

**Planning Commission**

Jorge A. Perez, Chairperson  
Ashley Bertussi, Vice-Chairperson  
Sergio Lopez, Commissioner  
Andy Alvarez, Commissioner  
Aaron Popejoy, Commissioner  
Jeffrey Chan, Commissioner  
Armando Muñoz, Commissioner



**City Attorney**  
Elizabeth Martyn

**Commission Secretary**  
Angel Hernandez

<http://cityofelcentro.org/>

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**AGENDA**

**CITY OF EL CENTRO  
PLANNING COMMISSION**

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

**MONDAY, NOVEMBER 17, 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](mailto: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:  
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 October 14, 2025, Planning Commission Minutes**

#### **PUBLIC HEARINGS**

#### **2. Public Hearing to Consider Approving Conditional Use Permit (CUP 25-03) to Operate A Church at 401 W. Main Street (APN 053-114-009)**

**Presentation:** Andrea Montañó, Associate Planner

**Recommendation:**

Motion to adopt Planning Commission Resolution No. 25-\_\_\_\_, recommending approval of Conditional Use 24-02.

#### **3. Public Hearing to Consider Zoning Variance 25-01 at 2779 W. Main Street**

**Presentation:** Andrea Montañó, Associate Planner

**Recommendation:**

Motion to adopt Planning Commission Resolution No. 25-\_\_\_\_, denying of Zoning Variance 25-01

#### **NEW BUSINESS**

#### **4. Discussion and any necessary action regarding appointment of the Planning Commission Chairperson to serve for the term ending November 2026.**

5. Discussion and any necessary action regarding appointment of the Planning Commission Vice-Chairperson to serve for the term ending November 2026.

**NON-ACTION INFORMATION ITEMS**

6. 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: 11/17/2025 5:30 PM  
Category: Action Item  
CONSENT AGENDA

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**APPROVAL OF OCTOBER 14, 2025, PLANNING COMMISSION MINUTES**  
**BACKGROUND & PROJECT DESCRIPTION**

**ATTACHMENTS:**

1. 10.14.2025 Minutes

MINUTES OF THE PLANNING COMMISSION  
TUESDAY, OCTOBER 14, 2025

**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  
5:30 PM

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

**ABSENT: NONE**

**CITY STAFF:**

Community Development Director, Angel Hernandez  
City Attorney, Elizabeth Martyn  
Principal Engineer, Felix De Leon  
Building Official, Frank Soto  
Building Inspector, Virgilio Anguiano  
Associate Planner, Andrea Montaña  
Assistant Planner, Valeria Landeros  
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.

## 1. Approval of August 12, 2025, Planning Commission Meeting Minutes

Commissioner Bertussi moved to approve, seconded by Commissioner Lopez.

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

*Voting No:* None

*Abstaining:* Commissioner Popejoy, Commissioner Urias

## PUBLIC HEARINGS

### 2. Public Hearing to Consider Denial of Zoning Variance at 2779 W Main Street

**Presentation:** Andrea Montano, Associate Planner

**Recommendation:**

Adopt the applicable findings and conditions under Planning Commission Resolution No. 25-\_\_\_\_, Denying Zoning Variance 25-01

Associate Planner, Andrea Montano presented a variance request for a 6-foot masonry wall with ornamental fencing at 2779 West Main Street, which exceeds the standard 4-foot height for residential areas. Staff recommended denying the variance as the requested height did not meet the criteria for special circumstances, such as unique topography or neighborhood conditions, and granting it would set a precedent for other properties along Main Street.

The applicant, Jason Jackson, shared that his property's unique size and orientation justified the variance, as emergency services have had to access the property through the front door in recent incidents. He emphasized that his intention is to secure and beautify the property, with plans to install lights and use high-quality materials.

El Centro residents Blake Seiger, Pete LaBrucherie, Raul Zamora and Erin Zamora expressed concerns about safety issues and the impact of trees and bushes on visibility, and focused on the utility easement that functions as an alleyway. City Staff clarified that the easement is not an official alleyway but a 15-foot-wide utility right-of-way. On the other hand, resident, Pete Rodriguez spoke in favor of this project.

The Planning Commission discussed the variance request for a fence height and corner cutback, ultimately approving the variance without a 10-foot cutback condition. They agreed to table the decision on the 10-foot cutback on the west side for a future meeting.

Commissioner Alvarez moved to Approve, seconded by Commissioner Popejoy.

*Voting Yes:* Commissioner Alvarez, Commissioner Lopez, Commissioner Popejoy, Commissioner Chan, Commissioner Urias

*Voting No:* Vice-Chairperson Perez, Commissioner Bertussi

*Abstaining:* None

### 3. Public Hearing to consider issuing a recommendation to the City Council regarding Single-Family Development Standards

**Presentation:** Angel Hernandez, Community Development Director

## **Recommendation:**

Adopt the applicable findings and conditions under Planning Commission Resolution No. 25-\_\_\_\_, recommending approval of the proposed amendments to the Single-Family Development Standards

Community Development Director, Angel Hernandez presented the proposed amendments to development standards applicable to single-family residential zones, focusing on lot sizes, width measurements, setbacks, and open space requirements. Mr. Hernandez presented research on similar developments in other cities and discussed changes to minimum requirements, including reductions in lot width and open space requirements. Vice-Chairperson Bertussi, petitioned to update the description of mobile homes to manufactured homes. The Commission evaluated the proposed amendments for compliance with the general plan and determined they were appropriate.

Commissioner Lopez moved to Approve, seconded by Commissioner Urias.

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

*Voting No:* None

*Abstaining:* None

## **NEW BUSINESS**

### **1. Discussion and any necessary action regarding rescheduling the November 11, 2025 Regular Planning Commission meeting.**

**Presentation:** Angel Hernandez, Community Development Director

#### **Recommendation:**

Cancel the Regular Planning Commission Meeting Scheduled for November 11, 2025 and reschedule to an alternative date in November 2025.

The Planning Commission agreed to reschedule the November 11th meeting to November 17, 2025, as the scheduled meeting falls on a holiday.

## **NON-ACTION INFORMATION ITEMS**

### **2. Community Development Department Report**

No questions were asked about the Community Development Report. Community Development Director noted the need to select a new chairperson and vice-chairperson for the coming year.

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

The meeting adjourned at 8:29 P.M.



**PLANNING COMMISSION**

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

**Item: 2**

Meeting: 11/17/2025 5:30 PM  
Public Hearing

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**PUBLIC HEARING TO CONSIDER APPROVING CONDITIONAL USE PERMIT (CUP 25-03) TO OPERATE A CHURCH AT 401 W. MAIN STREET (APN 053-114-009)**

<b>Project #:</b> CUP 25-03	<b>Location:</b> 401 W. Main Street (APN 053-114-009)
<b>Applicant:</b> Alejandro Cruz	<b>Project Type(s):</b> Conditional Use Permit
<b>Staff Planner:</b> Andrea Montano, Associate Planner	<b>Proposed Use:</b> Church

**PROJECT SUMMARY**

Alejandro Cruz, on behalf of The Potter’s House Church, is requesting approval to establish a place of worship at 401 W. Main Street (APN 053-114-009). The proposed use includes seating for approximately 40 attendees within the main sanctuary area, along with a designated nursery room as shown on the submitted floor plans (See Exhibit A- Site Plan). Worship services are proposed twice on Sundays between 11:00 a.m. and 6:30 p.m., and once mid-week at 7:30 p.m.

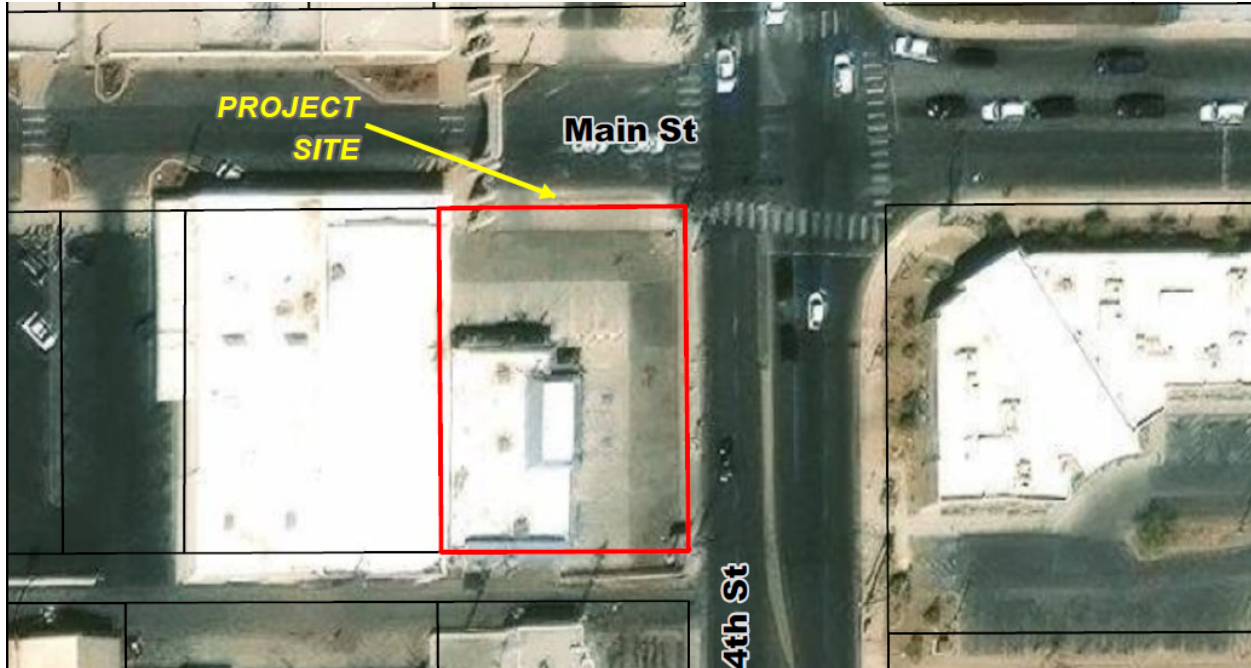
The project site is located within the CD – Downtown Commercial zoning district. The existing building does not contain landscaping or off-street parking areas. Pursuant to Section 29-130 of the City Code, the property is located on “Block 25” and is therefore exempt from off-street parking requirements. Surrounding properties are also zoned CD – Downtown Commercial and reflect similar pedestrian-oriented, urban development patterns consistent with the downtown core.

The proposal consists of interior tenant improvements only, intended to accommodate the sanctuary, nursery, and associated church functions. No exterior building modifications or expansions are proposed. The place of worship use is compatible with the surrounding commercial context and aligns with the intended mix of uses within the Downtown Commercial zone.

**STAFF RECOMMENDATION: APPROVE CONDITIONAL USE PERMIT 25-03**

**SITE INFORMATION**

The project site comprises 14,000 square foot lot on the southwest corner of Main Street and 4<sup>th</sup> Street in the downtown portion of the City, located at 401 W. Main Street (APN 053-114-009). The project suite is currently vacant and previously function as a Farmers Insurance office. The project site has a second business suite that serves as the Law Office of Gonzalez and Garcia.



*Project Location Map*

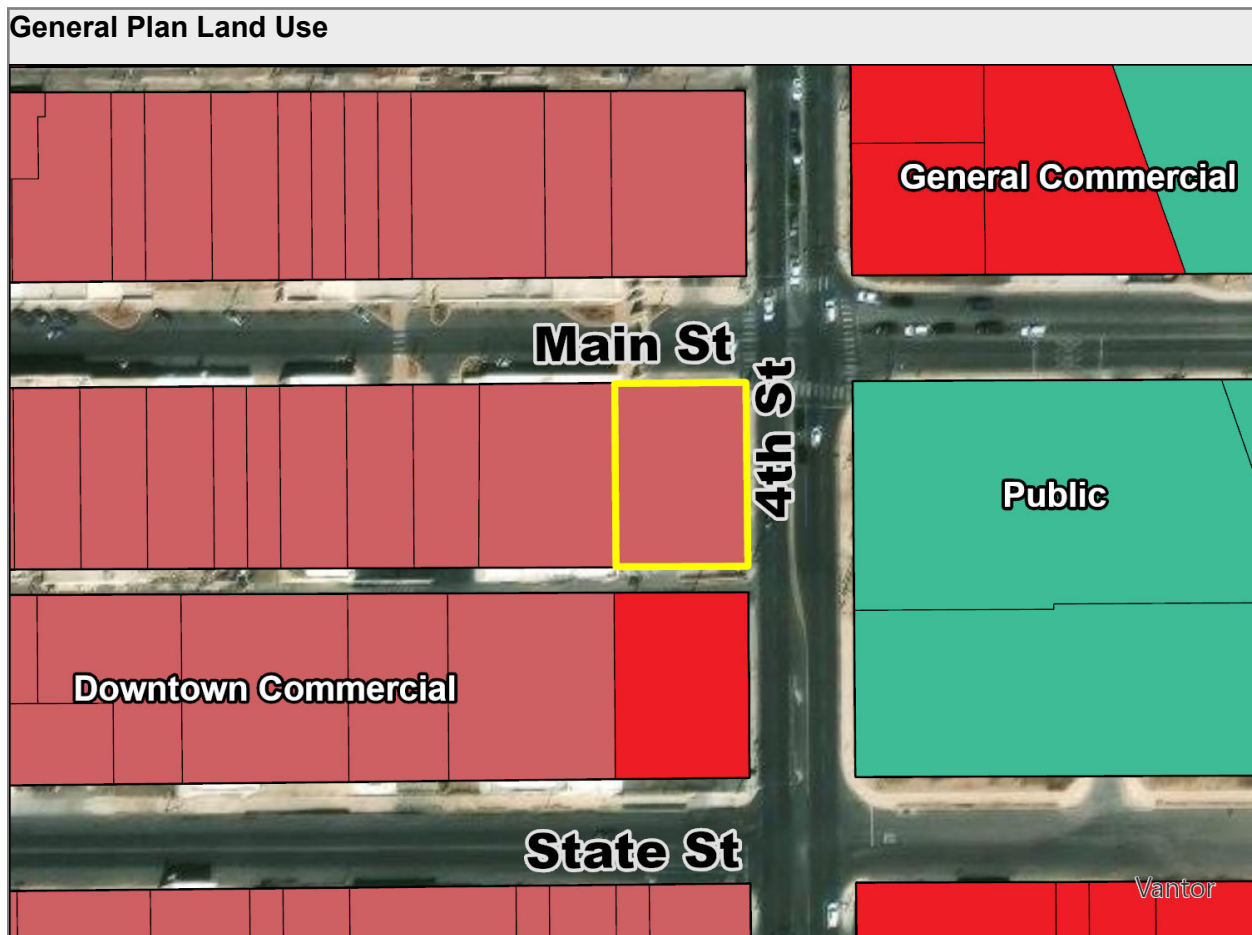
Site Area	Building Area	Current Zoning	General Plan
14,000 square feet	2,243 square feet for existing suite.	CD- Downtown Commercial	Downtown Commercial

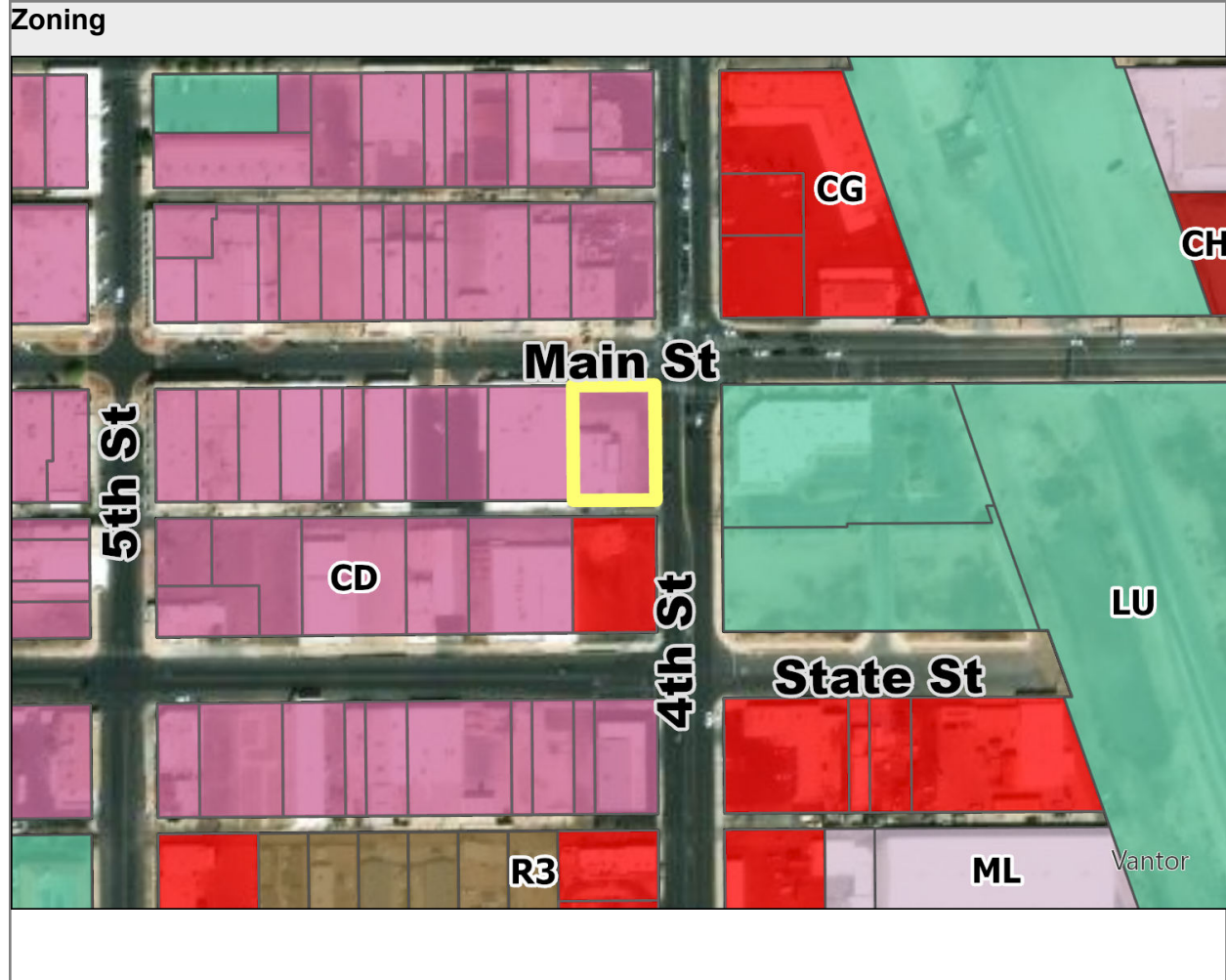


*Photo of project site, viewing east*

**LAND USE REVIEW**

The proposed use, a place of worship, is subject to land use review to ensure consistency with the standards, intent, and allowable uses of the CD – Downtown Commercial zoning district. The CD zone is intended to accommodate a diverse mixture of commercial, civic, cultural, and service-oriented uses that support El Centro’s traditional downtown core. A place of worship is an allowable use within the CD zone, subject to review to ensure that the proposed operation is compatible with adjacent commercial activities. The proposed congregation size of approximately 40 seats, along with limited weekly service hours (two services on Sunday and one mid-week evening service), is consistent with the scale and intensity of uses typically found within the downtown district. The church would share a parking lot with a lawyer’s office, but will operate outside of normal office hours for a typical business office.





**TABLE 1: COMPARISON OF SURROUNDING PROPERTIES**

Vicinity	Land Use Designation	Zoning	Current Use
<b>Subject Property</b>	Downtown Commercial	CD- Downtown Commercial	Business Suites
<b>North</b>	Downtown Commercial	CD- Downtown Commercial	Sign Company
<b>East</b>	Public	LU- Limited Use	ECRMC Outpatient Clinic
<b>South</b>	General Commercial	CG- General Commercial	Vacant – Former Recreational Vehicle Parts Store
<b>West</b>	Downtown Commercial	CD- Downtown Commercial	Business Suites

## **ANALYSIS**

The proposed place of worship has been reviewed for its suitability within an existing commercial space in the downtown core. The building's current layout is conducive to small assembly uses, with sufficient interior space to accommodate seating, nursery functions, and circulation pathways without requiring structural alterations.

The introduction of a community-serving institutional use is anticipated to contribute positively to downtown activity levels, particularly during time periods when many nearby businesses have reduced operations. By reoccupying a vacant or underutilized tenant space, the project supports continued investment and active use of existing buildings in the historic downtown area.

In summary, the proposed project is expected to function well within the downtown setting, utilize existing infrastructure efficiently, and contribute to the ongoing vibrancy and community orientation of the CD-Downtown Commercial zone.

## **Building and Safety**

The proposed occupant load of 40 persons falls below the thresholds that would require additional fire or life-safety improvements under the California Building Code and California Fire Code. At this level of occupancy, the existing building can accommodate the intended use without upgrades to exits, fire suppression systems, or egress components.

A secondary means of egress would be required if the occupant load exceeds 49 persons, as this is the threshold at which multiple exits must be provided for assembly uses. If the occupant load were to increase to 229 persons or more, the installation of an automatic fire suppression system would be required to meet fire and life-safety standards.

Although no physical improvements are currently proposed as part of this application, any future tenant improvements or changes in occupancy classification will require review through the building permit process to ensure full compliance with current Building and Safety requirements.

## **Utilities**

The project site consists of an existing building that is already served by established water, sewer, and electrical connections. No utility expansions or upgrades are required to support the proposed use. An existing trash enclosure is also located on-site and will continue to serve the facility.

## **Parking**

The project site is located within Block 25 of the Downtown area, where off-street parking is not required pursuant to City Code Section 29-130. Although parking is not

mandated, the site includes an existing parking lot with 17 spaces. The lot is shared with an adjacent law office; however, the church's activities will occur outside typical business hours, minimizing any potential overlap in demand. Additional on-street parking is also available along Main Street west of the gateway sign area, further accommodating visitor parking needs.

## **PUBLIC NOTING AND ENVIRONMENTAL REVIEW**

### **PUBLIC NOTICING**

A public hearing notice was distributed to property owners 300-feet from the project site and published in the Imperial Valley Press on Friday, November 7, 2025. As of the date of preparation of this staff report, staff have not received any communications or comments regarding the project.

### **ENVIRONMENTAL REVIEW**

The proposed conversion and operation of a church qualifies for a Categorical Exemption pursuant to the California Environmental Quality Act (CEQA) per Section 15303 - "New Construction or Conversion of Small Structures". The project qualifies because it involves the conversion of an existing small commercial building into a place of worship with no expansion of the existing building footprint and only minor tenant improvements. The project does not involve new construction beyond small-scale interior alterations, and no significant environmental impacts would occur.

## **REQUIRED 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 Downtown Commercial. Churches are conditionally permitted use in the CD – Downtown Commercial zone per Section 29-61 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 conversion and operation of a church would not be detrimental to the existing uses or permitted uses in the CD – Zone. The use will not be detrimental to surrounding land uses. Due to the activities associated with a church activity, no negative impacts to existing or planned uses in the area are anticipated. In addition, the operation of the church would occur in a building that is currently vacant. The project would comply with Policy 1.8 of the Land Use Element which aims to prioritize infill commercial developments. It would also comply with Policy 1.11 of the land use element which aims to continue to be the regional destination for shopping, entertainment, and tourism.***

3. Proposed site is adequate in size and shape to accommodate said use.  
***The project suite is approximately 2,243 square feet and currently plans to accommodate 40 people. The business suite is more than sufficient 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 West Main Street. 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 B.***

**SUMMARY AND RECOMMENDATION**

Overall, the project with conditions complies with the City’s development standards and General Plan. Options available to the Commission regarding the conditional use permit include:

1. Motion to recommend approval of Conditional Use Permit 25-03 subject to the adoption of the required findings for the proposal; or
2. Motion to recommend denial of Conditional Use Permit 25-03 subject to the adoption of the required findings against the proposal; or
3. Motion to continue the hearing for further study.

**Action Requested:**

Staff recommends that the Commission open the 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 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:

Motion to adopt Planning Commission Resolution No. 25-\_\_\_ (***Exhibit B***), recommending approval of Conditional Use 25-03.



**PLANNING COMMISSION RESOLUTION NO. 25-\_\_**  
**FOR CONDITIONAL USE PERMIT NO. 25-03**

**WHEREAS**, a public hearing was held on the petition for Conditional Use Permit No. 25-03 at a special Planning Commission meeting held on November 17, 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 29-61 of the City Code; and

**WHEREAS**, a legal notice was published on November 7, 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 25-03, and said notice was mailed to each property 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 15303 (New Construction or Conversion of Small Structures) 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. 25-03, to allow the operation of a church located on 401 W. Main Street (APN 053-114-009).

### **GENERAL CONDITIONS**

1. The project shall utilize an existing building to accommodate church.
2. Except as noted, all conditions shall be met prior to the issuance of the Certificate of Occupancy.
3. A business license shall be obtained from the Finance Department prior to commencing business operations.
4. The project site shall be maintained in a good, clean, orderly manner, free of any debris or junk materials.
5. The project shall comply with all applicable Federal, State and local codes, ordinances and resolutions.

### **BUILDING DESIGN AND DEVELOPMENT**

6. Should there be any structural additions or modifications, the applicant must submit an application for a Building Permit along with plans prepared by a licensed engineer for review.
7. An automatic fire suppression system shall be required when the occupant load exceeds 299 people.
8. A secondary exit shall be required when the occupant load exceeds 49 people.
9. A Certified Access Specialist (CAsp) shall inspect the facility and site before issuing the certificate of occupancy. A copy of the CAsp report shall be submitted to the Building Department for public record.
10. An accessible path of travel from the parking space to the primary entrance and also the restroom(s) that service the facility.

### **UTILITY IMPROVEMENTS**

11. Backflow prevention devices (BFP) shall be required for domestic and fire suppression water supply services.
12. The project shall conform with the SB 1383 Organics Recycling Regulations.

13. A pre-treatment program, submitted to the Public Works Department, will be required in the future should the kitchenette be upgraded to include such as burners, fryers, or similar equipment typically associated with commercial kitchens.
14. A grading permit will be required, should the project scope expand to remove and replace more than 5,000 square feet of impervious area.

**PEDESTRIAN IMPROVEMENTS**

15. All sidewalks and ADA ramps provided must comply with ADA accessibility and City standards.
16. Per ADA requirements, an ADA accessible pathway shall be provided to the main entrance of the building from the public right-of-way.
17. Improvement required to be completed within the City’s right of way shall be designed and building according to City standards. As such, an encroachment permit would be required.

**SIGNAGE**

18. The location, quantity, size and design of all signage shall comply with Chapter 22.1 “Signs” of the El Centro City Code.
19. 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 November 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



**PUBLIC HEARING TO CONSIDER ZONING VARIANCE 25-01  
AT 2779 W. MAIN STREET**

<b>Project #:</b> ZV 25-01	<b>Location:</b> 2779 W. Main Street
<b>Applicant:</b> Jason Jackson	<b>Project Type:</b> Zoning Variance
<b>Staff Planner:</b> Andrea Montaña, Associate Planner	<b>Proposed Use:</b> Single family home, no change is proposed

**PROJECT SUMMARY**

On October 14, 2025, the Planning Commission considered Zoning Variance (ZV) 25-01, submitted by Jason Jackson, requesting approval to construct a six-foot-tall fence at 2779 W Main Street within the required front yard setback (See Exhibit A-Site Plan). The property is approximately 4.75 acres and fronts Main Street, as Ann Horne Road lacks a recorded easement or approved access rights; therefore, the Main Street frontage constitutes the zoning front yard.

Staff presented that the Zoning Ordinance limits front-yard fencing to four feet for open fencing or three feet for solid fencing, and the applicant’s proposal requires a variance for the full six-foot height. In addition, driveways are required to maintain a 10-foot cutback. Staff further explained that the request did not meet the hardship criteria under Section 29-311, as the stated safety and trespassing concerns do not constitute unusual physical conditions necessary to support a variance.

During the public hearing there were comments from nearby residents regarding visibility at the northwest corner of the property. After lengthy discussion, the applicant was asked by staff if he would consider modifying his proposal to preserve the 10-foot corner cutback, but he did not agree.

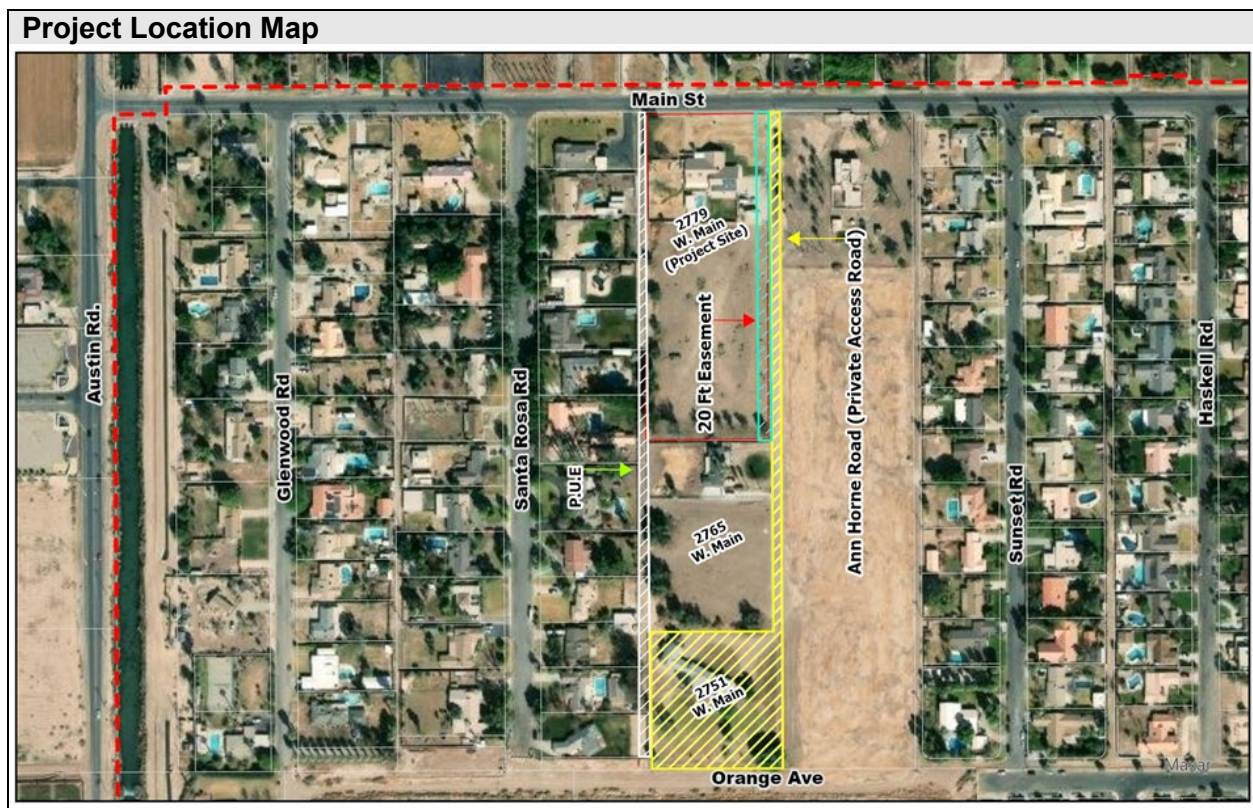
The Planning Commission made the required findings in favor of the variance under Section 29-311 and supported approval of the six-foot-tall fence, but tabled the issue of the corner cutback to the following Planning Commission meeting.

***STAFF RECOMMENDATION: DENY ZONING VARIANCE 25-01***

## **SITE INFORMATION**

The subject parcel is adjacent to a public utility easement along its western property boundary. This easement is part of a continuous north–south corridor that extends behind the line of residential parcels fronting Santa Rosa Road, where IID utility lines and related infrastructure are located.

In addition to serving as a utility corridor, the easement is actively used by the surrounding property owners as a functional secondary access point along the western edge of the site, allowing vehicles and equipment to reach the rear acreage without relying solely on the primary driveway connection. The presence of the easement, and its ongoing use for both utility purposes and rear access, is a defining physical characteristic of the site and influences how improvements and circulation can be accommodated along the western boundary.



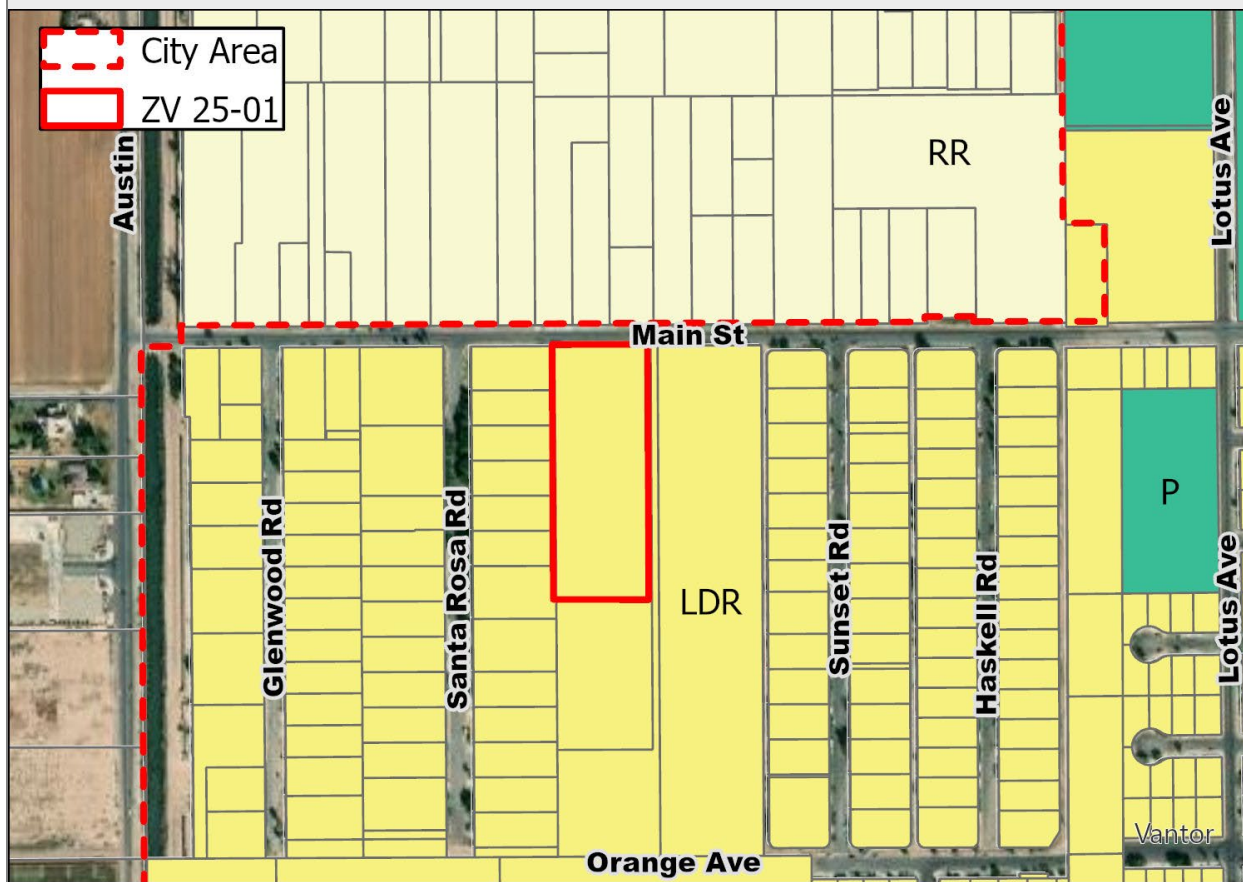
## **LAND USE REVIEW**

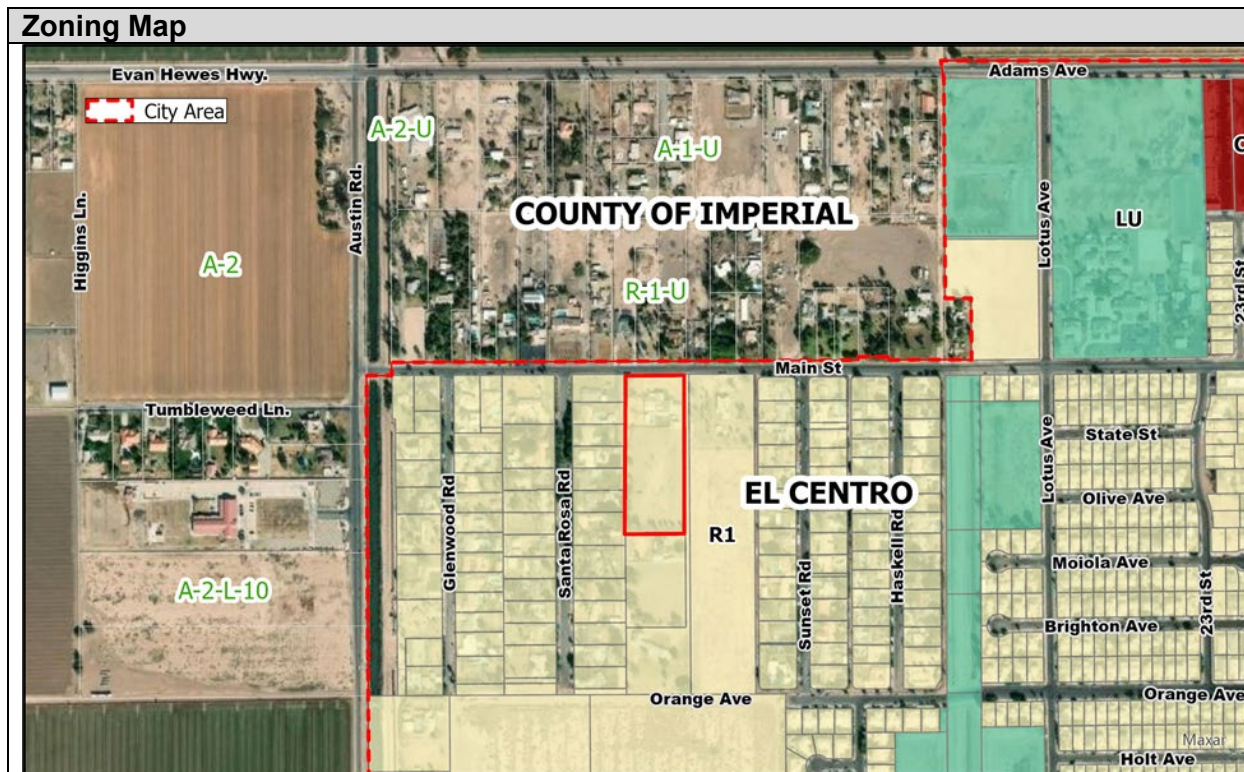
The subject property is located at 2779 W. Main Street within the City of El Centro and is zoned R-1 (Single-Family Residential). The property measures approximately 4.75 acres and is developed with a single-family residence and associated accessory structures. The site is located along the south side of Main Street and is bordered by residentially zoned parcels within the City to the south, east, and west, and by R-1-U (Urban Residential) land under the jurisdiction of the County of Imperial to the north.

**TABLE 1: COMPARISON OF SURROUNDING PROPERTIES**

Vicinity	Land Use Designation	Zoning	Current Use
<b>Subject Property</b>	Low Density Residential	R1	Single Family Home
<b>North</b>	Rural Residential (City)	R-1-U (County)	Single Family Home
<b>East</b>	Low Density Residential	R1	Single Family Home
<b>South</b>	Low Density Residential	R1	Single Family Home
<b>West</b>	Low Density Residential	R1	Single Family Home

**General Plan Land Use Map**





**ANALYSIS**

Cities adopt zoning development standards to ensure that land and development occur in a manner that promotes the public health, safety, and welfare of the community. These standards provide clear and objective direction to guide development consistently across properties. A variance is intended to offer flexibility when a property experiences difficulties or unusual physical hardships. If a property does not demonstrate unusual physical hardships, approval of a variance is not warranted. The City of El Centro has established front yard development standards intended to maintain consistency, safety, and visibility across residential areas. The Planning Commission previously approved a variance at this location to allow a 6-foot-tall fence within the require front yard with a corner cutback at the east side of the property.

As part of the current request, the importance of preserving the 10-foot corner cutback along the west side of the property is a key consideration. This cutback is necessary to maintain adequate sight distance and circulation safety along the access corridor that runs adjacent to the western property line. Retaining this area free of obstructions ensures that visibility is not compromised and that movement along the shared access corridor remains safe for all properties that utilize it.



*West corner looking east.*

*West corner looking north.*

## **Transportation and Circulation**

The variance request includes consideration of the required 10-foot corner cutback along the west side of the property. This cutback is necessary to maintain adequate sight distance where the internal access route intersects with the IID utility easement corridor, which is used by the surrounding properties, including the Jackson parcel, to access the rear portions of their lots.

The 10-foot triangular cutback prevents fencing or other structures from obstructing visibility within this shared access area. This requirement is especially important because the applicant is proposing a six-foot-tall fence within the required front yard, which may further limit visibility near access points. Maintaining the full cutback ensures that vehicular movement along the rear-yard access corridor remains safe and unobstructed.

Retaining this cutback is consistent with City standards intended to preserve clear sightlines and protect circulation and safety where access ways converge.

## **Building and Safety**

The proposed improvement has been reviewed by the Building and Safety Division for general compliance with applicable structural and safety standards. The northernmost property line, abutting Main Street, is considered the front yard for zoning purposes because it provides the property's sole legal access to a public street. The northern portion of the site includes the required 10-foot corner cutback, which must remain

unobstructed to preserve adequate visibility and safe circulation near the property frontage.

Although the design meets structural requirements, it is essential that the 10-foot corner cutback continue to comply with all visibility and safety provisions. Keeping this area free of obstructions that may interfere with sight distance or vehicle movement is necessary to maintain safe access conditions and to protect the general welfare of the surrounding neighborhood.

## **PUBLIC NOTICING AND ENVIRONMENTAL REVIEW**

### **PUBLIC NOTICING**

The public hearing is scheduled for November 17, 2025 before the Planning Commission. A public hearing notice was published in the Imperial Valley Press, posted on the City of El Centro Facebook page, and mailed to all property owners within 300 feet of the project site on November 7, 2025. There were many comments received during the public hearing on October 14, 2025 requesting the corner cutback at the west property line. There have been no formal comments received during the public comment period of this public hearing.

### **ENVIRONMENTAL REVIEW**

Since staff is recommending denial of the variance and if Planning Commission and City Council adhere to that recommendation there would be no project for the purposes of the California Environmental Quality Act. Otherwise, if the variance is approved by the Planning Commission the proposed project would be found categorically exempt pursuant to Section 15303 of the California Environmental Quality Act Guidelines related to the construction or conversion of small structures.

### **FINDINGS**

In considering the variance request, the Planning Commission must evaluate the proposal against the required findings set forth in Section 29-312 of the El Centro Municipal Code. Each finding must be satisfied in order for a variance to be granted. Based on staff's review, the proposed project does not meet the required findings necessary to support approval of the variance. The following analysis provides staff's reasoning in support of denial of the request:

- 1. Because of special circumstances applicable to subject property, including size, shape, topography, location, or surroundings, the strict application of Section 29-143.11(b) "Driveways" would deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.**

The applicant asserts that special circumstances exist because the on-site fire hydrant would be exposed without a fence, the public utility easement along the west side of the property is intended only for utility purposes, and the existing

oleanders located on the property area historic and will exceed the height of the proposed fence.

The fire hydrant has historically been located at the west of this and has been damaged on occasion. The applicants suggested that installation of the corner cutback would expose the hydrant to additional damage. However, the corner cutback would actually allow for greater visibility for the hydrant.

The public utility easement adjacent to the west property line while used by the public utilities it has also been used by the property owners along Santa Rosa Avenue. This functions similarly to the easement that the property owner uses at the east of the property where he previously agreed to install a corner cutback.

The oleanders in question at the west side of the property are higher than City Code allows as mentioned in earlier sections of this staff report. While they are historic to the property, they should also be reduced in height regardless if the corner cutback is granted by the commission.

- 2. Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated.**

Approval of this variance would grant a special privilege not enjoyed by other properties in the same zoning district. A neighbor at the south east corner of Glenwood Drive and Main Street was required to install a corner cutback.

- 3. The granting of the variance will not be materially detrimental to the public health, safety, convenience, or welfare or injurious to property and improvements in the same vicinity and zone in which subject property is situated.**

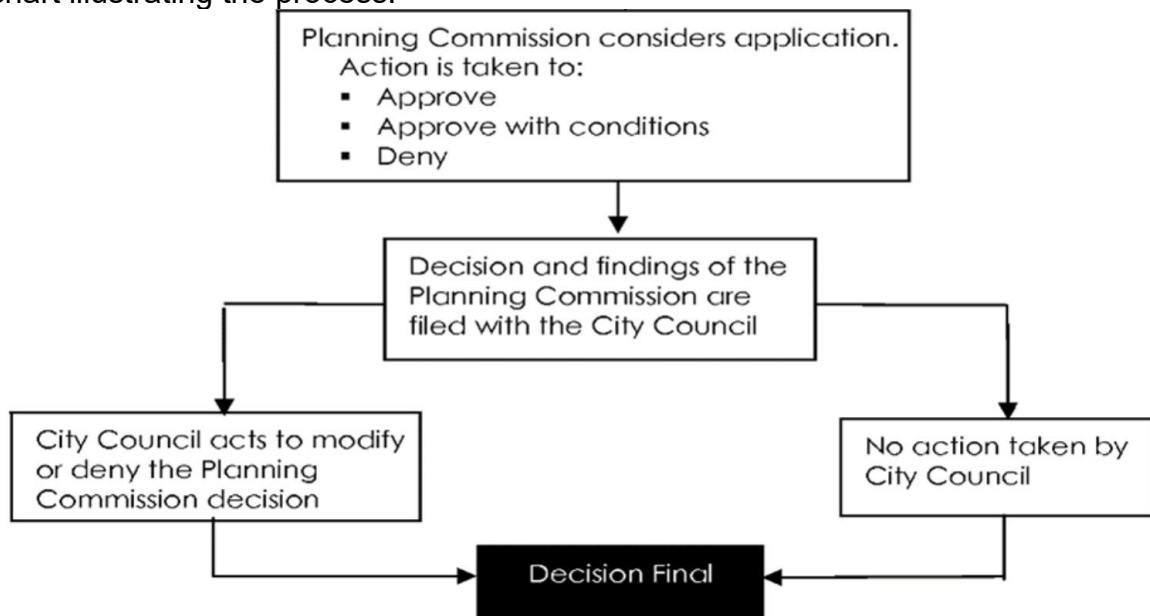
Approval of the proposed fence without the corner cutback, at the 6 foot height in the front yard, would impact the visibility of people using that utility easement which would be materially detrimental to the public in the same vicinity of the subject property.

- 4. The granting of such variance will not adversely affect the general plan for the city.**

The variance request is inconsistent with the General Plan, as allowing fencing or vegetation within the required 10-foot corner cutback would introduce and continue to allow visibility and safety constraints that are incompatible with the established character and function of the surrounding neighborhood. The General Plan emphasizes creating safe, well-designed residential areas, and the required corner cutback is intended to maintain clear sight lines at intersections for vehicles, pedestrians, and cyclists.

## **NEXT STEPS**

The decision and findings adopted by the Planning Commission, either approving, approving with conditions, or denying the variance will be filed with the City Council at the next available meeting. At that time, the City Council then may act to modify or deny the Planning Commission decision. Otherwise, the City Council may decide to take no action which would ratify the Planning Commission decision without changes. Below is a flowchart illustrating the process.



Should the Planning Commission determine that findings can be made in support of the variance, the Commission shall direct staff to prepare the appropriate findings of approval and a draft resolution reflecting such determination. The public hearing shall either be continued to a subsequent meeting or the Chairperson may request a recess to allow staff adequate time to prepare and present the revised findings and resolution for formal action. As mentioned above, the Planning Commission's decision will be filed with the City Council at the next available meeting.

If the variance is not approved by the Planning Commission and is ratified by the City Council, the applicant shall be required to revise the project to conform with the applicable provisions of the Zoning Ordinance, specifically by incorporating the 10-foot corner cutback at the west property line.

## **OPTIONS & RECOMMENDATION**

### **OPTIONS**

The Planning Commission has the following options when considering action on this request:

1. Move to adopt resolution to deny Zoning Variance 25-01 and required findings, to be filed with City Council;

2. Move to adopt resolution to approve Zoning Variance 25-01 and required findings, to be filed with City Council; or
3. Move to continue the hearing for further study.

#### RECOMMENDATION

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 proposal is inconsistent with the Zoning Ordinance and the required findings for a variance cannot be made, staff recommends denial of the request. Therefore, it is staff's recommendation that the project be denied by taking the following action:

Move to adopt Resolution (See Exhibit B) to deny Zoning Variance 25-01 and required findings against the proposal.

#### **ATTACHMENTS**


- Exhibit A – Site Plan
- Exhibit B – Resolution

**JASON JACKSON - NEW CMU WALL**  
**2779 W MAIN ST, EL CENTRO, CA 92243**  
**APN-052-042-024**

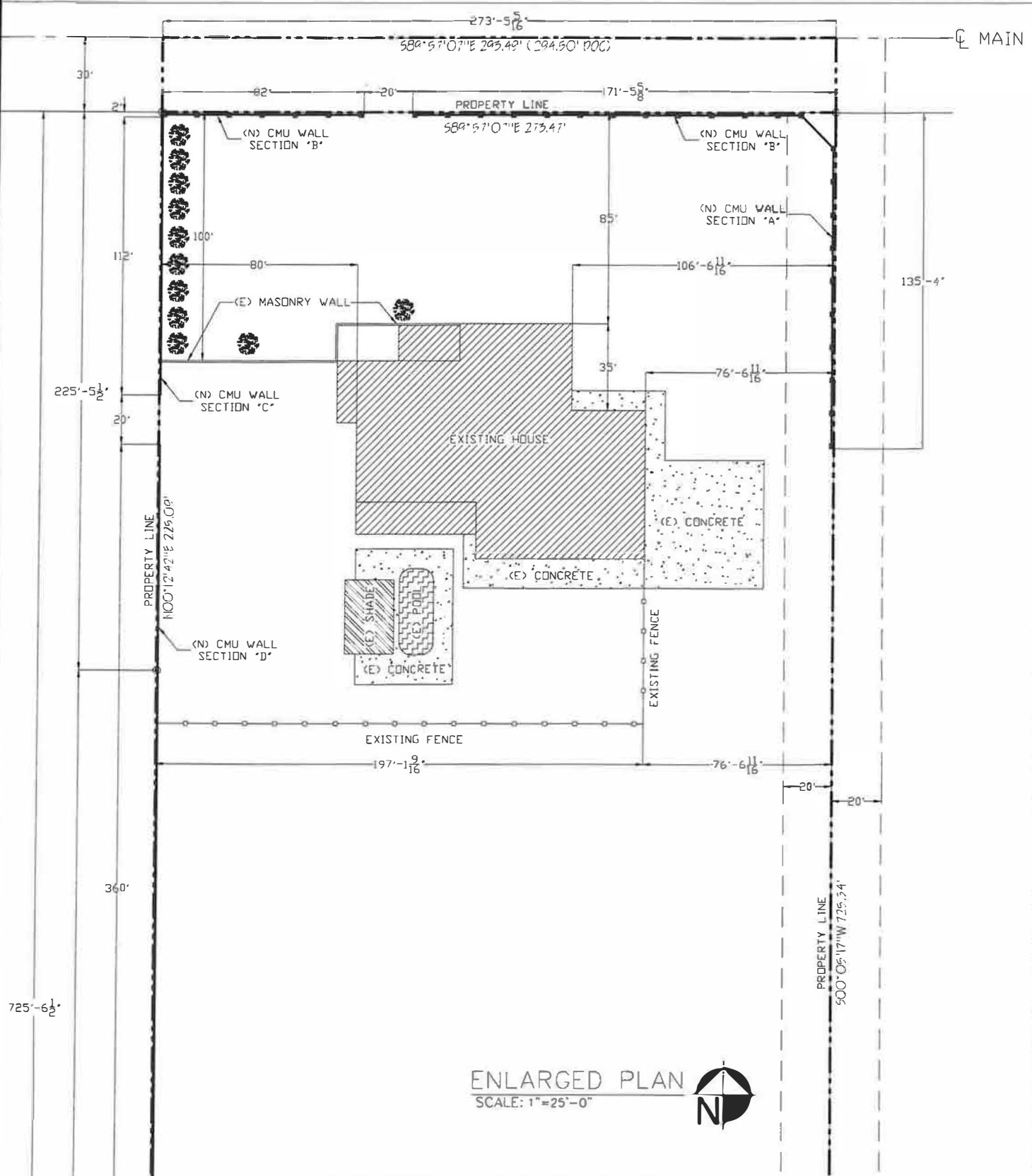


VEGINITY PLAN  
 SCALE: NTS

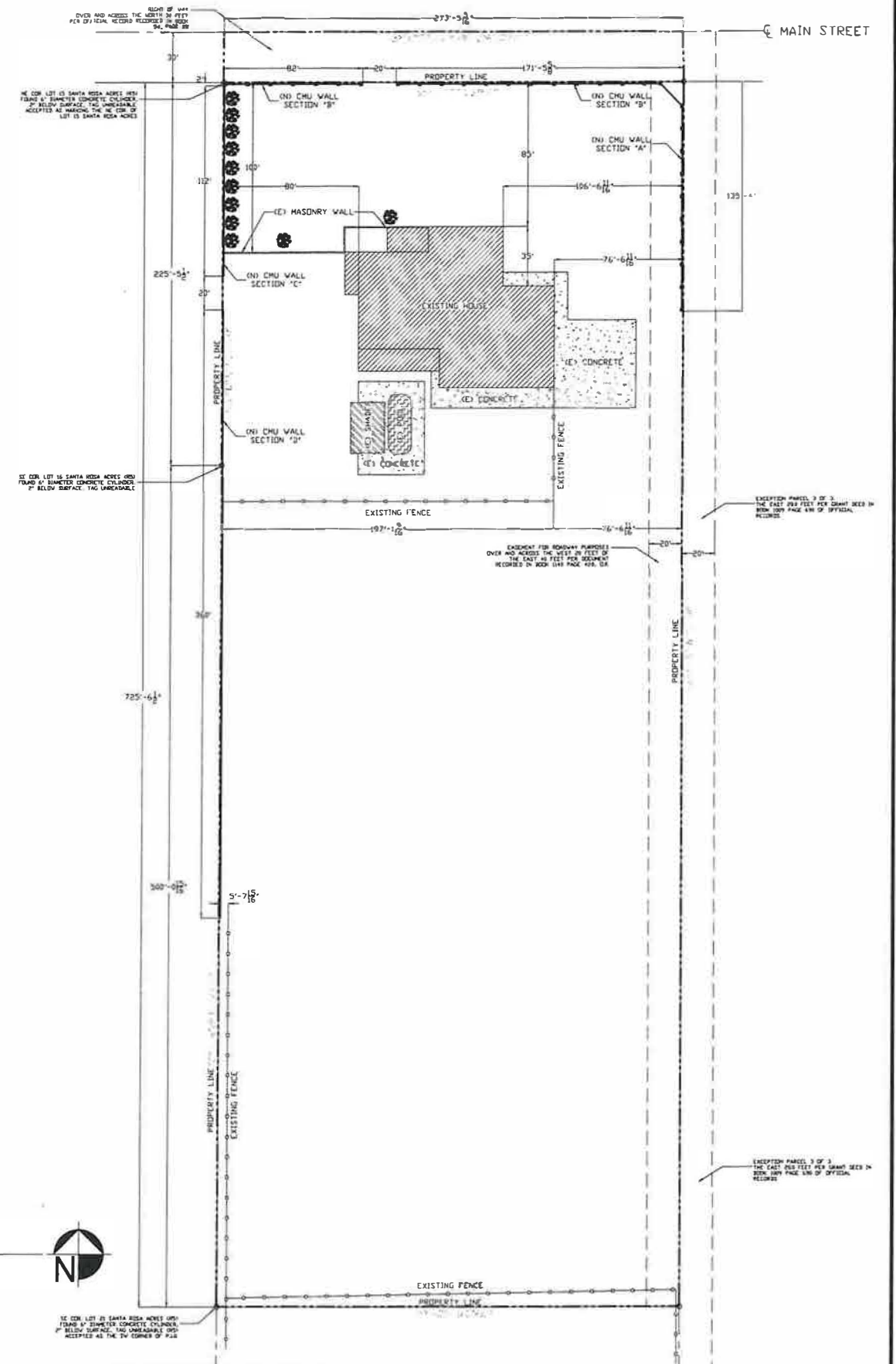
SITE ADDRESS:  
 2779 W Main St.  
 El Centro, CA, 92243

PROJECT: JASON JACKSON - NEW CMU WALL ADDRESS: 2779 W MAIN ST CITY: EL CENTRO, CA 92243 APN-052-042-024	CALL BEFORE YOU DIG UNDERGROUND SERVICE ALERT CALL: TOLL FREE 1-800-422-4133 TWO WORKING DAYS BEFORE YOU DIG		PREPARED UNDER THE DIRECT SUPERVISION OF:	<table border="1"> <thead> <tr> <th>NO</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO	DESCRIPTION	DATE	1															JASON JACKSON - NEW CMU WALL VACINITY PLAN CITY OF EL CENTRO DATE: 09-15-25 SHEET: 1 OF 4 BY: Y.R.
NO	DESCRIPTION	DATE																					
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**JASON JACKSON - NEW CMU WALL**  
**2779 W MAIN ST, EL CENTRO, CA 92243**  
**APN-052-042-024**

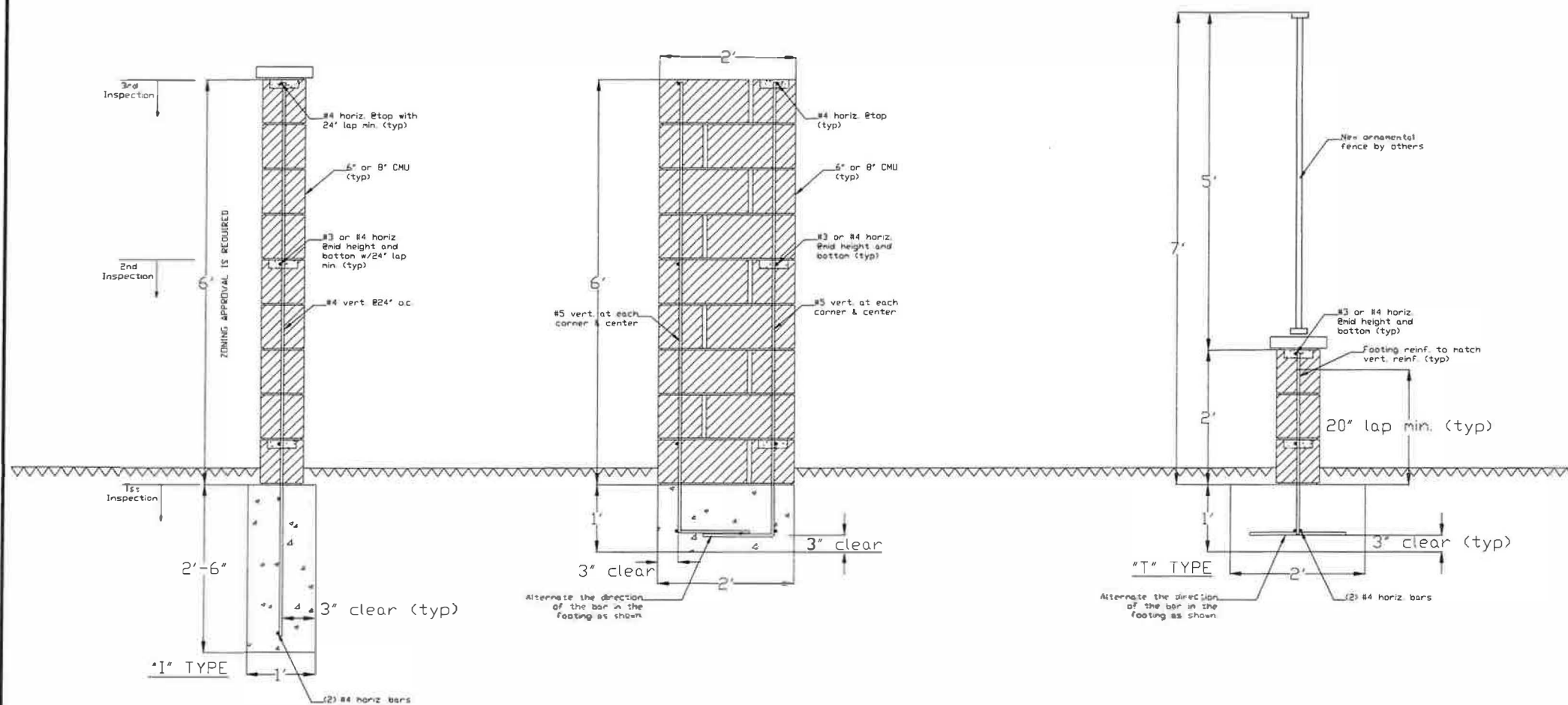


SITE PLAN  
 SCALE: 1"=40'-0"

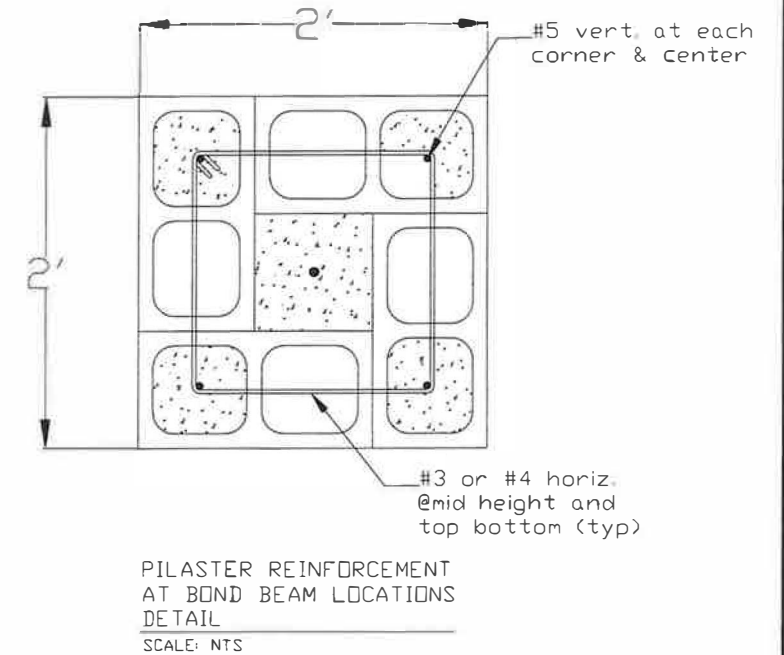


PROJECT: JASON JACKSON - NEW CMU WALL ADDRESS: 2779 W MAIN ST CITY: EL CENTRO, CA 92243 APN-052-042-024	CALL BEFORE  UNDERGROUND SERVICE ALERT CALL: TOLL FREE 1-800-422-4133 TWO WORKING DAYS BEFORE YOU DIG	 IBC CONSTRUCTION INC. 760-355-8893	PREPARED UNDER THE DIRECT SUPERVISION OF:	NO.	DESCRIPTION	DATE	JASON JACKSON - NEW CMU WALL	SHEET:
							SITE PLAN	OF:
							CITY OF EL CENTRO	DATE:
							09-15-25	BY:
								4
								Y.R.

# Exhibit A

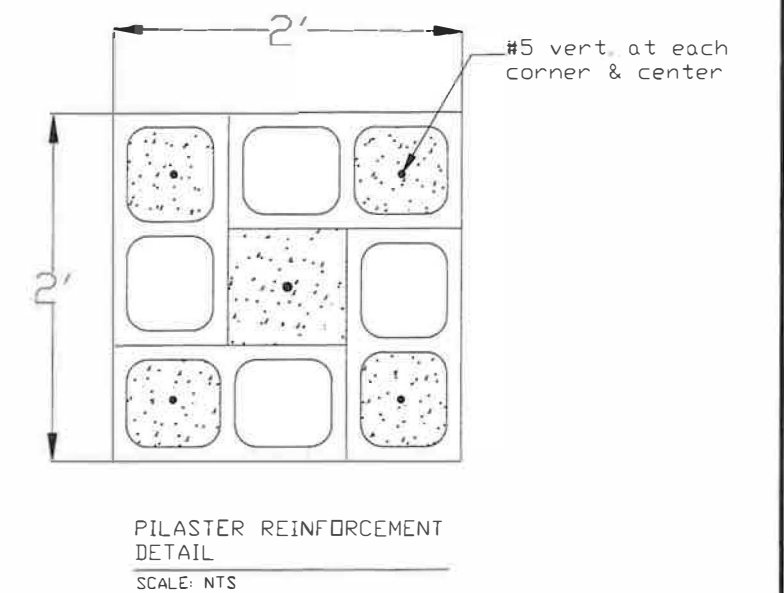


**CONCRETE MASONRY BLOCK WALL**  
SCALE: NTS



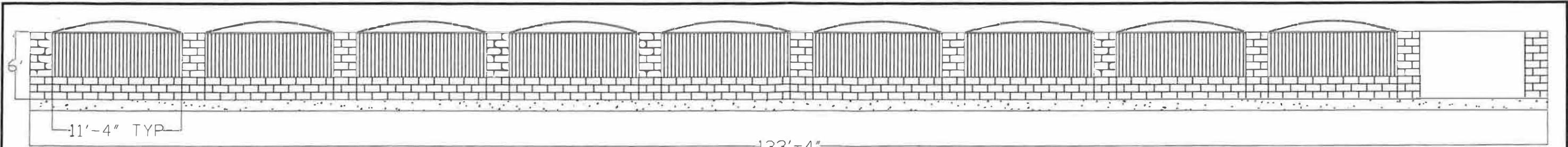
**GENERAL SPECIFICATIONS & NOTES**

- 1.-Concrete mix for footing to be 1 part cement to 2.5 parts sand to 3.5 parts gravel with a maximum of 7.5 gallons of water per sack of cement/Minimum f'c= 2,500 psi.
- 2.-Concrete block units shall conform to ASTM C90.
- 3.-Reinforcing steel to be deformed and conformed to ASTM Standard A615 Grade 40 or Grade 60.
- 4.-Rebar shall be centered in the concrete block cell in which it is located.
- 5.-Concrete block units shall be placed in a running band with head joints in successive courses horizontally offset at least one-quarter the unit length.
- 6.-Concrete block units to have vertical continuity of cells unobstructed. All cells containing reinforcing shall be solid grouted (vertical and horizontal reinforcement.)
- 7.-Mortar mix for concrete block wall to be 1 part cement to 0.5 part lime to 3 parts damp loose sand.
- 8.-Grout mix for concrete block wall to be 1 part cement to 3 parts sand to which may be added not more than 0.1 part lime. Sufficient water to be added to produce consistency for pouring without segregation of constituents. The grout may contain 2 parts pea gravel, maximum size 3/8".
- 9.-Block wall may be placed in the center of the "I" type foundation or at either edge to "L" type foundation.
- 10.-A first inspection is required when trenches are ready for concrete and all required steel is tied in place. A second inspection is required when first horizontal bar and all vertical bars are in place but not grouted.
- 11.-Foundation must be poured against undisturbed soil with no appreciable slope of sidewalls on all types of foundation.
- 12.-Construction of block walls over 48' in exposed height require a building permit prior to commencing construction.
- 13.-Provide site/plot plan of the property to show the location of the proposed block wall with the dimensions of the length and height.

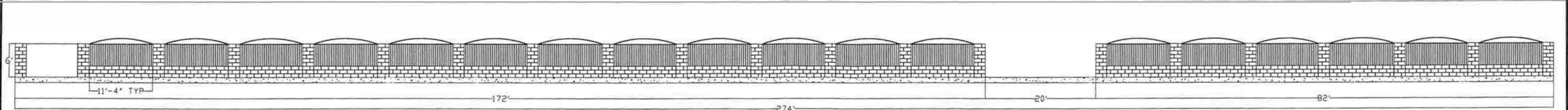


PROJECT: <b>JASON JACKSON - NEW CMU WALL</b> ADDRESS: 2779 W MAIN ST CITY: EL CENTRO, CA 92243 APN-052-042-024	<b>CALL BEFORE</b>  <b>YOU DIG</b> TWO WORKING DAYS BEFORE YOU DIG	<b>UNDERGROUND SERVICE ALERT</b> CALL: TOLL FREE 1-800-422-4133	 <b>HOC CONSTRUCTION INC.</b> 780-355-8883	PREPARED UNDER THE DIRECT SUPERVISION OF:	NO. DESCRIPTION DATE	JASON JACKSON - NEW CMU WALL  <b>MASONRY WALL DETAILS</b>  CITY OF EL CENTRO	SHEET: <b>3</b> OF: <b>4</b> DATE: 09-15-25 BY: Y.R.
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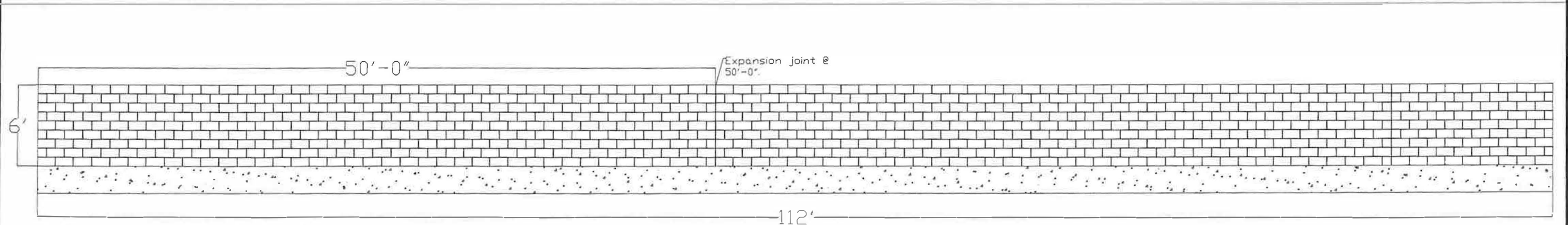
# Exhibit A



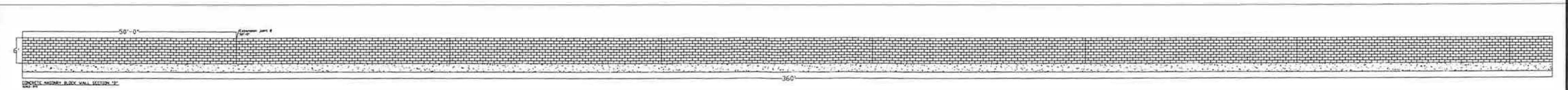
CONCRETE MASONRY BLOCK WALL FENCE SECTION "A"  
SCALE: NTS



CONCRETE MASONRY BLOCK WALL FENCE SECTION "B"  
SCALE: NTS



CONCRETE MASONRY BLOCK WALL SECTION "C"  
SCALE: NTS



CONCRETE MASONRY BLOCK WALL SECTION "D"  
SCALE: NTS

PROJECT:  
**JASON JACKSON - NEW CMU WALL**  
 ADDRESS: 2779 W MAIN ST  
 CITY: EL CENTRO, CA 92243  
 APN-052-042-024



**CALL BEFORE YOU DIG**  
 UNDERGROUND SERVICE ALERT  
 CALL: TOLL FREE  
 1-800-422-4133  
 TWO WORKING DAYS BEFORE YOU DIG



PREPARED UNDER THE DIRECT SUPERVISION OF:

NO.	DESCRIPTION	DATE	JASON JACKSON - NEW CMU WALL	SHEET: 4
1			<b>MASONRY WALL ELEVATIONS</b>	OF: 4
CITY OF EL CENTRO			DATE: 09-15-25	BY: Y.R.

**PLANNING COMMISSION RESOLUTION NO. 25-\_\_**  
**FOR ZONING VARIANCE NO. 25-01**

**WHEREAS**, a public hearing was held on the petition for Zoning Variance No. 25-01 at a regular Planning Commission meeting held on November 17, 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**, objections were filed with the Commission, and members of the public spoke in opposition; and

**WHEREAS**, the proposed project does not comply with development standards regarding driveways pursuant to Section 29-143.11.b of the City Code; and

**WHEREAS**, a legal notice was published on November 7, 2025 in the Imperial Valley Press, a local paper of general circulation, indicating the date and time of the public hearing in compliance with city ordinance concerning Zoning Variance 25-01, and said notice was mailed to each property owner within a 300-foot radius of the project site in accordance with city ordinance; and

**WHEREAS**, prior to the submittal of the application, City staff advised the applicant that the proposed project did not meet the standards or findings required to obtain a variance under Section 29-311 of the Zoning Ordinance and the applicant elected to proceed with the application and request formal consideration by the Planning Commission; and

**WHEREAS**, the denial of Zoning Variance 25-01 does not qualify as a project pursuant to the California Environmental Quality Act and therefore is not subject to further environmental review requirements contained in CEQA; and

**WHEREAS**, Staff conducted necessary research and analysis in accordance with Section 29-312 of the Zoning Ordinance and determine that the required findings support the variance could not be made; and

**WHEREAS**, the property does not contain special or physical characteristics that prevent compliance with the zoning regulations; and

**WHEREAS**, approval of the variance would grant special privilege not enjoyed by other properties in the same zoning district; and

**WHEREAS**, granting of the variance will be detrimental to the public health, safety, convenience or welfare or injurious to property and improvements in the same vicinity and zone in which subject property is situated; and

**WHEREAS**, granting of such variance will adversely affect the general plan for the city;  
and

**WHEREAS**, the Planning Commission therefore directs that their decision to deny the approval of Zoning Variance 25-01 and associated findings be filed with the City Council at the next available City Council meeting.

**NOW, THEREFORE**, be it resolved that the Planning Commission denies approval of Zoning Variance No. 25-01.

PASSED AND ADOPTED on November 17, 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: 4.**

Meeting: 11/17/2025 5:30 PM

Category: Action Item

NEW BUSINESS

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**DISCUSSION AND ANY NECESSARY ACTION REGARDING APPOINTMENT OF THE  
PLANNING COMMISSION CHAIRPERSON TO SERVE FOR THE TERM ENDING NOVEMBER  
2026.**

**BACKGROUND & PROJECT DESCRIPTION**

**ATTACHMENTS:**

None



## PLANNING COMMISSION

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

**Item: 6.**

Meeting: 11/17/2025 5:30 PM  
Category: Presentation  
NON-ACTION INFORMATION ITEMS

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### COMMUNITY DEVELOPMENT DEPARTMENT REPORT

#### **BACKGROUND & PROJECT DESCRIPTION**

**Mobile Vending Ordinance** – Ordinance was approved at the September 16th City Council meeting. Permit fees were approved at a public hearing at the October 16th City Council meeting. The ordinance is scheduled to become effective on November 16th.

**Civic Center and Downtown Master Plan** – City was awarded a grant in the amount of \$217,900 for the preparation of a master plan for the Civic Center and Downtown Commercial zones. The grant agreement was executed in October 2025. Staff are in the process of procuring a consultant.

**Safety, Open Space/Conservation, Noise Element Update** – Staff is reviewing consultant proposals. The contract award is expected to go before the City Council on December 16, 2025.

**2025 Building and Fire Code Adoption** – Public hearing before the City Council is scheduled for November 18 and is scheduled for approval on December 2, 2025.

**Downtown Fee Waiver Program** – Presentation and resolution scheduled for consideration by the City Council on December 16, 2025.

#### **ATTACHMENTS:**

1. 11-13-2025 Planning and Zoning Projects

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montañó	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. Next steps were not provided during the 30 day period requested by the applicant, and a formal notice will be issued during the week of November 17, 2025 .	CEQA COZ GPA TSM	Paused	288 unit apartment complex. Zone Change from CT to R3. Subdivision of 12.9 acre parcel.	22-000001
Andrea Montañó	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 COZ CUP GPA TSM	Paused	Planned Unit Development for Single Family Residential and Light Industrial Development.	22-000002
Andrea Montañó	GPA 22-05, COZ 22-05, Vasquez Apartments at 1275 Pico Avenue	Planning Commission approved on June 10, 2025. City Council approved this project on September 16, 2025 as presented. Second reading of this item is anticipated to occur on October 21, 2025 and will be effective as of November 21, 2025.	CEQA GPA	In Progress	Change of zone from R1 to R3 and environmental review.	22-000006
Angel Hernandez	Countryside South Subdivision Map Amendment	Staff is meeting monthly with the applicant.	TSM	Paused	Modifications of COA for Countryside South TSM	22-000007
Andrea Montañó	TSM Willow Bend Subdivision Map Amendment	Approved by City Council on February 4, 2025. Annexation approved by LAFCo on 2/27/2028. Annexation recorded on 5/30/2025. The ICE Study was submitted to Caltrans for review on August 11, 2025.	TSM	In Progress	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 by City Council meeting on 4/4/2023. Annexation approved on 2/27/2024 by LAFCo. Applicant submitted map for review on August 25, 2025.	Annexation CEQA	Paused	Annexation of 320 Acre parcel	23-000006
Angel Hernandez	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
Andrea Montañó	LLA/LM 23-01 Lot Line Adjustment Dahm 1425 Cypress Drive	Applicant was provided with corrections on 11/20/23. On 9/11/2025 applicant contacted staff and they are waiting on a document to be completed.	LLA/LM	Paused	Adjust lots between two residential parcels	23-000009
Andrea Montañó	LLA/LM 23-02 Lot Merger CR&R Dogwood and Ross	The Lot Line Adjustment was recorded on 9/8/2025.	LLA/LM	Done	Lot Merger required for the Construction and operation of waste transfer station per the Subdivision Map Act	23-000010
Andrea Montañó	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 title report. The project manager informed staff on 10/24/25 that the applicants were actively engaging with title holders to proceed with completions of the lot line.	LLA/LM	In Progress	Lot line adjustment of parcels.	23-000021
Andrea Montañó	COZ 23-01, TSM 23-01, SP 23-01 Galey Kennedy Investment Parkview Single Family Subdivision 1526 Clark	The applicant received the comments on February 13, 2025 for the Tentative Subdivision Map, Specific Plan, and Traffic Study. Staff met with the applicants consultant on 8/14/25 to discuss proposed changes and get feedback to complete the next submittal. Project Manager informed staff on 10/24/25 that the project is being redesigned.	CEQA COZ TSM Specific Plan	Paused	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

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montaña	LLA 24-03 LC Engineering Consultants, INC_ Hyundai Dealership-2202 Merrill Center Dr.	Documents were approved by consultant surveyor on 4/2/24 . Staff is awaiting applicant to prepare documents for recording. On 2/12/25 applicant sent an email that they are obtaining signatures to record documents. On 9/11/2025, a representative for the construction project notified staff that they are still awaiting for signatures from the owner. A project inactivity notice will be issued on 11/13/25.	LLA/LM	Paused	Merge two properties into one.	24-000006
Andrea Montaña	SPR 24-10 Dubose Design Group, Inc- El Centro Shopping Center	An incomplete application notice was provided to the applicant on 6/28/2024. Staff met with the applicant on 7/25/2024 to discuss next steps. As of 6/4/2025 a resubmittal has not been received. The project manager informed staff on 10/1/2025 that there has been no additional communication from the developers. A 30 day notice was issued on 10/2/2025.	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
Andrea Montaña	TSM 24-01 Dubose Design Group, Inc._ Courtyard Villas Subdivision	Staff issued the correction letter for the third review on 9/3/2025. Corrected plans were submitted on 10/15/25 and are being reviewed for completeness by the Engineering Division and the Planning Division.	TSM	Paused	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
Andrea Montaña	SPR 24-15 DuBose Design Group, LLC_New Commercial Development-Corner of Imperial & Wake (053-807-007)	The applicant received comments on 10/25/2024. The item has been paused by the applicant. The project manager informed staff on 10/1/2025 that there has been no additional communication from the developers. A 30 day notice was issued on 10/2/2025.	SPR	Paused	Retail development with 131,000 square feet of building space plus 2 fast food pads totaling 7,500 square feet.	24-000053
Andrea Montaña	SPR 24-18 Akbar Zadeh_Self Storage_044-220-110	The site plan review letter was provided to the applicant on 1/9/25 and needs to be resubmitted. The Engineering Division rejected the resubmitted plans and a notice of incompleteness was mailed out on 10/30/25.	SPR	Paused	Self Storage: 2 buildings: 104 & 375 square feet, 1500 square feet office, 34 parking, and 29 covered RV parking.	24-000071
Angel Hernandez	SPR 25-04 Ivonn Carlos_Storage Yard_2099 Fairfield Ave.	Staff reached out to applicant on June 4, 2025. Staff and applicant reviewing building code compliance.	SPR	Paused	Storage Yard	25-000009
Andrea Montaña	LLA 25-01 Lot Merger_3716 S. Dogwood Ave.	Staff sent Letter of Incompleteness to applicant on 4/22/25. On 9/30/25 the second submittal review was provided to the applicant by the Engineering Division. Staff received all formal signatures and will begin drafting the legal notices. This is expected to be completed on November 19, 2025.	LLA/LM	Paused	Merging two parcels together 054-360-056 and 054-360-057	25-000014
Andrea Montaña	CUP 25-01 Ventura Transfer Company_Freight Yard_605 N 3rd St.	A site plan correction letter was issued on 04/16/2025. On 10/01/2025, the applicant confirmed they are preparing a resubmittal and submitting fees for the Air Quality Study. Staff provided the applicant with the Biological Site Assessment quote. The applicant is preparing a check to begin environmental studies currently required.	CUP	In Progress	Expansion of freight yard.	25-000023

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montaña	LLA 25-02 In-N-Out Burgers_Lot Merger_2390 S. 4th St.	Staff sent Letter of Incompleteness to applicant on 5/8/25. As of 9/12/2025 the applicant is still preparing corrections for the LLA. A project inactivity notice will be issued on 11/13/25.	LLA/LM	Paused	Merge lot to upgrade existing parking lot, new improvements for the expansion of existing drive-thru lane.	25-000026
Andrea Montaña	CUP 25-03 The Potter's House Church_Worship Services_401 W. Main Street	Staff send a letter of incomplete application to the applicant on 7/3/2025. This item will go before the Planning Commission on November 17, 2025.	CUP	Paused	Place of worship, services twice a week. Every Sunday at 11am and 6:30pm. Midweek Currently about 30 members.	25-000034
Valeria Landeros	LLA 25-03 WomanHaven_Lot Line Adjustment_1225 W. Main St.	LSR prepared 9/24. County sent tax due form 10/8. Recorded 10/27.	LLA/LM	Done	The owner is requesting a Certificate of Compliance to correct the Subdivision Map Act Violation in 1972 by a deed.	25-000039
Valeria Landeros	SPR 25-14 Sergio Hernandez_4plex building_315 W. Orange	Letter of Incompleteness Sent 9/3. Corrections received 10/24. Staff comments due 11/12.	SPR	In Progress	Proposed construction of a two-story wood-frame duplex building with two detach	25-000041
Andrea Montaña	ZVL 25-06 Verification Letter for 802 E. Main Street	Staff mailed the zoning verification letter on September 16, 2025.	ZVL	Done	Zoning Verification Letter request- including if a cement facility is permitted in that zone.	25-000042
Valeria Landeros	CUP 25-04 Peraza Plaza_Bar-Lounge_669 W. Main Street	Letter of Incompleteness Sent 9/18. Corrections received 10/3. Sent Additional Corrections 10/10. Followed up via email 10/16. In Person meeting 11/5.	CUP	In Progr...	Bar/Lounge in previous retail location.	25-000044
Valeria Landeros	TUP 25-16 Heather Cutlip_Special Event_300 W. Brighton Ave.	Department memo sent 10/7. Comments due 10/21. Determination Letter sent 10/23.	TUP	Done	Special Event, One night 6pm to 2am outside concert with drink and food truck.	25-000045
Valeria Landeros	TUP 25-17 Ballington Academy_Fall Festival_1525 W. Main Street	Staff mailed determination letter on 10/14/2025.	TUP	Done	School Fall Festival on Friday October 24,2025 from 11AM to 7PM	25-000046
Andrea Montaña	ZV 25-01 ROC Construction_New Masonry Wall_2779 W. Main St.	The variance was approved by the Planning Commission, for the front yard setback, on 10/14/25 and will be submitted to the City Council as a consent item. The western corner cutback is anticipated to be reviewed at the 11/17/25 meeting.	Zoning Variance	In Progr...	New masonry wall and footing Foundation	25-000047
Valeria Landeros	LLA 25-04 LC Enginerring_Lot Merger_290 Solano Ave.	Letter of Incompleteness sent 10/16.	LLA/LM	In Progress	Lots are being requested to be merged to become a legal lot	25-000048
Valeria Landeros	SPR 25-15 Casino Azul,LLC_Restaurant-Card Room_1510 W. Adams Ave.	Determination letter was mailed on October 22, 2025.	SPR	Done	Restaurant- Card Room	25-000049
Valeria Landeros	SPR 25-16 Lopez Air_New Warehouse_1150 N. 4th St	Letter of Incompleteness sent 10/13. Corrections received 10/20. Staff comments due 11/12.	SPR	In Progress	New Warehouse at existing warehouse and office building location.	25-000050
Andrea Montaña	TUP 25-18 Luxury Fadez,LLC_Barber Expo_1482 S. Imperial Ave.	Staff will be issuing an approval letter.	TUP	In Progress	Barber Expo on November 2, 2025	25-000051
Valeria Landeros	SPR 25-17 Juan Ortiz_Coffee Shop_626 W. State St.	Letter of Incompleteness sent 10/17. Corrections received 10/27. Staff comments due 11/6.	SPR	In Progress	Build a coffee shop 1,172 sq. ft.	25-000052
Valeria Landeros	SPR 25-18 Fernando Abell_Commercial Strip Center_1865 Adams Ave.	Letter of Incompleteness sent 10/28.	SPR	In Progress	Proposed 10-unit commercial strip for retail and office use. 11,225 sq. ft.	25-000053
Andrea Montaña	SPR 25-19 Home Depo_Furniture Store_3751 Dogwood Rd.	Staff received comments and is anticipating to issue the conditions of approval by November 19, 2025.	SPR	In Progress	The project proposes a store selling furniture, cabinetry vanities and other home related products.	25-000054
Valeria Landeros	ZOTA 25-01 Shandi Jones_Coffee Shop_450 S. Waterman Ave.	Staff is reviewing the application	ZOTA	In Progress	Coffee Shop Within the existing church building. Fronting onto South Waterman & the Northwest corner of Waterman & Orange Ave.	25-000055
Valeria Landeros	COZ 25-01 SPR 25-20 Toma & Saco El Centro_Apartment Complex_1438 & 1448 Woodward Ave.	Staff is reviewing the application	COZ SPR	In Progress	Construction of 20-unit apartment complex	25-000056
Andrea Montaña	TPM 25-01 Jorge Pacheco_Split Parcel_875 S. Glenwood Dr.	Staff is reviewing the application	TPM	In Progress	one parcel to be subdivided into three parcels.	25-000057

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Valeria Landeros	ZVL 25-07 Verification Letter for 3451 S. Dogwood Ave.	Staff is reviewing the application	ZVL	In Progress	Verification for 054-530-005, 054-530-002, 054-530-003, 054-530-004, 054-530-042, 054-530-038	25-000058
Andrea Montañó	TPM 25-02 Venking,LLC_New Condominiums_ Waterman Avenue	The applicant was notified at project submittal on November 10, 2025 that the application would be considered incomplete as it is missing the justification for parcel map waiver, the Project Information Form, and the Environmental Information Form.	TPM	In Progress	49- Condominium Units- parcel map waiver for tentative map.	25-000059