

# AUTO REPAIR BUSINESS OPERATIONS ORDINANCE NO. 2024-06

MONROVIA CITY COUNCIL  
APRIL 16, 2024

Department of  
Community  
Development



**MONROVIA**  
CALIFORNIA



# BACKGROUND

- Initial feedback from City Council Study Session on November 1, 2022 regarding auto repair business concerns:
  - Outdoor operations: working on vehicles and storage
  - Long-term vehicle storage
  - Storing and parking vehicles on the public street
- City has tools to address property maintenance issues but does not have operational standards.
- All new automotive repair businesses require a conditional use permit (CUP). The majority of licensed auto repair businesses currently in Monrovia are legal nonconforming.



# TIMELINE

- **March 15, 2023** – Overview to Planning Commission
- **March 23/ 27, 2023** – Three town hall meetings\*
  - 17 businesses represented
- **April 12, 2023** – Planning Commission public meeting\*
- **June 20, 2023** – City Council Study Session
- **August 1, 2023** – City Council first reading of ordinance\*



# TIMELINE

- **September 5, 2023** – City Council second reading\* (continued to allow for additional input)
- **September 6 - 14, 2023** – Outreach to automotive repair businesses; information portal on website
- **September 14, 2023** – Town hall meeting\*
  - 26 businesses represented
- **September 15 – present** – Continued outreach and onsite meetings with businesses
- **October 17, 2023** – City Council direction to continue with\* one-on-one meetings



# TIMELINE

- **November 6, 2023** – Meeting at City Hall with City Manager, CD Director, Code Enforcement and 3 auto repair business owners
- **November 15, 2023** – Email to all auto repair business owners requesting voluntary one-on-one meetings
- **November 30, 2023** – Mailed notices and emailed business owners a reminder requesting one-on-one meetings
- **December 14, 2023, December 21, 2023** – Email reminder
- **January 22, 2024** – Email and mailed notices of draft ordinance for review and to continue communications



# ONE-ON-ONE FEEDBACK

- 13 one-on-one meetings with over 16 business owners and this was what was discussed:
  - Delayed processes effecting long-term vehicle storage
    - Insurance, liens, supply-chain, towed vehicles
  - Clarification regarding:
    - Street parking, public view, noise ordinance
    - Oversized vehicle storage



# PROPOSED ORDINANCE

## OPERATING REQUIREMENTS

- **Business operations within an enclosed building**
- **Storage of vehicles awaiting repair**
  - Vehicles on premises for no more than 60 days
  - Must be parked outside of public view on the premises
- **No outside storage in public view**
- **Public parking**
  - No wrecked or dismantled vehicles
  - Not in front of residential or overnight



# PROPOSED ORDINANCE

## ALLOWANCES UNDER THE BUSINESS OPERATIONS PERMIT

- **Outdoor operations within approved parameters**
  - Including all equipment, tools, temporary shade structures
  - Oversized vehicles not restricted to size limitations
  
- **Storage of vehicles awaiting repair**
  - Vehicles on premises for no more than 60 days
  - Oversized vehicles for no more than 14 days
  - Parked in approved location on the premises
  
- **Outside storage**
  - Permitted if adequate screening from public view
  - Storage container(s) type, size and location if in public view





# ROLLOUT PROCESS

- **April – May**

- Notification to all nonconforming auto repair business owners
- Start working directly with auto repair businesses who have code enforcement cases and start working through the DRC application and submittal process

- **May – June**

- Continue meeting with additional auto repair businesses to start the DRC application process



# ROLLOUT PROCESS

## ■ June – August

- Accepting applications for DRC
- Process all automotive business operations permits
- Work with the business owners to set up realistic timeframes to be in compliance with the business operations permit
- Set milestone goals throughout the compliance phase of the permit
  - If milestones are not met DRC can make modifications to the permit or Code Enforcement starts the Administrative Fine Process



# ROLLOUT PROCESS

- **September – December**

- Goal is to have all permits approved and all businesses in compliance with the operations permit

- **After December**

- Continue to monitor businesses are compliant with the business operations permit on a regular basis
- Enforcement actions to be taken if businesses are out of compliance
- Continue conversations with the business owners



# QUESTIONS?

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