

Auto Business Operation Permit Update

September 17, 2024

Background

- Process started in November, 2022 after receiving feedback from City Council regarding auto repair business concerns.
- All new automotive repair businesses require a conditional use permit. The majority of licensed auto repair businesses currently in Monrovia are legal nonconforming.
 - Nonconforming use defined in MMC §17.04.080 *'A use of a building or land which was lawfully established, and maintained in compliance with this title, but which because of the application of this title to it, no longer conforms to the use regulations of the zone in which it is located.'*
- City had tools to only address property maintenance issues but did not have operational standards

Background Continued

- Ordinance No. 2024-06 adopted June 7, 2024
- Ordinance established minimum operating standards for all nonconforming automobile repair businesses (47 businesses).
- Ordinance granted the Development Review Committee (DRC) authority to approve modifications to specified standards based on site constraints with the approval of an Automobile Business Operations Permit (ABOP).
- Businesses were evaluated for compliance and 14 were identified as eligible for the ABOP process.
- All permits, including compliance with the permit anticipate completion by end of December, 2024.

ABOP Activity:

- ▶ Total Businesses Identified: 14
- ▶ Businesses Contacted: 13
- ▶ Informed via in person and telephonic visits regarding the application/ submittal requirements.
- ▶ Applications approved or submitted to Development Review Committee for review: 5*
- ▶ Applications in progress: 2

* DRC scheduled for 2 locations on 9/18/24

DRC Submission Process

Staff involvement with the DRC process currently includes approximately 20 hours of staff time per application. Staff time may vary depending on permit details.

- ▶ Research property history, business license, etc.
- ▶ Meeting to go over the application and site plan
- ▶ Meeting to review completed application and site plan (additional information is usually requested)
- ▶ Additional meeting to review final application/site plan
- ▶ Draft Conditions of Approval
- ▶ Recreate site plan
- ▶ Post Agenda
- ▶ Create PowerPoint
- ▶ Present to DRC
- ▶ Draft final conditions, affidavit and DRC Decision letter
- ▶ Continued inspections for compliance

Enforcement Process:

- ▶ October 1: Open up a code enforcement case and send a code education notice
 - ▶ First Notice: Week of November 4th
 - ▶ Second Notice: Week of December 9th
 - ▶ Issue Citations: Week of January 13th to all non conforming business that have not submitted an application for the Auto Business Operations Permit.

Example: United Brothers Gas

Before



In progress

