

Planning Commission

Jorge A. Perez, Chairperson
Ashely Bertussi, Vice-Chairperson
Sergio Lopez, Commissioner
Aaron Popejoy, Commissioner
Andy Alvarez, Commissioner
Ramiro Urias, Commissioner
Jeffrey Chan, Commissioner



City Attorney
Elizabeth Martyn

Commission Secretary
Angel Hernandez

<http://cityofelcentro.org/>

AGENDA

CITY OF EL CENTRO PLANNING COMMISSION

**City Hall
Council Chambers
1275 Main Street
El Centro, CA 92243**

TUESDAY, FEBRUARY 11, 2025 AT 5:30 PM

Any member of the public attending in person and wishing to make a comment is asked to complete a speaker slip and follow the "Notice to the Public" instructions below. Alternatively, any member of the public is invited to submit public comments in advance of the meeting to be answered at the meeting. Please email your questions to ecplanning@cityofelcentro.org or call (760) 337-4545. The public may participate and make public comments via the following Zoom link:

<https://us06web.zoom.us/j/88123461709?pwd=N53pqPhBGO1nOKasS5iafzYxOP88ix.1>

Optional dial-in number: 1 669 900 6833
Meeting ID: **881 2346 1709** Passcode: **195382**

Public comments via zoom are subject to the same time limits as those in person.

NOTICE TO THE PUBLIC

This is a public meeting. If there is a matter on the agenda on which you wish to be heard, please come forward to the microphone; address yourself to the commission, stating your name and address for the record. Persons wishing to address the Commission are not required to identify themselves (Gov't Code § 54953.3); however, this information assists the Chairperson by ensuring that all persons wishing to address the Commission are recognized and it assists the Commission's Secretary in preparing meeting minutes. The Chairperson reserves the right to place a time limit on each person asking to be heard. If you wish to address the Commission concerning any other matter within the Commission's jurisdiction, you may do so during the public comment portion of the agenda.

*** Any information provided on the "Speaker Slip" is voluntary and will be public record.**

CALL TO ORDER:

ROLL CALL

CONSENT AGENDA

Consent agenda items are approved by one motion. Commissioners or members of the public may pull consent items to be considered separately at a time determined by the Chairperson.

1. Approval of January 14, 2025 Planning Commission Meeting Minutes

PUBLIC HEARINGS

2. **Public Hearing to consider approval of Conditional Use Permit 24-05 for Humane Society of Imperial Valley**

Duggins Construction, Inc., applied for a Conditional Use Permit for the construction and operation of an animal shelter operated by the Human Society of Imperial Valley, located +664 feet north from the northwest corner of E. Ross Rd. and S. Hope St. on property with APN 053-312-058. The project consists a 7,724 square foot building on a 1-acre lot that includes offices, administration area, and 107 kennels spaces. The site also includes an outside dog run, landscaping and parking area. Pursuant to Section 15332 "In-Fill Development Projects" of the California Environmental Quality Act Guidelines, it has been determined that this project is exempt from further environmental review.

Presentation: Sara Silva, Assistant Planner

Recommendation:

Adopt Planning Commission Resolution No. 25- , Approving Conditional Use Permit 24-05 subject to the adoption of the required findings for the proposal

NON-ACTION INFORMATION ITEMS

3. Community Development Department Report

PUBLIC COMMENTS

ADJOURNMENT

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet will be available for public inspection at the Community Development Department-Planning & Zoning Division located at 1275 W. Main Street, El Centro, California during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Community Development Department-Planning & Zoning Division at (760) 337-4545. Notification of at least 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.



PLANNING COMMISSION
City Hall
1275 W. Main Street
El Centro, CA 92243
SCHEDULED

Item: 1.
Meeting: 2/11/2025 5:30 PM
Category: Action Item
CONSENT AGENDA

APPROVAL OF JANUARY 14, 2025 PLANNING COMMISSION MEETING MINUTES

BACKGROUND & PROJECT DESCRIPTION

Approval of January 14, 2025 Planning Commission Minutes

ATTACHMENTS:

1. 01.14.2025 Planning Commission Minutes

MINUTES OF THE PLANNING COMMISSION
TUESDAY, JANUARY 14, 2025
5:30 PM

PLANNING COMMISSION

JORGE A. PEREZ, CHAIRPERSON
ASHLEY BERTUSSI, VICE-CHAIRPERSON
SERGIO LOPEZ, COMMISSIONER
ANDY ALVAREZ, COMMISSIONER
AARON POPEJOY, COMMISSIONER
RAMIRO URIAS, COMMISSIONER
JEFFREY CHAN, COMMISSIONER

CALL TO ORDER:

The El Centro Planning Commission convened in a regular session at City Hall Council Chambers, 1275 W. Main Street, El Centro, California at 5:30 PM.

Chairperson Jorge A. Perez presided over the meeting.

ROLL CALL

PRESENT:

Chairperson Jorge Perez
Vice-Chairperson Ashley Bertussi
Commissioner Andy Alvarez
Commissioner Sergio Lopez
Commissioner Aaron Popejoy
Commissioner Ramiro Urias
Commissioner Jeffrey Chan

CITY STAFF ATTENDANCE:

Community Development Director, Angel Hernandez
Public Works Director/City Engineer, Abraham Campos
Principal Engineer, Felix De Leon
Associate Planner, Andrea Montaña
Assistant Planner, Sara A. Silva
Staff Assistant, Poleth Lopez

CONSENT AGENDA

Consent agenda items are approved by one motion. Commissioners or members of the public may pull consent items to be considered separately at a time determined by the Chairperson.

Chairperson Perez, requested separate votes for item number one and item number two.

1. Approval of December 10, 2024 Planning Commission Minutes

Commissioner Popejoy moved to Approve, seconded by Commissioner Urias.

Voting Yes: Commissioner Alvarez, Chairperson Perez, Vice-Chairperson Bertussi, Commissioner Popejoy, Commissioner Chan, Commissioner Urias

Voting No: None

Abstaining: Commissioner Lopez

2. Finding of Public Convenience or Necessity for Shooters Sports Bar at 467 W. Main St.

Commissioner Lopez moved to Approve, seconded by Commissioner Popejoy.

Voting Yes: Commissioner Alvarez, Commissioner Lopez, Vice-Chairperson Perez, Commissioner Bertussi, Commissioner Popejoy, Commissioner Chan, Commissioner Urias

Voting No: None

Abstaining: None

NEW BUSINESS

3. **Imperial Avenue Complete Streets Plan**

The City of El Centro has completed the final draft of the Imperial Avenue Complete Streets Plan. The project area consists of a 1.5 mile segment of Imperial Avenue between Adams Avenue to the northern City Limits. The project includes a conceptual plan showing proposed improvements that include sidewalks, multi-modal paths, traffic signals, roadway modifications, and other improvements to transport this section of Imperial Avenue into a safe, accessible, and multi-modal corridor for pedestrians and bicyclists. City staff will soon seek a recommendation for the plan's adoption by the City Council.

Presentation: Andrea Montañó, Associate Planner

Recommendation:

Staff recommends that the Planning Commission approve and recommend the Imperial Avenue Complete Streets Plan to the City Council for adoption.

Associate Planner, Andrea Montañó, gave a brief introduction of the Imperial Avenue Complete Streets Plan project to the Planning Commission. Jacob Leon, Senior Associate from KTUA, started the presentation via zoom to give the final project overview. After his planning and design presentation, the Planning Commission had some questions regarding: Ford Drive, the railroad tracks and the pedestrian bridges. Mr. Leon and Planning staff cleared these concerns for the Planning Commissioners. When the floor was opened for public comments, Mr. Mike Morrison, a City of El Centro business owner, disclosed his concerns on Ford Drive and is requesting that the City be attentive to his concern.

Commissioner Alvarez moved to Approve, seconded by Commissioner Lopez.

Voting Yes: Commissioner Alvarez, Commissioner Lopez, Chairperson Perez, Vice-Chairperson Bertussi, Commissioner Popejoy, Commissioner Chan, Commissioner Urias

Voting No: None

Abstaining: None

NON-ACTION INFORMATION ITEMS

4. Community Development Department Report

There were no questions from the Planning Commission regarding the Community Development report. Director Hernandez reminded Planning Commissioners about submitting the 700 form.

PUBLIC COMMENTS

No public comments obtained.

ADJOURNMENT

Meeting was adjourned at 6:08 P.M.



PLANNING COMMISSION

City Hall
1275 W. Main Street
El Centro, CA 92243
SCHEDULED

Item: 2.

Meeting: 2/11/2025 5:30 PM
Category: Resolution
PUBLIC HEARINGS

PUBLIC HEARING TO CONSIDER APPROVAL OF CONDITIONAL USE PERMIT 24-05 FOR HUMANE SOCIETY OF IMPERIAL VALLEY

Project #: CUP 24-05	Location: S. Hope St.
Applicant: Duggins Construction, Inc.	Project Type: Conditional Use Permit
Staff Planner: Sara Silva	Proposed Use: Animal Shelter

PROJECT SUMMARY

The applicant, Duggins Construction, has submitted a request to obtain a Conditional Use Permit (CUP) to allow the construction and operation of an animal shelter. The site is located ± 664 -feet north of the northwest corner of E. Ross Rd. and S. Hope St., on property with APN 053-312-058. The project consists of the construction of a 7,724 square foot single-story building on the aforementioned property. The front portion of the building includes three (3) offices, administration area, intake area, break room, conference room, and two (2) restrooms. The remaining portion of the building accommodates 107 kennels for dogs, cats and a quarantine area. The site also includes a retention basin, a parking lot with 15 standard spaces and 1 ADA accessible space, and a 3,447 square feet of landscaped area for dog runs (**Exhibit A- Site Plan**).

The animal shelter will be operated by the Human Society of Imperial Valley, a non-profit organization currently operating at 1585 W. Pico Ave., El Centro. The organization has office hours Tuesday through Friday 10a.m. to 6p.m. and Saturday 10a.m to 4p.m. There are also "kennel" hours in which the public has access to the animals from Tuesday through Friday 12p.m to 6p.m and Saturday 10a.m to 4p.m. The new proposed site will allow the Human Society to shelter a higher capacity of animals than they are able to at this time. The shelter provides programs for all pet owners of the Imperial Valley servicing about 2,000 animals annually. The new site will allow the organization to continue its involvement with many different programs such as P.E.T. (Positive Engagement Team) that works with Imperial County Behavioral Health to train dogs to provide therapy for the behavioral health consumers. The organization has obtained private contributions to fund the development of the project. In addition, the property for this project has been donated to the organization.

STAFF RECOMMENDATION: APPROVE CONDITIONAL USE PERMIT 24-05

SITE INFORMATION

The project site is located ± 664 feet north from the northwest corner of East Ross Road and South Hope Street (**Exhibit B- Project Location Map**). The project site is 1-acre that is currently vacant (**Exhibit C- Project Site Photos**). The project includes the construction of a 7,724 square foot building and 9,638 square feet of landscaping distributed throughout the property. The property will be screened with a 6-foot-high block wall with a 6-foot-high wrought iron fence on the west side of the parking lot for entrance to the yard.

Site Area	Building Area	Current Zoning	General Plan
1-acre	7,724 square feet	MG- General Manufacturing	General industrial





PROJECT SITE FACING NORTHWEST



PROJECT SITE FACING SOUTHWEST

LAND USE REVIEW
LAND USE REVIEW

The subject property is designated as General Industrial under the General Plan and zoned MG- General Manufacturing, which permits kennels with a CUP. The adjacent properties are also zoned under MG and the fronting properties are zoned as ML-Light Manufacturing.

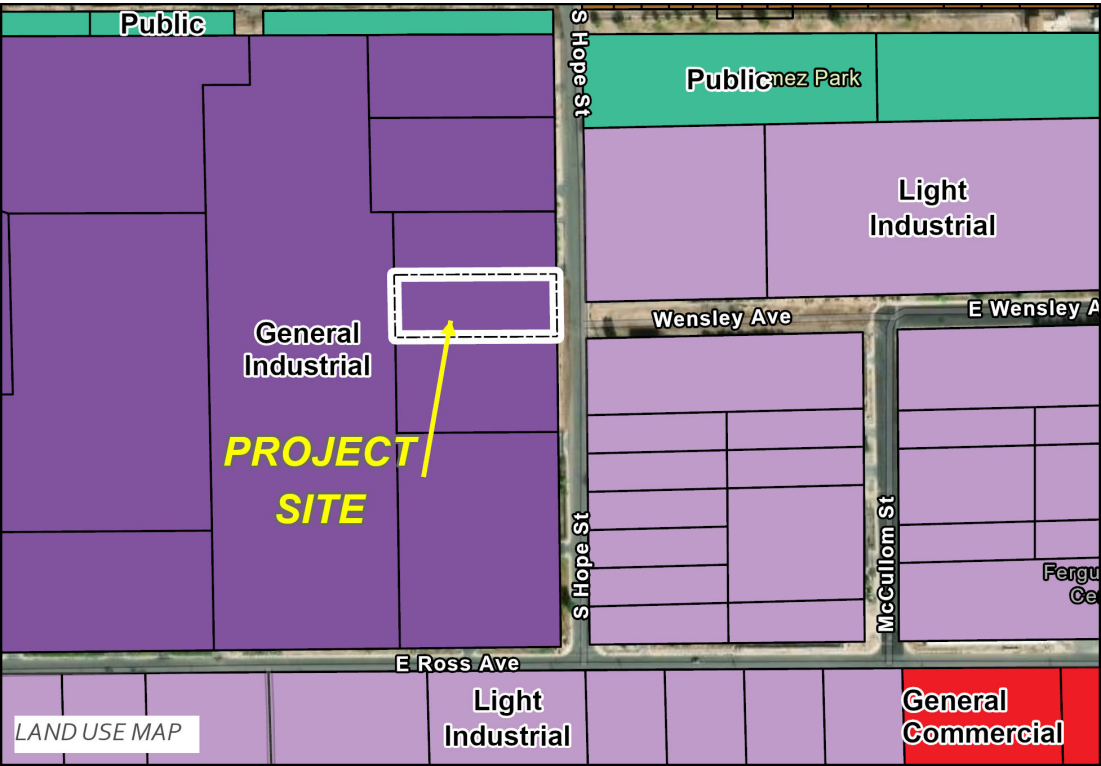
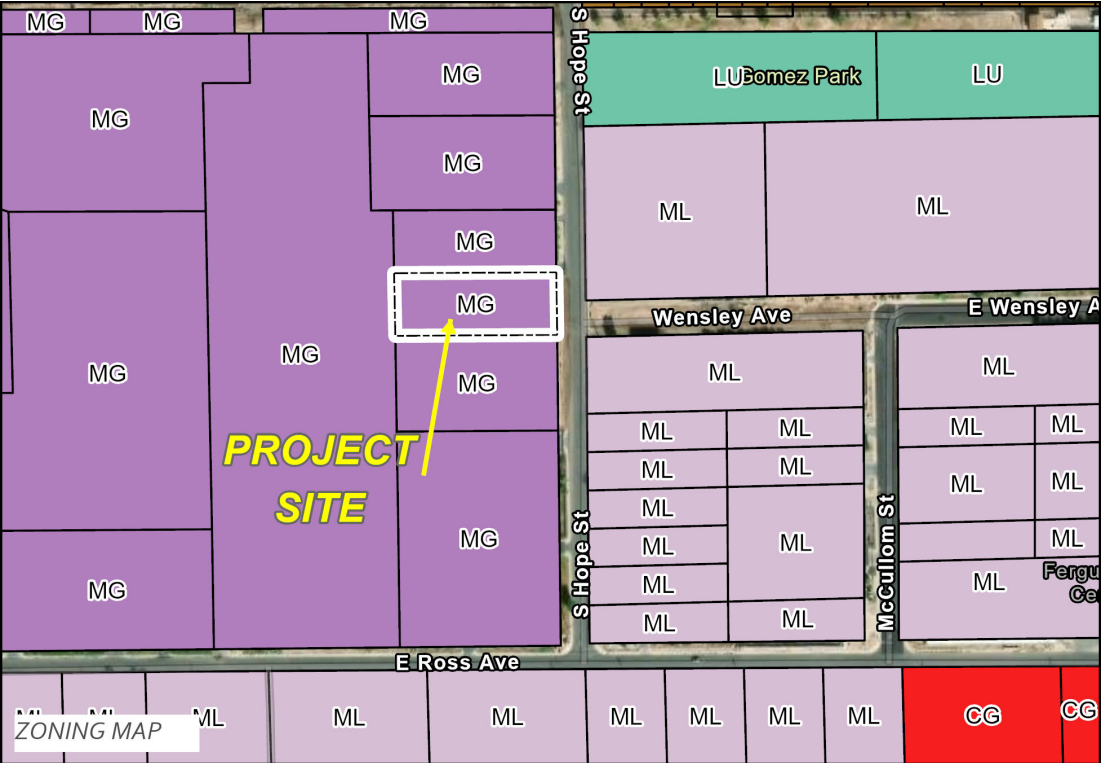


TABLE 1: COMPARISON OF SURROUNDING PROPERTIES

Vicinity	Land Use Designation	Zoning	Current use
Subject Property	General Industrial	MG- General Manufacturing	Vacant
North	General Industrial	MG- General Manufacturing	Supply Store
East	Light Industrial	ML- Light Manufacturing	Warehouse
South	General Industrial	MG- General Manufacturing	Vacant
West	General Industrial	MG- General Manufacturing	Wholesaler

ANALYSIS

Site plans were distributed to City staff to recommend conditions of approval for the project. Comments have been included as **Exhibit D- Staff Comments**

UTILITIES

The site has direct access to water, storm and sewer services via existing underground services on S. Hope Street. Connection to City services will be approved by an Encroachment Permit with Utility Plans to City Public Works-Engineering Division. Backflow Prevention Devices (BFP) are required for the individual domestic water and fire suppression system water lines entering the property. In addition, the animal wash areas will drain into the sanitary sewer system and the applicant would be required to perform regular cleaning and maintenance to prevent blockage of hair, fur or solids.

The project is required to provide a trash enclosure, built to City Standards, approved by the City Trash Purveyor (CR&R). Prior to the issuance of a Grading Permit or Building Permit, whichever comes first, it is required to submit a letter by CR&R approving size and location of the trash enclosure to the corresponding department for either permit.

TRANSPORTATION AND CIRCULATION

South Hope Street fronts the project site. The project is required to dedicate right-of-way to accommodate the widening of South Hope Street. It is required to install off-site improvements such as, but not limited to, concrete curb & gutter and sidewalk improvements aligned to the existing curb-to-curb width of Hope Street. Off-site improvements are only required along the Hope Street property frontage.

A minimum of 15 parking spaces is required, given that there is $\pm 1,467$ square feet of office space and $\pm 7,647$ square feet of shelter area. If necessary, the site may proceed with an Administrative Variance to reduce the parking requirement by no less than 15% according to Section 29-298 of the City Code.

AESTHETICS

The proposed design of the animal shelter complies with the City's development standards. The site includes landscaping along the frontage of Hope Street and throughout the property, along with sufficient lighting. The surrounding properties have a

similar design element to the proposed site. It is required for the site to receive maintenance from the owner to the parking lot, landscape areas, building and retention basin.

BUILDING AND SAFETY

The project requires a Building Permit. The application for a building permit will include, but is not limited to, structural calculations, energy calculations and on-site utility plans for the site. It is also required for the plans to include accessibility details stamped and signed by an access specialist (CAsp). In addition, the site requires a separate building permit for the installation of an automatic fire sprinkler system. As mentioned previously, a fire sprinkler system will require a BFP to the fire water line.

NEIGHBORHOOD COMPATIBILITY

The proposed project is compatible with the surrounding manufacturing zone and industrial land use. The design of the animal shelter compliments the neighborhood by incorporating landscape design and pedestrian access to the missing sidewalks.

PUBLIC NOTICING & ENVIRONMENTAL REVIEW

PUBLIC NOTICING

This project requires a public hearing before Planning Commission. The public hearing has been scheduled for February 11, 2025. A public hearing notice was published in the Imperial Valley Press, a newspaper of general circulation, and mailed to all property owners within a 300-foot radius on January 31, 2025.

ENVIRONMENTAL REVIEW

The proposed construction and operation of an animal shelter qualifies for a Categorical Exemption pursuant to the California Environmental Quality Act (CEQA) per Section 15332 - "In-Fill Development Projects". Projects that qualify for this exemption are those that are consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulation having no permanent effect on the environment.

FINDINGS

1. The use applied for at the location set forth in the application is properly one for which a conditional use permit is authorized by this chapter.

The subject property and proposed project are consistent with the general plan designation of industrial. Kennels are a conditionally permitted use in the MG-General Manufacturing zone per Section 29-69 of the City Code.

2. Proposed use is necessary or desirable for the development of the community, is consistent with the City's General Plan and is not detrimental to the existing uses or the uses specifically permitted in the zone in which the proposed use is to be located.

The construction and operation of an animal shelter would not be detrimental to the existing uses or permitted uses in the MG- Zone. The use will not be detrimental to the surrounding land use. Due to the activities associated to an animal shelter, no negative impacts to existing or planned uses in the area are anticipated.

3. Proposed site is adequate in size and shape to accommodate said use.

The project site measures 1-acre in size and is able to accommodate the proposed

use.

4. Site for proposed use relates properly to streets, which are designated to carry the type and quantity of traffic to be generated by the proposed use.

Access to the project site will be via S. Hope St. The project has dedicated significant right-of-way to the expansion of Hope St. All roads are capable to serve the traffic generated at the project site.

5. Conditions as stipulated by the City are necessary to protect the public health, safety, and welfare of the community.

Conditions of approval to protect health, safety, and welfare of the community have been included in the Planning Commission Resolution attached as Exhibit E.

NEXT STEPS

Following the Planning Commission's approval of the project's conditions, the next steps involve submitting applications and plans for city review and approval. Building Permits will be submitted to the Building and Safety Division and the Encroachment Permit and the Grading Permit will be submitted to the Engineering Division. Submitted plans will be reviewed for compliance with the condition of approval.

RECOMMENDATION & OPTIONS

OPTIONS

The following options are available for the Planning Commission as it relates to Conditional Use Permit 24-05:

1. Motion to approve Conditional Use Permit 24-05 subject to the adoption of the required findings for the proposal; or
2. Motion to deny Conditional Use Permit 24-05 subject to the adoption of the required findings against the proposal; or
3. Motion to continue the hearing for further study.

RECOMMENDATION

The Planning Division staff recommends that the Commission open a public hearing and allow input from all proponents and opponents of the proposed project. Because the use would be compatible with the surrounding uses of the proposed area, staff would have no objection to the proposed project. Therefore, it is staff recommendation that the project be recommended for approval by taking the following action:

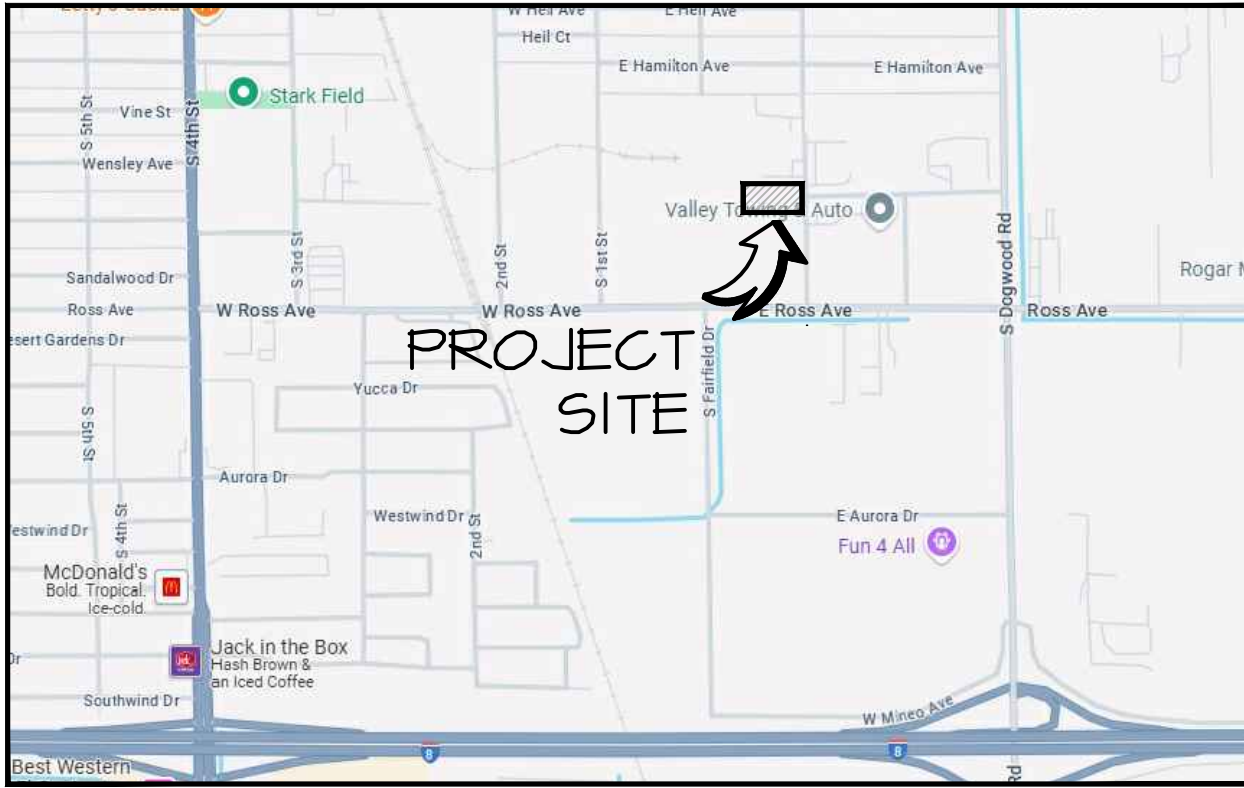
1. Motion to approve Conditional Use Permit 24-05 subject to the adoption of the required findings for the proposal.

ATTACHMENTS:

1. Exhibit A- Site Plan
2. Exhibit B- Project Location Map
3. Exhibit C- Project Site Photos
4. Exhibit D- Staff Comments
5. Exhibit E- PC Resolution CUP 24-05

HUMANE SOCIETY

SOUTH HOPE AVENUE, EL CENTRO, CA. 92243



VICINITY MAP

NOT TO SCALE



PROJECT DATA

PROPERTY OWNER:
JAMES M. DUGGINS AND KATHLEEN R. DUGGINS
2715 LA BRUCHERIE ROAD
IMPERIAL, CA 92251

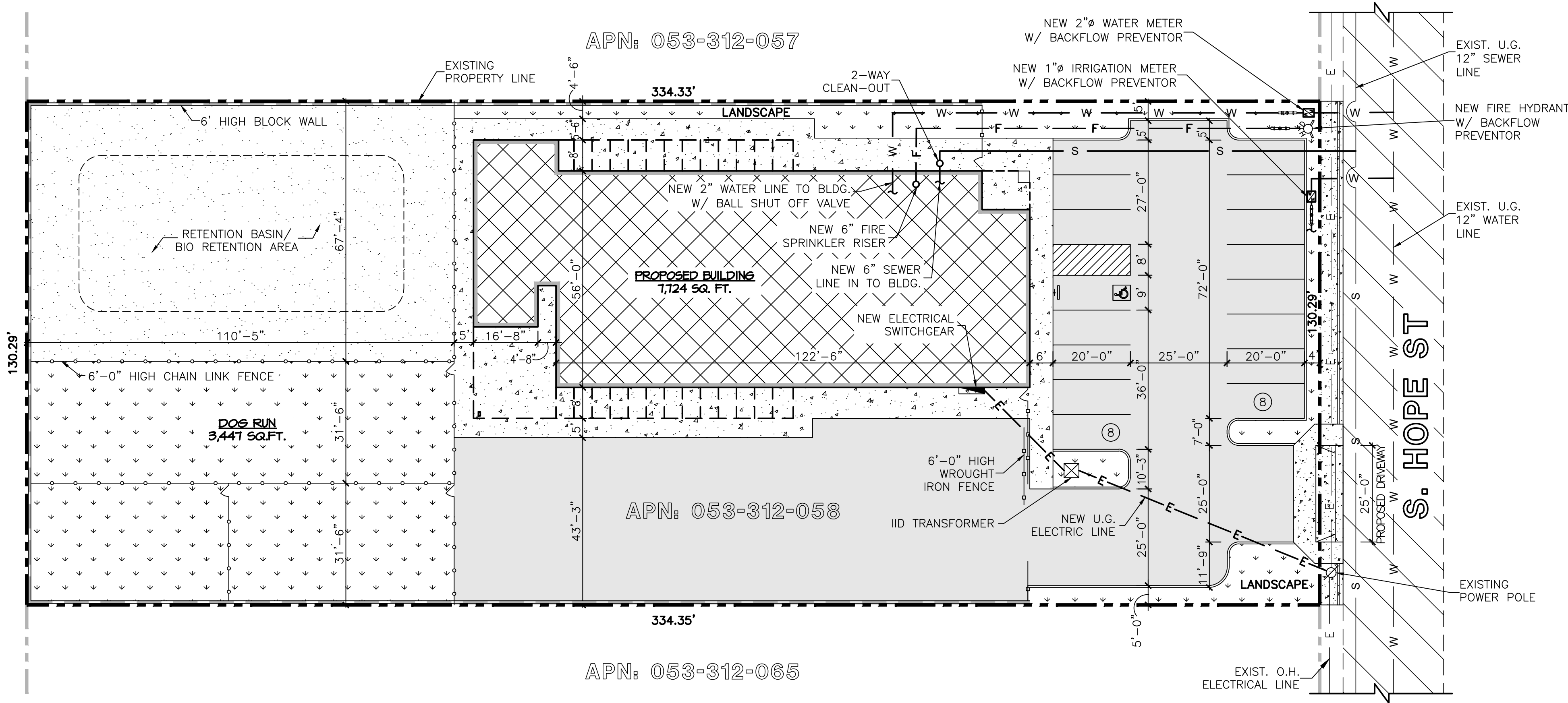
PROPERTY ADDRESS:
SOUTH HOPE AVENUE
EL CENTRO, CA 92243

CONTRACTOR/DRAFTER:
DUGGINS CONSTRUCTION, INC.
341 W. CROWN COURT
IMPERIAL, CA 92251

BUILDING DATA

ASSESSOR'S PARCEL No:	053-312-058
LEGAL DESCRIPTION:	PAR 2 PM 9-26 OF POR W2 TR 100 16-14 1AC CITY OF EL CENTRO
ZONING:	MG (GENERAL MANUFACTURING)
SITE AREA:	1 ACRE (±43,560 SQ. FT.)
EXISTING USE:	VACANT
BUILDING USE:	OFFICE/KENNELS
PROPOSED BUILDING:	7,724 SQ. FT.
SPRINKLERS:	YES
HEIGHT:	17'-0"
STORIES:	SINGLE STORY
PARKING PROVIDED:	15 CUSTOMER REGULAR PARKING STALLS 1 ACCESIBLE PARKING STALLS 16 TOTAL PARKING STALLS
LANDSCAPE REQUIRED:	43,560 SQ. FT. (DEVELOPED AREA) 4,356 SQ. FT. (10 % OF DEVELOPED AREA)
LANDSCAPE PROVIDED:	9,638.85 SQ. FT.

PROPERTY BOUNDARY NOTE:
THE PROPERTY OR BOUNDARY LINES SHOWN ON THIS PLAN ARE AN APPROXIMATE AND ASSUMED LOCATION. THIS PLAN SHALL NOT BE USED AS A LEGAL DOCUMENT FOR LOCATING, ESTABLISHING OR DEPICTING PROPERTY LINES. PROPERTY LINES NEED TO BE ESTABLISHED OR IDENTIFIED, A REGISTERED LAND SURVEYOR WILL PREPARE THE NECESSARY SURVEY



SITE PLAN

SCALE: 1"=20'-0"



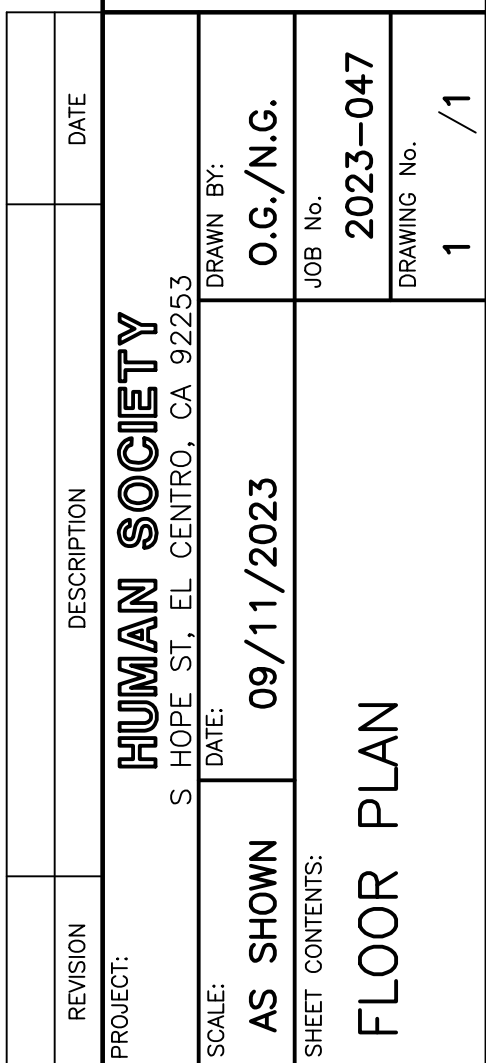
HATCH LEGEND

	PAVED AREAS		HIGH CHAIN LINK FENCE
	PROPOSED BUILDING		W — EXIST. U.G. WATER LINE
	CONCRETE AREAS		S — EXIST. U.G. SEWER LINE
	LANDSCAPE AREAS		E — EXIST. OVERHEAD ELECTRICAL LINE
	PROPERTY LINE		W — NEW U.G. WATER LINE
	EXISTING PROPERTY LINE		S — NEW U.G. SEWER LINE
	HIGH BLOCK WALL		E — NEW U.G. ELECTRICAL LINE
	WROUGHT IRON FENCE		
			Ø EXIST. POWER POLE

REVISION	DESCRIPTION	DATE
AS SHOWN	09/11/2023	O.G./N.G.
SHEET CONTENTS:	2023-047	JOB No.
SITE PLAN	1	DRAWING No.

DUGGINS CONSTRUCTION
PARTNERS IN DEVELOPMENT
341 WEST CROWN COURT, IMPERIAL, CA 92251
PHONE: 760.355.5600 • FAX: 760.355.6756
LIC. # 200924
www.dugginsconstruction.com

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Duggins Construction, Inc.



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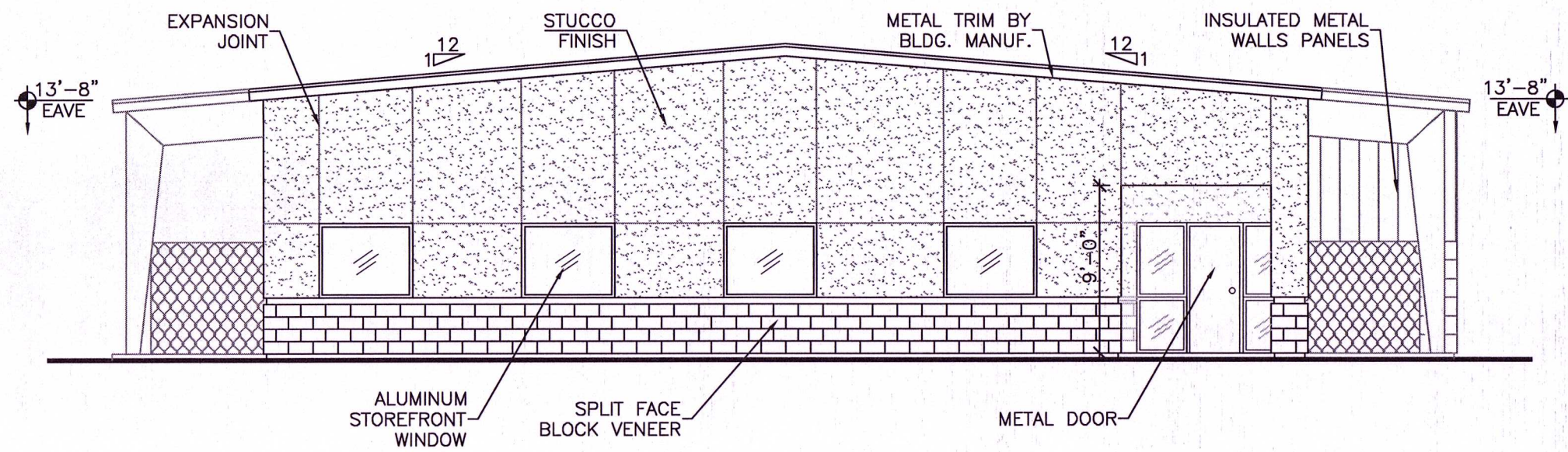
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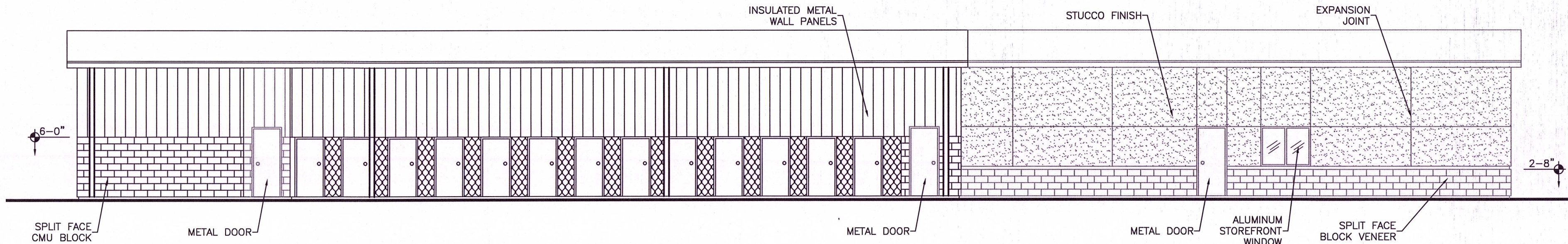
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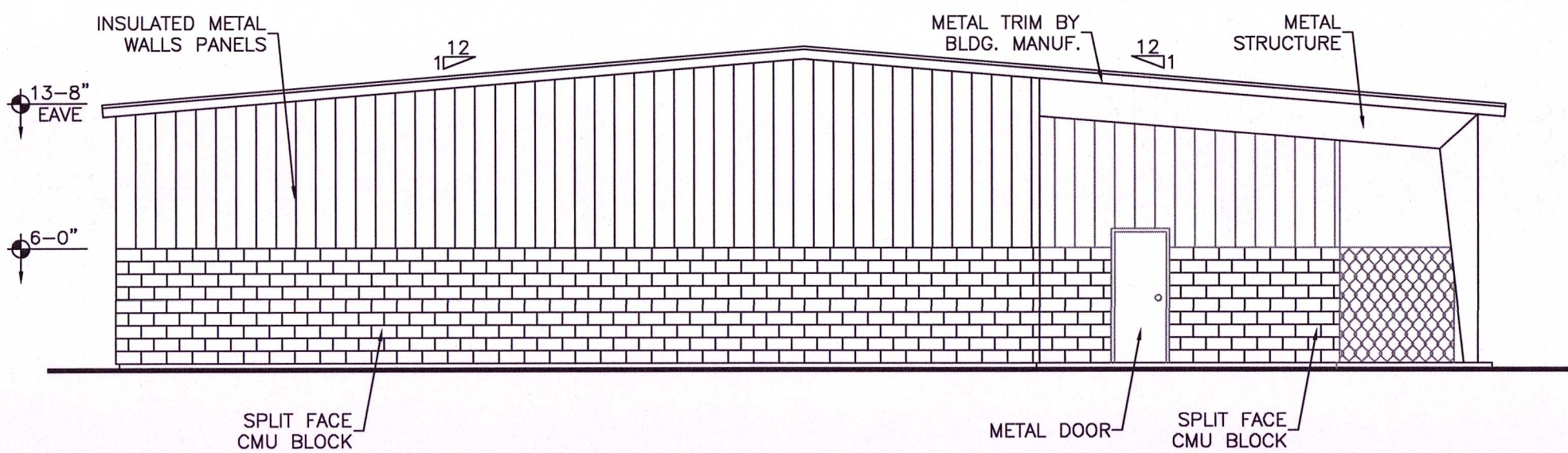
FILENAME: G:\Drive G\DUIGGINS\2023-047 Humane Society\2023-047 B.dwg	PLOTTED: December 2, 2024 - 03:44PM	PLOTTED BY: Melissa Gomez	SCALE: 1:1
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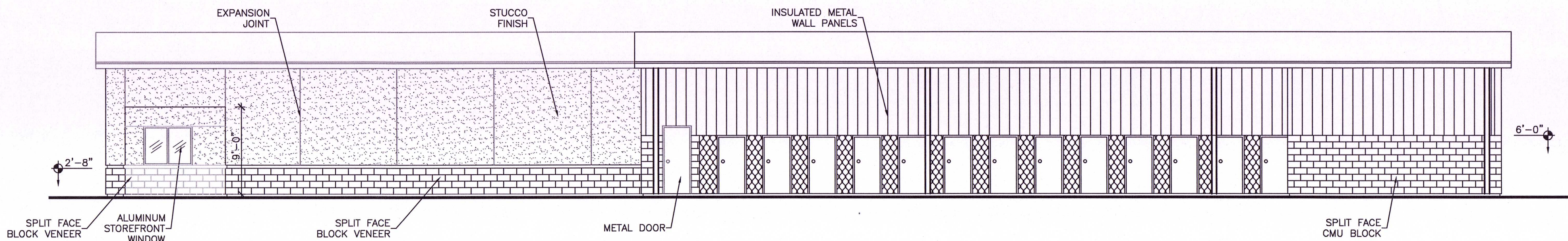
EAST SIDE
SCALE: 1/8"=1'-0"



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



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



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

REVISION	DESCRIPTION	DATE
PROJECT:	HUMAN SOCIETY S. HOPE ST., EL CENTRO, CA 92253	
SCALE:	AS SHOWN	DATE: 09/11/2023
SHEET CONTENTS:	ELEVATIONS	
DRAWING No.	2023-047	DRAWING No.
	2	/ 2

DUGGINS CONSTRUCTION
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Notes
[] CUP 24-05

E Wensley Ave

**PROJECT
SITE**

Hope St

Ross Ave

0 30 60 120 180 240
Feet



**Conditional Use Permit 24-05
APN 053-312-058
Humane Society of Imperial County**

**Project
Location Map**



Exhibit C



CITY OF EL CENTRO
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

INTER-OFFICE REVIEW MEMORANDUM

DOCUMENT REVIEW TYPE:

☐ SPR

☒ CUP

☐ TPM

☐ PM

Review Date: 01/09/2025

TO: Sara Silva, Assistant Planner

FROM: Hector Salcedo, Assistant Engineer

SUBJECT: Conditional Use Permit 24-05 – Humane Society – APN 053-312-058.

SUBMITTAL STATUS: ☒ Submittal has been reviewed. Refer to comments below.
☐ Unacceptable submittal. Missing information. Refer to additional requirements at end.

GENERAL COMMENTS

- ☒ Irrigation, building and fire backflow preventers shall be required and a plan depicting their location is necessary for review and approval by the City Water Department.
- ☒ Any water, sewer and storm-drain systems onsite shall be maintained by the development and not by the City. Any future tie-ins to the onsite system shall first require a Building Permit for proper inspections. Any future work or maintenance of the onsite utilities shall be performed by contractors properly licensed to do such work.
- ☒ A sewer pretreatment program will be required. Provide anticipated sewer load to Wastewater department for assessment. Refer to Additional Requirements section at end of this document.
- ☒ All improvements within the City's right of way shall be designed and built according to City standards and specifications and submitted for review with:
 - ☒ Encroachment permit application
 - ☐ Reference to Parcel Map name.
- ☒ Grading permit is required. Approved grading permit shall be obtained prior to building permit issuance.
- ☒ Provide trash enclosure built to city standards. Provide City Trash Service Purveyor (CR&R) approval letter of trash enclosure sizing prior to issuance of a Grading Permit or Building Permit, whichever comes first.
- ☒ Other: Refer to Additional Requirements section at end of this document

WATER AND SEWER CAPACITY FEES

- ☒ Water and sewer capacity fees will be assessed prior to building permit being issued based on increased use and/or intensity from historical conditions.
- ☐ Based on preliminary provided information, no increase in use or intensity from historical use is anticipated and no sewer or water capacity fee will be assessed. Re-evaluation required if use or intensity change.
- ☒ Other: Refer to Additional Requirements section at end of this document

GRADING AND EROSION CONTROL

- ☒ A grading, drainage, and erosion control plans prepared by a licensed civil engineer in the State of California depicting the elevations and slopes for all new site work shall be submitted for review and approval prior to building permit. Plans shall comply with Chapter 22, Article VII "Storm Water Regulations" of the El Centro

Ordinance, Chapter 7, Article XIX "Grading Regulations" of the El Centro Ordinance and El Centro Post Construction Best Management Practices supporting said ordinances. Plans shall also ensure compliance with the American with Disability Act (ADA).

- ☒ Project is 1 acre or greater and therefore requires a SWPPP in compliance with the State Water Resources Control Board. Submit copy of approved Notice of Intent (NOI) as submitted to the SMARTS system as part of Grading Permit application.
- ☐ If not already installed, all onsite drainage must flow through storm interceptor system in order to decrease grease and other volatile waste from entering the drainage system. The grading plan shall depict the type and location of the storm interceptor system.
- ☒ Retention basin, if built, shall comply with City retention basin standards. Retention basin must drain within three days. Retention basin must be equipped with systems to re-route nuisance water if connection point is available in compliance with the Storm Water Ordinance.
- ☒ A Water Quality Management Plan is to be submitted along with grading permit application prepared by a licensed civil engineer.
- ☒ Provide stabilized entrance/exit in accordance with best management practices to prevent tracking on city streets for review and approval by city. Proposed work to be shown in improvement plans.
- ☒ Facility type is required to have an Erosion Control Plan for construction activities.
- ☒ Other: Refer to Additional Requirements section at end of this document

ADA

- ☒ All sidewalks, driveway approaches, and ADA ramps provided must comply with ADA access standards and City standards.
- ☒ Provide ADA access from nearest public sidewalk to facility main access.
- ☒ Other: Refer to Additional Requirements section at end of this document

IMPROVEMENTS

- ☒ Provide improvement plans for all off-site work prepared by a licensed Civil Engineer in the State of California. Plans shall clearly identify all Right-of-Way lines, proposed improvements, elevations, benchmarks, dimensions and material / workmanship specifications as may be required.
- ☒ Provide curb/gutter and sidewalks to city standards on all fronting streets. Refer to Additional Requirements below.
- ☐ Provide street lighting to city standards on all fronting streets.
- ☒ Construct road improvements fronting the site. Refer to Additional Requirements below.
- ☐ Provide fire hydrants to city standards and spacing requirements, if none within 300 feet distance.
- ☒ Provide sewer and water off-site utility plans for review and approval by this department with encroachment permit application.
- ☒ Other: Refer to Additional Requirements section at end of this document

ADDITIONAL REQUIREMENTS

1. According to the provided preliminary plans, Equivalent Dwelling Units (EDUs) and Capacity Fees have been assessed as follows for this project:
 - This project proposes a 7,724 square foot Industrial building with offices. Per Resolution No. 07-100, $EDU = 7,724 / 2,000 = 3.862$ EDU.
 - Water Capacity Fees due: $3.862 \text{ EDU} \times \$6,149.00 = \$23,747.44$
 - Sewer Capacity Fees due: $3.862 \text{ EDU} \times \$7,174.00 = \$27,705.99$
 - Total Capacity Fees due prior to issuance of Grading Permit or Building Permit, whichever is first: $\$23,747.44 + \$27,705.99 = \$51,453.43$
2. Per ADA requirements, an ADA accessible pathway shall be provided to the Proposed Development from the Public Right-of-Way.
3. Grading Permit shall be issued prior to any Building Permits being issued, or any construction or earth-moving activities commencing. Grading and Erosion Control Plans, and Storm Water Pollution Prevention Plan (SWPPP) shall be completed in accordance with City of El Centro Environmental Storm Water Requirements including the City's Jurisdictional Runoff Management Program (JRMP). Links for the requirements and application can be found on the City website below:
 - a. <https://cityofelcentro.org/publicworks/stormwater-program/>
 - b. <https://cityofelcentro.org/publicworks/forms-specifications/>
 - c. This project is subject to flood control 100-year storm event for retention volume. The applicant shall provide both a Geotechnical Report and a Hydrology Report.
4. A Water Quality Management Plan is to be completed by the applicant, and approved by the Engineering Department with the Grading Permit. A Storm water Management and Discharge Agreement shall be recorded at the County of Imperial prior to the Certificate of Occupancy being issued. A link for these requirements can be found below:
 - a. <https://cityofelcentro.org/publicworks/stormwater-program/>
5. Applicant shall be responsible for required off-site improvements along the property frontage on Hope Street. This includes road improvements such as, but not limited to:
 - a. Road widening improvements as necessary to match the existing curb-to-curb width of Hope Street
 - b. Concrete Curb & Gutter Improvements
 - c. Concrete Sidewalk Improvements
6. All Off-Site Improvement Plans shall be prepared by a licensed Civil Engineer in the State of California. Plans shall be reviewed and approved by the City Engineer. This will require an Encroachment Permit.
7. Water and Sewer Services for this property shall be constructed in accordance to City Standards. Provide the proposed location of water and sewer services on Utility Plans as part of the Off-Site Improvement Plans. The installation of water meter shall be conducted only by City Public Works. Furnishing and installation of water meter shall require a Water Connection Application to provide applicant with a cost estimate for water meter installation.
8. All water services entering the property shall have a Backflow Prevention Device (BFP). Proposed BFPs submittals shall be provided for City Review prior to installation. All BFPs shall be tested and certified, with all certifications for each BFP provided to Engineering Division prior to final acceptance of water services.

9. El Centro Fire Department and Building Department shall review and approve all aspects related to Fire Water and all fire appurtenances prior to issuance of Grading Permit. If deemed required by fire or building department, fire water service shall be constructed in accordance to City Standards.
10. All Off-Site Improvements shall be conducted by a Class A Engineering Contractor. Work to be conducted under an approved Encroachment Permit.
11. Provide trash enclosure built to City Standards. Provide City Trash Purveyor (CR&R) approval letter of trash enclosure sizing and location prior to issuance of a Grading Permit and Building Permit, whichever is first.
12. Sewer Pretreatment Program shall be submitted for review and approval by the City's Environmental Compliance Specialist. Best Management Practices shall include, but not be limited to:
 - a. Drain strainers or fine mesh strainers in all open floor drains, mob sinks, and wash areas.
 - b. Regular cleaning/maintenance to prevent blockage from hair, fur, and solids.
 - c. When washing animals, wash in area that drains into the sanitary sewer system.

Respectfully,



Hector Salcedo
Assistant Engineer

01/09/2025

Date

**City of El Centro
Interoffice Memorandum**

**Department of
Building and Safety**

To: Sara Silva, Assistant Planner
From: Frank Soto, Building Official
Date: 1/22/2025
Subject: CUP 24-05
Proposal: Humane Society

The Department of Building and Safety has the following comments:

1. A building permit shall be required for the proposed construction.
2. Submit a complete and signed building permit application along with;
 - Four (4) sets of professionally designed construction plans. The plans shall be fully detailed and include underground utilities, foundation, framing, electrical, plumbing, mechanical, etc.
 - Accessibility details stamped and signed by an access specialist (CASP)
 - Three (3) copies of truss calculations
 - Three (3) copies of energy calculations
 - Three (3) copies of structural calculations
 - Two (2) copies of the geotechnical soil report
3. The construction documents submitted for plan review shall be designed based on the 2022 California Building Codes, including the 2022 Building Energy Efficiency Standards and the 2022 California Green Code.
4. The facility shall be provided with an automatic fire sprinkler system.
5. Allowed four to eight (4-8) weeks after initial submittal for plan review comments.
6. School and APCD fees shall apply and be paid before a permit is issued.

The list above is not all-inclusive, and additional requirements may apply. When the plans are submitted, Bureau Veritas will conduct a thorough plan review for code compliance. Expect comments and/or additional code requirements.

Respectfully,

Frank Soto

Frank Soto
Assistant Community Development
Director/ Building Official

PLANNING COMMISSION RESOLUTION NO. 25-__
FOR CONDITIONAL USE PERMIT NO. 24-05

WHEREAS, a public hearing was held on the petition for Conditional Use Permit No. 24-05 at a regular Planning Commission meeting held on February 11, 2025 in the City Council Chambers at 1275 W. Main Street, El Centro, California; and

WHEREAS, the public hearing was advertised according to law; and

WHEREAS, the applicant was present and heard; and

WHEREAS, no one was present to object to the petition nor were any objections filed with the Commission; and

WHEREAS, the proposed use is permitted subject to a conditional use permit pursuant to Section 29-69 of the City Code; and

WHEREAS, a legal notice was published on January 31, 2025 in the Imperial Valley Press, a local paper of general circulation, indicating the date and time of the public hearing in compliance with state law concerning Conditional Use Permit 24-05, and said notice was mailed to each property owner and business owner within a 300-foot radius of the project site in accordance with state law; and

WHEREAS, the proposed use is necessary or desirable for the development of the community, is consistent with the objectives of the City's General Plan, and is not detrimental to the existing uses or the uses specifically permitted in the zone in which the proposed use is to be located; and

WHEREAS, the proposed site is adequate in size and shape to accommodate said use; and

WHEREAS, the site for the proposed use relates properly to streets and highways which are designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use; and

WHEREAS, the project qualifies for a Categorical Exemption pursuant to the California Environmental Quality Act, Section 15332 (In-Fill Development Projects) and is determined to be exempt from further environmental review requirements contained in CEQA; and

WHEREAS, the proposed use will have no significant deleterious effect on the environment; and

WHEREAS, the conditions as stipulated by the City are necessary to protect the public health, safety, and welfare of the community; and

NOW, THEREFORE, be it resolved that the Planning Commission grants approval of Conditional Use Permit No. 24-05, to allow the construction and operation of an animal shelter operated by the Human Society of Imperial Valley located ± 664 ft. north from the northwest corner of E. Ross Rd. and S. Hope St. on property with APN 053-312-058.

GENERAL CONDITIONS

1. The project consists of the construction of a 7,724 square foot building on the aforementioned property. The front portion of the new building includes three (3) offices, an administration area, an intake area, break room, conference room and two (2) restrooms. The remaining portion of the building will accommodate a total of 107 kennels for dogs, cats and a quarantine area.
2. The property is zoned MG- General Manufacturing. The MG-Zone requires the use of kennels to obtain a conditional use permit.
3. Prior to the issuance of a Certificate of Occupancy, a site inspection shall be conducted to verify compliance with the conditions of approval. All conditions shall be met prior to an issuance of the Final Certificate of Occupancy.
4. A business license shall be obtained from the Finance Department prior to commencing business operations.
5. The project site shall be maintained in a good, clean, orderly manner, free of any debris or junk materials.
6. Construction operations must adhere to the measures found in the Imperial County Air Pollution Control District (ICAPCD) Regulation-Fugitive Dust Rules as well as ICAPCD CEQA Handbook Measure for construction equipment and fugitive PM10 control that assist in reducing short-term air pollutant emission (ICAPCD 2006). In addition, the owner/developer of the new development shall comply with Rule 310 of the ICAPCD.
7. The project shall comply with all applicable Federal, State and local codes, ordinances and resolutions.

BUILDING DESIGN AND DEVELOPMENT

8. A Building Permit application with four (4) sets of engineering plans, structural calculations, and soils report professionally designed shall be provided. The plans include energy calculations, on-site utility plans and shall comply with the 2022 California Building Codes.
9. Accessibility details on building permit plans shall be stamped and signed by an access specialist (CAsp).

10. An automatic fire sprinkler system shall be required on newly built structures and will require a separate building Permit. Applicant shall submit three (3) sets of the following plans with a building permit application:
 - Detailed plans
 - Hydraulic calculations
 - Manufacturer's material information sheets for sprinkler heads, piping, horn, strobe device, flow switch and hangers.

ONSITE VEHICLE AND PEDESTRIAN CIRCULATION

11. Parking shall be provided at a minimum ratio of one (1) parking space per 250 square feet of gross floor area of office space, plus one (1) per 800 square feet of gross floor area of animal shelter area. A minimum of 15 parking spaces shall be provided at the project site given the $\pm 1,467$ square feet of office space and $\pm 7,647$ square feet of shelter area. Parking areas shall be maintained in accordance with El Centro City Code Section 29-134. Any increase of the floor area or addition of new uses shall be assessed for additional parking.
12. The applicant may request an Administrative Variance to reduce the parking by no less than 15% according to Section 29-298 of the City Code.
13. Parking area shall be maintained in accordance with Section 29-134 of the City Code. Parking stalls shall be striped accordingly and be maintained in good condition.
14. The project shall provide lighting for on-site areas such as the parking lot, entrance, and related areas in accordance to city standards. All outdoor lighting within the parking lots shall be hooded and arranged to deflect away from adjacent properties and city streets.
15. The site shall have a designated fire ingress/egress truck route no less than twenty-four (24) in width, reviewed and approved by the El Centro Fire Department. The fire truck route shall be depicted on the site plan submitted with the Building Permit submittal.

LANDSCAPING AND SCREENING

16. The project shall provide and maintain a minimum of 10% (3,583 square feet) of landscaping of the net project site focusing on the fronting area of the property. Trees shall be incorporated to a minimum of one tree per 200 square feet of landscaping or one tree for every fifth parking stall, whichever is greater.
17. Landscaping Design Plans and Irrigation Design Plans must be signed by a licensed landscape architect, licensed landscape contractor, or other authorized person per California Business and Professional Code in the California Code of Regulations. Plans shall be submitted to the Community Development Department in compliance with the State's Model Water Efficient Landscaping Ordinance for approval prior to issuance of Building Permits. Plans shall include the size, number and species of all proposed vegetation and other groundcover. The minimum sizes for vegetation are as follows: trees - 24" box, bushes or shrubs - 5 gallon and groundcover - 1 gallon. Irrigation systems plans

shall also be included in the landscaping plan. Landscaping plans shall be included in building permit submittals.

18. Plant materials brought from outside Imperial County shall comply with County of Imperial – Agricultural Commissioner quarantine requirements. For more information, please contact the Imperial County– Agricultural Commissioner at (442) 265-1500, agcom.imperialcounty.org, or by e-mail at agcom@co.imperial.ca.us.
19. Landscaped areas shall be maintained in a clean, neat, and healthy condition, whether the property is occupied or vacant. Maintenance shall include proper watering, fertilizing, weeding, removal of litter, and replacement of plants when necessary.
20. A trash enclosure shall be constructed and screened from public view. The trash enclosure shall consist of a six foot (6') high concrete block wall and shall be of similar appearance or compliment the façade of the proposed building. Building plan submittals shall include the elevations of the trash enclosure with height, material and color. A letter from CR&R Environmental Services approving the size and location of trash enclosure will be required prior to the issuance of a Building Permit or Grading Permit, whichever comes first.

UTILITY IMPROVEMENTS

21. Prior to connecting to City potable water utility, backflow prevention devices (BFP) shall be required for irrigation, building, and fire suppression water supply services. A plan depicting their location shall be submitted with Building Permit submittals for review and approval by the Public Works Department Water Division.
22. Applicant shall pay applicable water and sewer capacity fees to the City prior to the connection of utilities.
23. The project's water and sewer usage is consistent with a self-storage facility with an office and will be charged 3.862 Equivalent Dwelling Unit (EDU), for sewer and water capacity fees based on Resolution No. 07-100. Fees will be finalized based on the Building Permit and Grading Permit submittals prior to the issuance of a Building Permit.
24. Water, sewer and storm water facilities within the project site shall be maintained by the property owner. Connection to city owned facilities shall require a Building Permit for work within the project site. Installation and maintenance of onsite utilities shall be performed by a contractor that is licensed to perform such work.
25. Any water, sewer and stormwater off-site utility work or connections shall be reviewed and approved by the Engineering Division through an Encroachment Permit prior to its construction.
26. A sewer pretreatment program shall be submitted and approved by the City's Environmental Compliance Specialist. Best management practices in the program shall include, but are not limited to:

- Drain strainers or fine mesh strainers in all open floor drains, mop sinks, and wash areas.
- Regular cleaning/maintenance to prevent blockage from hair, fur, and solids.
- When washing animals, wash in area that drains into the sanitary sewer system.

GRADING AND STORMWATER

27. A Grading Permit is required prior to issuance of a Building Permit. Grading, drainage and erosion control plans shall be prepared by a civil engineer licensed in the State of California. Plans shall comply with Chapter 22, Article VII “Storm Water Regulations” and Chapter 7, Article XIX “Grading Regulations” of the City Code, collectively referred as the “Storm Water Ordinance”. Plans shall also comply with the City of El Centro Post Construction Best Management Practices and the Americans with Disability Act. The Grading Permit shall be issued to a Class A contractor with a City of El Centro business license. This project is subject to flood control 100-year storm event for retention volume.

- Retention basins, if built, shall comply with the City’s retention basin standard and must drain within three (3) days or obtain a mosquito abatement plan approved by the Imperial County Public Health Department. Retention basins must be equipped with systems to re-route nuisance water if a connection point is available in compliance with the Storm Water Ordinance.
- A Storm Water Pollution Prevention Program (SWPPP) in compliance with the State Water Resources Control Board and a copy of the approved Notice of Intent (NOI) as submitted to the SMARTS system shall be submitted with the Grading Permit application.
- During project construction a stabilized entrance/exit in accordance with best management practices shall be installed to prevent tracking of dirt and mud from the project site on to roadways. An Erosion Control Plan will be required for review by the Public Works Department as part of the Grading Permit application.
- A water quality management plan shall be prepared by a licensed civil engineer and recorded with the Imperial County Recorder’s Office along with the Grading Permit prior to the issuance of a Certificate of Occupancy. A link for these requirements can be found at <https://cityofelcentro.org/publicworks/stormwater-program/>.

OFFSITE VEHICLE AND PEDESTRIAN IMPROVEMENTS

28. Applicant shall install off-site improvements along the Hope Street property frontage. Off-site improvements include, but are not limited to, sidewalks, curb, gutter and road widening to match the existing curb-to-curb width of Hope Street. Sufficient right-of-way shall be dedicated to the City to match the existing curb-to-curb width of Hope Street.
29. The improvement plans for all off-site work shall be prepared by a licensed Civil Engineer in the State of California. Plans shall clearly identify all right-of-way lines, proposed improvements, elevations, benchmarks, dimensions and material/workmanship

specifications as may be required. All improvements shall be submitted for review with an Encroachment Permit.

30. All sidewalks and ADA ramps provided must comply with ADA accessibility and City standards.
31. Per ADA requirements, an ADA accessible pathway shall be provided to the main entrance of the building from the public right-of-way.

SIGNAGE

32. The location, quantity, size and design of all signage shall comply with Chapter 22.1 “Signs” of the El Centro City Code.
33. Wind feathers, banners or other temporary signage shall not be used as permanent signage or as principal signage. Signage shall comply with Chapter 22.1 – “Signs” of the El Centro City Code. Signage constructed of cloth, canvas, light fabric, cardboard, wallboard and other light materials shall only be used on a temporary basis, not exceeding forty-five (45) days within one year. Wind-feather signs are permitted one (1) per every thirty feet (30’) of street frontage and are not permitted within the public right-of-way. Wind-feathers shall not be mounted on structures.

PASSED AND ADOPTED on February 11, 2025 by the following vote:

ROLL CALL Ayes:
 Noes:
 Absent:
 Abstaining:

CITY OF EL CENTRO PLANNING COMMISSION

By _____
Jorge A. Perez, Chairperson

ATTEST:

APPROVED AS TO FORM:

By _____
Angel Hernandez, AICP
Secretary-Director

By _____
Elizabeth L. Martyn
City Attorney



PLANNING COMMISSION
City Hall
1275 W. Main Street
El Centro, CA 92243
SCHEDULED

Item: 3.
Meeting: 2/11/2025 5:30 PM
Category: Presentation
NON-ACTION INFORMATION ITEMS

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

BACKGROUND & PROJECT DESCRIPTION

Service Area Plan Update – Approved by LAFCo on January 30, 2025.

Imperial Avenue Complete Streets Plan – Approved at the February 4, 2025 City Council Meeting.

MyGov Online Plan Review and Payment Update – Building staff configuring system for online applications.

Mobile Food Facility Ordinance - Staff is preparing revisions to the Mobile Food Facility ordinance. Draft ordinance will be sent to affected departments for comments and suggestions prior to public hearings.

Caltrans Transportation Planning Grant - Grant application to fund a Downtown Master Plan was submitted on January 22, 2025.

ATTACHMENTS:

1. Project Report 2-6-2025

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Sara Silva	LLA/LM 20-03 Ainza Lot Merger 1560 Pepper Dr.	Applicant preparing recordation documents on 06/23/2022. Staff is waiting for applicant to provide an update on project.	LLA/LM	Paused	Lot Merger at 1560 Pepper Drive	20-000001
Sara Silva	LLA/LM 21-02 Lot Merger at Western Motel_1266 Adams Ave	Applicant submitted documents with new surveyor 4/9/24. Applicant is working on notarizing the closing packet as of 12/02/24.	LLA/LM	Paused	Merger of lots at 1266 Adams Avenue	21-000001
Andrea Montaño	Chelsea Apartments at NEC 6th Street and Spear Avenue	Staff received TSM Completeness Check comments from the Engineering Division and provided them to the Applicant on October 2, 2023. As of January 8, 2025 there has been no resubmittal.	CEQA TSM COZ GPA	Paused	288 unit apartment complex. Zone Change from CT to R3. Subdivision of 12.9 acre parcel.	22-000001
Andrea Montaño	TSM 22-03, CEQA 22-02, COZ 22-03, GPA 22-02, CUP 22-04 Town Center Single-Family/Industrial Subdivision	This project has been paused by the applicant until further notice.	CEQA GPA COZ TSM CUP	Paused	Planned Unit Development for Single Family Residential and Light Industrial Development.	22-000002
Andrea Montaño	GPA 22-05, COZ 22-05, Vasquez Apartments at 1275 Pico Avenue	Staff received traffic study fee's on January 31, 2025 and is pending submitting the work order to the consultant.	CEQA GPA	Paused	Change of zone from R1 to R3 and environmental review.	22-000006
Angel Hernandez	Countryside South Subdivision Map Amendment	Applicant reviewing proposed revisions to COA. Planner contacted applicant on 6/25/2024 requesting the status. Followed up with applicant representative on 9/4/2024	TSM	Paused	Modifications of COA for Countryside South TSM	22-000007
Andrea Montaño	TSM Willow Bend Subdivision Map Amendment	This item was approved by City Council on February 4, 2025.	TSM	Done	Amendment to Conditions of Approval of the Willowbend TSM..	22-000008
Angel Hernandez	MND 17-02, GPA 17-02, COZ 17-02,Dogwood and Villa Annexation	Project approved at City Council meeting on 4/4/2023. Pending approval of the SAP.	Annexation CEQA	Paused	Annexation of 320 Acre parcel	23-000006
Sara Silva	TPM 17-02 ICOE McCabe and Sperber	Project placed on hold per applicant in December 2024.	TPM	Paused	Subdivision of 80 acre property to create two parcels.	23-000007
Sara Silva	LLA/LM 23-01 Lot Line Adjustment Dahm 1425 Cypress Drive	Applicant was provided with corrections on 11/20/23. On 9/17/24 applicant contacted staff that they are waiting on a document. 12/18/24, planner left applicant a voicemail requesting an update.	LLA/LM	Paused	Adjust lots between two residential parcels	23-000009
Andrea Montaño	LLA/LM 23-02 Lot Merger CR&R Dogwood and Ross	The surveying consultants are reviewing the Lot Merger and Right of Way acquisition recording documents.	LLA/LM	Paused	Lot Merger required for the Construction and operation of waste transfer station per the Subdivision Map Act	23-000010
Sara Silva	LLA/LM 23-03 Maruti Cons. Lot Line Adjustment WS Imperial Avenue b/t I-8 and Danenberg	As of 12/16/24 applicant has resumed project. Staff is waiting for applicant to provide an updated preliminary report. On 1/7/25 Planner sent an email requesting an update.	LLA/LM	In Progress	Lot line adjustment of parcels.	23-000021
Andrea Montaño	COZ 23-01, TSM 23-01, SP 23-01 Galey Kennedy Investment Parkview Single Family Subdivision 1526 Clark	The project applicant received the formal comment letter on July 29, 2024. Staff is finalizing the comment letter for changes to the Tentative Map, Traffic Study, and Specific Plan. Correction letter is expected to be released by February 14, 2025.	CEQA TSM COZ SP Specific Plan	In Progress	The Parkview project proposes a Tentative Map, Specific Plan, Pre-Zoning and Annexation to allow for subdividing the approximately 26-acre project into 114 lots for development with single family homes.	23-000028
Andrea Montaño	SPR 23-21 - 2712 S. 4th Mobile Home Community	Resubmittal was not received by January 20, 2025 and is now canceled.	SPR	Canceled	SPR 23-21 Title-25 pre-manufactured homes	23-000049

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Sara Silva	LLA 24-03 LC Engineering Consultants, INC_ Hyundai Dealership-2202 Merrill Center Dr.	Project has been approved by consultant surveyor on 4/2/24. Staff is awaiting applicant to prepare documents for recording. On 12/18/24 Planner sent applicant an email requesting an update.	LLA/LM	In Progress	Merge two properties into one.	24-000006
Andrea Montaño	SPR 24-04 Jaqueline Rodriguez- Duplex House Dwelling- 182 W. State	This item is out for review of the departments with a comment period ending on February 13, 2025.	SPR	Paused	Build a new 1250 sq ft duplex house dwelling.	24-000022
Sara Silva	AMEND_SPR 24-07 WestAir Gases & Equipment_Propane Storage at 651 E. Main St.	Memo was send to departments for review on 1/29/2025. Comments are due by 2/12/25.	SPR	In Progress	Install a 30,000 gallon propane storage tank and propane cylinder fill plant in existing building.	24-000028
Sara Silva	TPM 24-01 FUSCOE ENGINEERING_SUBDIVISION OF PARCEL 2 AT IV COMMONS	Staff finished review of project. Expected to go to Planning Commission on 03/11/25.	TPM	In Progress	TENTATIVE PARCEL MAP OF PARCEL 2 AT IMPERIAL VALLEY COMMONS.	24-000032
Sara Silva	SPR 24-08 Alfredo Hernandez- 25 Unit Apt. Complex at 1998 Barbara Worth Dr.	Staff sent a letter to the applicant to close the file due to inactivity on 11/20/24. Applicant stated on 12/18/24 they will be continuing with the project.	SPR	Paused	Proposing a new 25-unit apartment complex.	24-000033
Andrea Montaño	SPR 24-10 Dubose Design Group, Inc- El Centro Shopping Center	A application incomplection notice was provided to the applicant on June 28, 2024. Staff met with the applicant on July 25, 2024 to discuss next steps. A resubmittal is expected within two weeks.	SPR	Paused	New Commercial/Retail Development with Restaurant Fast Food pads along South of Imperial between Wake & Danenberg Rd. 140,358 square feet. Retail and Fast Food Buildings 3500 sq. ft.	24-000039
Sara Silva	TPM 24-02 Efrain Espinosa_Subdivide to sell parcel at 280 E. Aurora Dr.	Staff routed project to applicant for 2nd review corrections on 1/29/25. Project expected to go to Planning Commission on 03/11/25.	TPM	In Progress	Subdivide to sell parcel	24-000040
Andrea Montaño	TSM 24-01 Dubose Design Group, Inc._ Courtyard Villas Subdivision	The first round of comments was completed, and the applicant received a comment letter on August 27, 2024. CEQA Consultants provided the draft Addendum on January 21, 2025. Staff is reviewing the environmental documents and discussing next steps for approval.	TSM	In Progress	Vacant property that had an approved tentative map that expired Request re-approval for 50 single family lots in a R-1 zoned parcel. Layout is the same as the previous TM approved, including 2.38 ac. Retention Basin and 10.57ac, Park that will be next to an existing park in Desert Village West #5.	24-000041
Sara Silva	SPR 24-12 Pink Hats Inc_56 Apartment Complex-898 Pico Rd.	Staff has placed project on hold as of 7/24/24. Applicant is making revisions to the application.	SPR	Paused	56 Apartment Complex	24-000044
Andrea Montaño	CUP 24-03 Kimley-Horn_ Walmart Fuel Station at 2150 N. Waterman Ave.	Item is pending a Traffic Study to proceed to Planning Commission Hearings. Comments from the departments were received by October 16, 2024.	CUP	Paused	The proposed project is a Walmart fuel station with 12 fuel dispensers and an overhead canopy, and a convenience store. Work includes pavement, landscape and associated utilities	24-000051
Andrea Montaño	SPR 24-15 DuBose Design Group, LLC_New Commercial Development-Corner of Imperial & Wake (053-807-007)	The applicant received comments on October 25, 2024. The item has been paused by the applicant.	SPR	Paused	Retail Commercial of 131,000 square feet of building space with 2 fast food pads for a total of 7,500 square feet.	24-000053
Andrea Montaño	LLA/LM 24-04 BJ Engineering & Surveying_ Separate 1690 W. Euclid and 436 W. Euclid	This lot line adjustment was sent to consultant surveyor 12/17/2024.	LLA/LM	In Progress	Separate residence from mobile home park.	24-000054
Sara Silva	LLA/LM 24-05 T.Reilly & Associates_Lot Merger_2215 S. 4th Street	Certificate of Merger was recorded on January 23, 2025.	LLA/LM	Done	Lot merger only. No proposed use or construction at this time.	24-000057

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montañó	TUP 24-19 Stiizy_Community Events_3009 S. Dogwood Ave.	The conditions of approval letter was completed prior to the event. However, the applicant failed to correct the code enforcement issues regarding the landscaping.	TUP	Paused	Two events one for October 26, 2024 from 3:30 PM to 8:30 PM and the next event for April 20, 2025.	24-000058
Sara Silva	SPR 24-16 Retail Store_460 State St.	Determination Letter was send to applicant on 1/16/2025.	SPR	Done	1356 sq. ft. first floor being improved to be used as a retail store.	24-000059
Andrea Montañó	SPR 24-18 Akbar Zadeh_Self Storage_044-220-110	The site plan review letter was provided to the applicant on January 9, 2025 and needs resubmittal.	SPR	Paused	Self Storage: 2 buildings: 104 & 375 square feet, 1500 square feet office, 34 parking, and 29 covered RV parking.	24-000071
Sara Silva	CUP 24-05 Duggins Construction_Humane Society Project_S. Hope Ave.	Staff is preparing staff report for Planning Commission meeting. Project expected to go to Planning Commission on 02/11/25.	CUP	In Progress	New 7,724 square feet building (2,051 square feet for office and 5,673 square feet for kennels) with landscaping, parking lot and site improvements.	24-000073
Sara Silva	SPR 24-19 Kevin Khanis_Assisted Living for Elderly_1203 Driftwood Dr.	Determination letter was sent to applicant 1/16/24.	SPR	Done	Assisted Living for the elderly offers 24 hr. board and care for elderly, Also assistance with activities of daily living (ADL)	24-000074
Andrea Montañó	ZVL 24-18_NV5 Company_3351 S. Dogwood Dr.	Staff provided zoning verification letter to applicant on 1/24/25.	ZVL	Done	Zoning Verification Letter for 3351 S. Dogwood Dr.	24-000075
Sara Silva	PCN 24-02 The Acuna and Meza Entertainment Company	Determination letter was sent to applicant 1/16/24.	PCN	Done	Remodel and Modernize "Tommy's Bar" into sports Bar with multiple TV's and non-Gambling entertainment game stations.	24-000077
Sara Silva	AC 24-03 Best S.T.E.P Forward Mural_260 E. Main	Staff is preparing staff report for Administrative Committee. Project is scheduled for Administrative Committee meeting on 2/13/25.	Administrative Review	In Progress	Create a mural that can inspire all living with special needs, support inclusion and the arts.	24-000079
Sara Silva	SPR 25-01 Veronica Acevedo_New Unit & 2 detached ADU_505 Hamilton Ave.	Staff has routed out project for inter-departmental comments. Comments are due 2/13/24.	SPR	In Progress	Built a new unit and 2 detached ADUs.	25-000001
Sara Silva	TUP 25-01 IVG Events,LLC_Food & gift vending_728 N. 12th ST.	Staff has routed project for inter-departmental review. Comments are due by 02/11/25.	TUP	In Progress	Food and gift vending on 2/13, 2/14, 4/19, 4/20, 5/09, 5/11, 6/15, 6/16, 7/11, 7/12 and 7/13	25-000002
Andrea Montañó	TUP 25-02 Anna Cardenas_Event Vending_213 W. Main St.	Staff preparing approval letter.	TUP	In Progress	Vending on Valentine's Day February 12-14; Mother's Day May 10; Graduation Week June 4-6; Father's Day June 15, 2025	25-000003
Andrea Montañó	TUP 25-03 Maria Bautista_Event Vending_1360 N. Imperial Ave.	Staff preparing approval letter.	TUP	In Progress	Vending of Flowers on Valentine's Day February 13-14 and Mother's Day May 9-11	25-000004
Andrea Montañó	TUP 25-04 Prosper Wireless_free phones_603 W. Euclid	Staff Reviewing application for completeness.	TUP	Not started	2' by 6' tent, one person giving free goverment phones from 2pm-7pm	25-000005
Sara Silva	SPR 25-02 Raising Canes_drive thru Restaurant_2299 N. Imperial Ave.	Staff Reviewing application for completeness.	SPR	Not started	Proposed Raising Canes restaurant with dual drive thru and site improvements including parking lot, landscapin, and utily improvements.	25-000006
Andrea Montañó	TUP 25-05 RA Creations_Event Sales_201 S. 4th street	Staff Reviewing application for completeness.	TUP	Not started	Valentine's Day Sale 02/14/2025 7:30AM-630PM and Mother's Day Sale 05/10/2025 & 05/11/2025 7:30AM-630PM	25-000007
Sara Silva	SPR 25-03 Luis Avalos_New Doors_633 State Ave.	Staff Reviewing application for completeness.	SPR	Not started	New Access Doors and New Emergency Doors	25-000008