside Bays

- Performed within a clearly marked area
- At least 50 feet from the property line abutting a residential property
- Setback at least 10 feet from any property line
- Work area does not exceed 400 square feet
- Located as close to the bay doors as possible





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### Requirements for Long-term Vehicle Storage

- Vehicles awaiting repair shall be parked on-site and not stored for more than 14 days
- Hoods of vehicles shall remain closed in public view
- Disassembled vehicles shall be screened from public view





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### Requirements for Storing Vehicles on the Public Street

- Vehicles shall be parked on the premises of the automobile repair facility
- Vehicles associated to the automobile repair facility shall not be parked on a public street, including those vehicles that are towed to the business





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### Requirements for Outdoor Storage of Equipment

- The premises shall be kept in a neat and orderly condition
- No used or discarded automotive parts or equipment may be stored outside an enclosed building
- Storage containers are allowed through the operational permit
- Temporary shade structures are prohibited







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### **Permit Required**

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

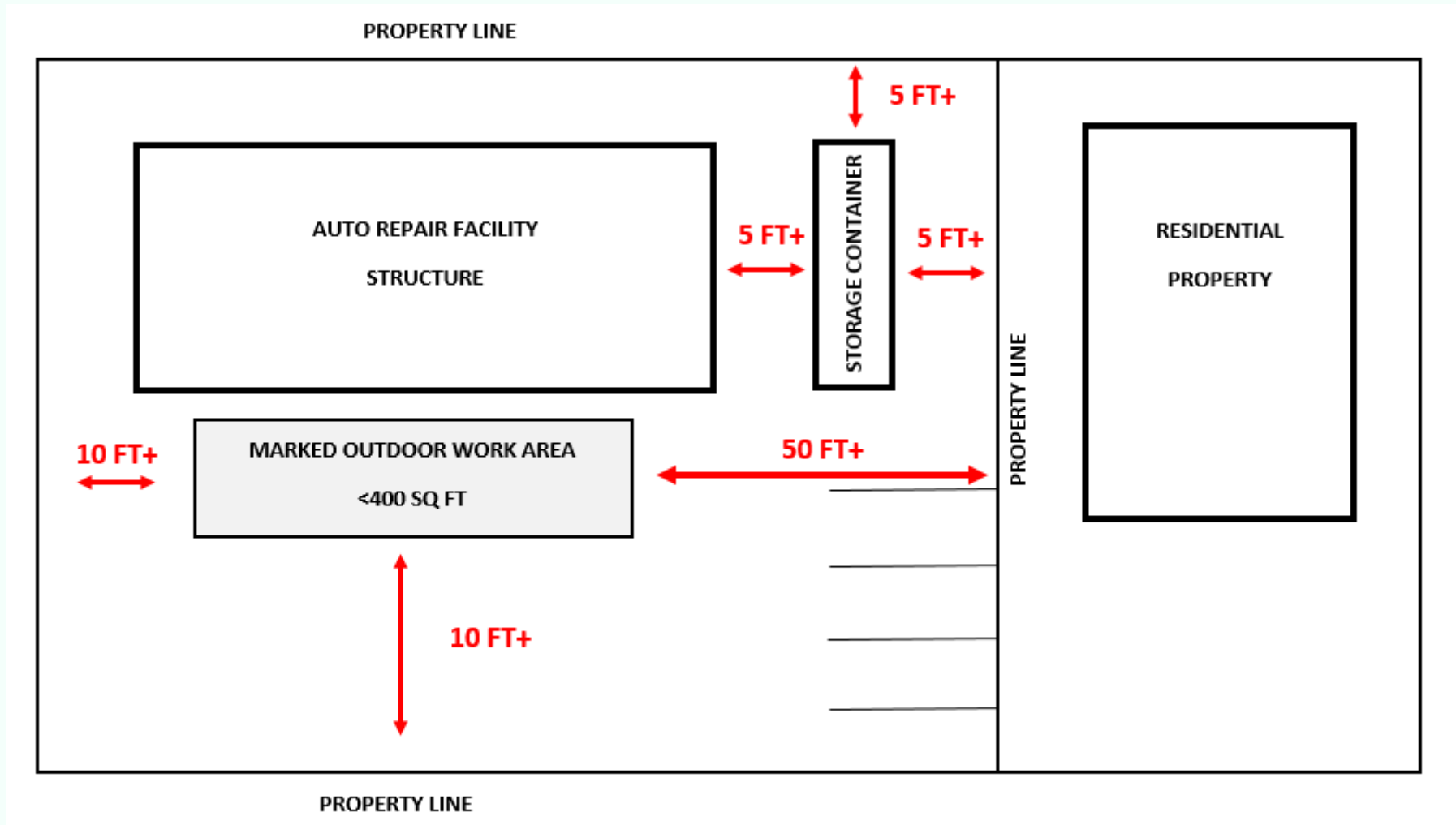
- Outdoor operations and activities that meet the listed requirements
- Outdoor repair of oversized vehicles as long as they are not stored outdoors overnight
- Outdoor storage of vehicles and materials, equipment, or parts if adequately screened
- The use of storage containers



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### Example of setbacks





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### **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



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### **Planning Commission Public Meeting**

On March 15, 2023 and April 12, 2023 staff presented to the Planning Commission and answered their questions.

- No one present wished to speak on this item and no written comments were received.
- Planning Commission expressed a need for an enforcement period following the adoption of the ordinance.
- Planning Commission Resolution No. 2023-0001 was unanimously approved to recommend Ordinance No. 2023-02 to City Council.



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### Implementation

If Ordinance 2023-02 is adopted:

- **Week of August 7<sup>th</sup>** – Staff will send a letter and assessment questionnaire to business owners and properties owners of legal nonconforming auto repair businesses.
- **Week of October 1<sup>st</sup>** – Education notice with permit application will be mailed out with a 30-day deadline to submit applications and site plans. As applications are received, they will be scheduled for DRC review.
- **Week of November 1<sup>st</sup>** – Warning notices will be mailed out to businesses that require a permit, but have not applied.
- **Week of November 16<sup>th</sup>** – Administrative citations can be issued.



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### **Staff Recommendation:**

Recommend City Council Adoption of Ordinance No. 2023-02