

Planning Commission

Ashley Bertussi, Chairperson
Jeffrey Chan, Vice-Chairperson
Sergio Lopez, Commissioner
Andy Alvarez, Commissioner
Aaron Popejoy, Commissioner
Jorge A. Perez, Commissioner
Armando Muñoz, 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, DECEMBER 9, 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 November 17, 2025, Planning Commission Minutes.

PUBLIC HEARINGS

2. Conditional Use Permit 25-04 for La Plaza Bar

Vivia Arellano applied for a Conditional Use Permit to operate a lounge bar within an existing building located at 669 W. Main Street (APN 053-104-002). The property is located in the CD-Downtown Commercial Zone which requires bars and nightclubs to obtain a CUP. The proposed establishment, to be named La Plaza Bar, would be expected to operate 7 days a week and will have a mixture of seating, games, and amenities. No expansion of the building footprint is proposed.

Presentation: Valeria Landeros, Assistant Planner

Recommendation:

Open the public hearing and after allowing input from all proponents and opponents of the project move forward in approving the project and issuing conditional use permit.

NEW BUSINESS

3. Discussion and any necessary action regarding attendance at the Cal Cities Planning Commissioner's Academy

NON-ACTION INFORMATION ITEMS

4. 2026 Planning Commission Meeting Calendar

5. 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

Item: 1.

Meeting: 12/9/2025 5:30 PM
CONSENT AGENDA

APPROVAL OF NOVEMBER 17, 2025, PLANNING COMMISSION MINUTES.

STAFF REPORT - ACTION ITEM:

Please review Planning Commission minutes for the Special Meeting on November 17, 2025.

ATTACHMENTS:

1. 11.17.2025 Planning Commission Minutes

MINUTES OF THE PLANNING COMMISSION
MONDAY, NOVEMBER 17, 2025
5:30 PM

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

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
Commissioner Aaron Popejoy
Commissioner Andy Alvarez
Commissioner Jeffrey Chan
Commissioner Armando Muñoz

ABSENT:

Vice-Chairperson Ashley Bertussi
Commissioner Sergio Lopez

CITY STAFF:

Community Development Director, Angel Hernandez
City Attorney, Elizabeth Martyn
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 October 14, 2025, Planning Commission Minutes

Commissioner Popejoy moved to approve, seconded by Commissioner Alvarez.

Voting Yes: Commissioner Alvarez, Chairperson Perez, Commissioner Popejoy, Commissioner Chan

Voting No: None

Abstaining: Commissioner Muñoz

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 Montano, Associate Planner

Recommendation:

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

Associate Andrea Montañó presented a conditional use permit for The Potter's House Church to operate at 401 West Main Street in downtown El Centro. Staff recommended approval, noting the site's compliance with zoning regulations and existing parking capacity. The church plans to hold services twice on Sundays and once midweek, with an occupancy load of 40 people.

Chairperson Perez moved to approve, seconded by Commissioner Alvarez.

Voting Yes: Commissioner Alvarez, Chairperson Perez, Commissioner Popejoy, Commissioner Chan, Commissioner Muñoz

Voting No: None

Abstaining: None

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

Presentation:

Recommendation:

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

Associate Planner, Andrea Montañó presented a zoning variance request for a corner cutback at 2779 West Main Street. Staff recommended denying the variance, citing concerns about visibility and public safety. The applicant presented photos to demonstrate that a wall would not obstruct visibility for drivers. Several neighbors expressed concerns about visibility and safety, particularly for pedestrians and cyclists. The Commission considered the fire hydrant's location and potential damage, but decided it was not a determining factor for granting the variance.

Chairperson Perez moved to Deny, seconded by Commissioner Chan.

Voting Yes: Chairperson Perez, Commissioner Chan, Commissioner Muñoz

Voting No: Commissioner Alvarez, Commissioner Popejoy

Abstaining: None

NEW BUSINESS

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

Commissioner Aaron Popejoy recommended and moved to appoint Vice-Chairperson, Ashley Bertussi, as the new Chairperson for the 2026 term. Chairperson Jorge A. Perez seconded the motion.

Voting Yes: Commissioner Alvarez, Chairperson Perez, Commissioner Popejoy, Commissioner Chan, Commissioner Muñoz

Voting No: None

Abstaining: None

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

Commissioner Aaron Popejoy recommended and moved to appoint Commissioner, Jeffrey Chan, as the new Vice-Chairperson for the 2026 term. Chairperson Jorge A. Perez seconded the motion.

Voting Yes: Commissioner Alvarez, Chairperson Perez, Commissioner Popejoy, Commissioner Chan, Commissioner Muñoz

Voting No: None

Abstaining: None

NON-ACTION INFORMATION ITEMS

6. Community Development Department Report

Community Development Director, Angel Hernandez updated the Planning Commission on the mobile vending regulations.

PUBLIC COMMENTS

No public comments were obtained.

ADJOURNMENT

The meeting was adjourned at 7:18 P.M.



PLANNING COMMISSION

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

Item: 2

Meeting: 12/09/2025 5:30 PM
Public Hearing

**PUBLIC HEARING TO CONSIDER CONDITIONAL USE PERMIT 23-04
FOR LA PLAZA BAR AT 669 W. MAIN STREET**

Project: Conditional Use Permit 25-04	Location: 669 W. Main Street
Property Owner/Applicant: Vivia Arellano	Assessor's Parcel Number: 053-104-002
Staff Planner: Valeria Landeros, Assistant Planner	Zoning Designation: CD (Downtown Commercial)
	Proposed Use: Lounge Bar

PROJECT SUMMARY

The applicant Vivia Peraza is proposing to open La Plaza Bar, a lounge bar to be located in the Downtown Commercial zone at 669 W. Main Street also known as APN 053-104-002 (see Exhibit A – Project Location Map). Bars and nightclubs require a conditional use permit to operate within the Downtown Commercial zone, per El Centro Municipal Code Section 29-61. This bar is proposed to occupy approximately 2,290 square feet of the building at 669 W. Main Street.

STAFF RECOMMENDATION: Open the public hearing and after allowing input from all proponents and opponents of the project move forward in approving the project and issuing conditional use permit.

BACKGROUND

PROJECT SITE

The site is located on the south side of West Main Street between 6th and 7th Streets, in the Downtown El Centro area at 669 W. Main Street. The existing building was previously occupied by Twilight Smoke shop and has been vacant for over 7 years. The building is currently undergoing renovation and is served by City water and sewer. The floor plan identifies the main entrance along Main Street and emergency exits at the rear side of the building exiting into the alley. The building is connected to city water and sewer services and is currently under renovation to accommodate the proposed lounge bar.

SURROUNDING AREA

This site is surrounded by a mix of commercial uses including offices, retail stores, and restaurants, as well as civic uses such as public transportation, parking, and the town center. The surrounding zoning is a mix of CD (Downtown Commercial) consistent with

the project site’s zoning designation, and LU (Limited Use). Below is a table summarizing the abutting land uses and zoning designations.

Direction	Uses	Zoning
North	Dance studio, tattoo parlor, mattress store, and a vacant building	CD (Downtown Commercial)
East	Private parking lot and professional offices	CD (Downtown Commercial)
South	Transit Terminal	LU (Limited Use).
West	Restaurant (in the adjoining building), and Town Square	CD (Downtown Commercial) & LU (Limited Use).

BUSINESS OPERTATION

The project proposes to utilize the front interior portion of the building, including a bar area, lounge seating, restrooms, a break room, a surveillance office, and a storage room, while a designated rear open-space area will remain unused for business operations and must stay unobstructed with a clearly delineated pathway for emergency access, as outlined in the resolution per Building Code requirements (see Exhibit E – Staff Comments & Exhibit F – Resolution). The applicant also intends to apply for Sidewalk Dining Permit and plans to utilize the portion of the sidewalk fronting their business for outdoor seating and a podium for security check.

La Plaza Bar will operate seven days a week, with hours of 12:00 PM to 10:00 PM on Sundays, 12:00 PM to 11:00 PM Monday through Wednesday, and 12:00 PM to 12:00 AM Thursday through Saturday. Business operations include alcohol service, lounge seating, billiards, televisions for sports and entertainment, and occasional live music performances by local artists. No food service or kitchen facilities are proposed for this project.

The applicant is currently applying for a Type 48 On-Sale General Public Premises ABC liquor license (see Exhibit D), which authorizes the sale and on-site consumption of alcohol and prohibits the entry of persons under 21 years of age; the operator will be required to post appropriate signage and conduct ID verification at the point of entry.

ANALYSIS

LAND USE AND ZONING COMPATIBILITY

Per the El Centro Municipal Code, bars and night clubs are conditionally permitted uses within the Downtown Commercial (CD) Zone, subject to Planning Commission approval. The proposed use aligns with the Downtown Commercial land use designation, which encourages entertainment and hospitality uses that contribute to a vibrant and active downtown environment. The operation of La Plaza Bar will utilize an existing commercial space, promoting infill development and activation of an underutilized property.

ACCESS, CIRCULATION, AND PARKING

The property is accessible from Main Street, a two-lane collector, and has rear access through a public alley. Downtown El Centro commercial properties are exempt from on-site parking requirements; patrons and employees will utilize nearby on-street parking and public lots within walking distance. The project is not anticipated to generate traffic volumes that would exceed the existing roadway capacity or require off-site improvements.

PUBLIC SERVICES AND UTILITIES

The property is connected to existing city water and sewer lines. The water and sewer capacity fees will be assessed based on increased usage compared to prior occupancy. The project site is also served by existing public safety, fire, and police services. Any additional requirements identified during departmental review—such as ADA compliance, backflow prevention, or encroachment permits—will be addressed as conditions of approval.

NOISE AND SECURITY CONDITIONS

Typical impacts from bar and lounge operations include noise and potential late-night disturbances. The project's proximity to commercial and civic uses, rather than residential properties, minimizes these potential impacts. Security of patrons, workers, and other persons due to the operation of lounge bar has been reviewed. At minimum, the bar will require security personnel to be present during weekend operating hours and special events. Additionally, adequate outdoor lighting must be provided by the business to ensure safety and visibility in adjacent pedestrian areas as well as the rear alleyway, as a condition of approval as required by the Police Department.

BUILDING CONDITIONS AND AESTHETICS

The existing building is undergoing minor renovations and, if the CUP is approved tenant improvements will require building permits to move forward with the project. The open space area identified on the approved floor plan shall remain free of obstructions and not used for business operations or storage. The operator shall install visible floor tape or markings delineating the required pathway through the open space to ensure it remains open and unobstructed at all times for emergency access and safety compliance. Exterior enhancements may include repainting and maintenance to ensure consistency with the Downtown Commercial Design Standards. Any new signage will comply with Chapter 22.1 ("Signs") of the El Centro City Code.

The operator shall ensure that the building exterior, sidewalk frontage, and alley access are maintained in a clean and orderly condition. Trash and debris generated by business patrons or operations shall be removed daily, and any graffiti or vandalism shall be addressed within 72 hours of occurrence.

PUBLIC NOTICING AND ENVIRONMENTAL REVIEW

PUBLIC NOTICING

A public hearing is scheduled before the Planning Commission on December 9, 2025

and a public hearing notice was published in the Imperial Valley Press on Friday, November 28, 2025. Notices were also mailed to all property owners within 300 feet of the subject site and to all known occupants or business operators within that radius. As of the date of preparation of this staff report, staff have not received any communications or comments regarding the project. If approved by the Planning Commission, conditional use permit 25-04 will be issued to La Plaza Bar.

ENVIRONMENTAL REVIEW

The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15303(c), Class 3 – New Construction or Conversion of Small Structures and Article 19, Section 15332, Class 32 – Infill Development Projects. The Class 3 exemption applies to projects involving the conversion of existing small commercial buildings (less than 2,500SF) from one use to another, where only minor modifications are made and no expansion of the building footprint occurs. The Class 32 exemption applies to projects that are consistent with the applicable General Plan and zoning designation, occur within city limits on sites less than five acres, and have no value as habitat for endangered, rare, or threatened species. Therefore, the project qualifies for both Class 3 and Class 32 exemptions under CEQA. The project will not result in significant environmental impacts related to traffic, noise, air quality, or public services and requires no further CEQA action.

FINDINGS

In determining the advisability of issuing a recommendation for adopting amendments to Regarding the application for Conditional Use Permit 25-04, the Planning Commission shall consider the following findings in support of the proposal:

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 Chapter 29 of the Municipal Code.**

The proposed operation of a lounge bar is conditionally permitted pursuant to Section 29-61(c)(1) of the El Centro Municipal Code within the Downtown Commercial (CD) Zone.

2. **The 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 existing uses or those specifically permitted in the zone.**

The proposed lounge bar will contribute to the vibrancy and economic vitality of the Downtown Commercial District by activating an underutilized building and providing an additional entertainment and social venue for the community. The project is consistent with the following goals from the General Plan:

Land Use Goal 1- Policy 1.8: Achieve and maintain an appropriate balance, variety, and distribution of commercial uses that provides for the retail, business, professional, medical/dental, and other commercial and

service needs of the City's residents and will attract customers and visitors from the region and beyond. Prioritize infill commercial development before redesignating non-commercial property to commercial land uses.

The proposed operation of a lounge bar in the Downtown Commercial area will utilize an existing property to positively contribute to the downtown atmosphere. The proposed hours will attract customers and visitors to the area at different times of the day further setting the area apart as a lively neighborhood with a mix of entertainment options.

Economic Development Goal 7- Policy 7.3: Encourage a mix of different sizes and types of downtown businesses.

The proposed operation of a lounge bar in the Downtown Commercial zone supports the expansion of the entertainment industry in this zone. The size and amenities introduce a different type of bar and nightclub to this area.

3. **The proposed site is adequate in size and shape to accommodate said use.**
The existing building provides sufficient space for the proposed use, including a defined bar and lounge area, storage, restrooms, and staff facilities. The property layout allows for proper circulation, emergency exits, and accessibility from Main Street and the rear alley.
4. **The site for the proposed use relates properly to streets which are designated to carry the type and quantity of traffic to be generated by the proposed use.**
The property fronts Main Street, a two-lane collector road, and has secondary access through a public alley. The surrounding roadway network is adequate to accommodate traffic associated with the proposed use. Parking demand will be met through existing public parking lots and on-street spaces available in the downtown area.
5. **Conditions as stipulated by the City are necessary to protect the public health, safety, and welfare of the community.**
Project conditions of approval are incorporated in the resolution attached as Exhibit F and will ensure that the health, safety, and welfare of the community is maintained.

NEXT STEPS

If the Planning Commission decides in favor of the project, staff will commence with issuing Conditional Use Permit 25-04. The applicant will proceed on submitting building permit applications for interior improvements. The applicant will also secure all required licenses from the Alcohol Beverage Control Board, Imperial County Health Department, and the City of El Centro. Prior to opening staff will inspect the business for compliance.

RECOMMENDATION & OPTIONS

OPTIONS

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

1. Motion to approve Conditional Use Permit 25-04, subject to the adoption of the required findings for the proposal.
2. Motion to disapprove Conditional Use Permit 25-04, subject to the adoption of the required findings against the proposal.
3. Motion to continue the public hearing for further study.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission open the public hearing and after allowing input, move forward in adopting the Resolution attached as **Exhibit F**, approving Conditional Use Permit No. 04 for La Plaza Bar.

ATTACHMENTS

- Exhibit A – Project Location Map
- Exhibit B – Floor Plan
- Exhibit C – Site Photographs
- Exhibit D – ABC Liquor License Application
- Exhibit E – Department Comments
- Exhibit F – Resolution

Exhibit A



CUP 25-04 - La Plaza Bar
669 W. Main Street
El Centro, CA 92243

**Project
Location Map**



669 W. Main Street
APN 053-104-002-000
Commercial Use - Zoning "C"
Under Renovation

*No So-Cal Gas hook-up requirement

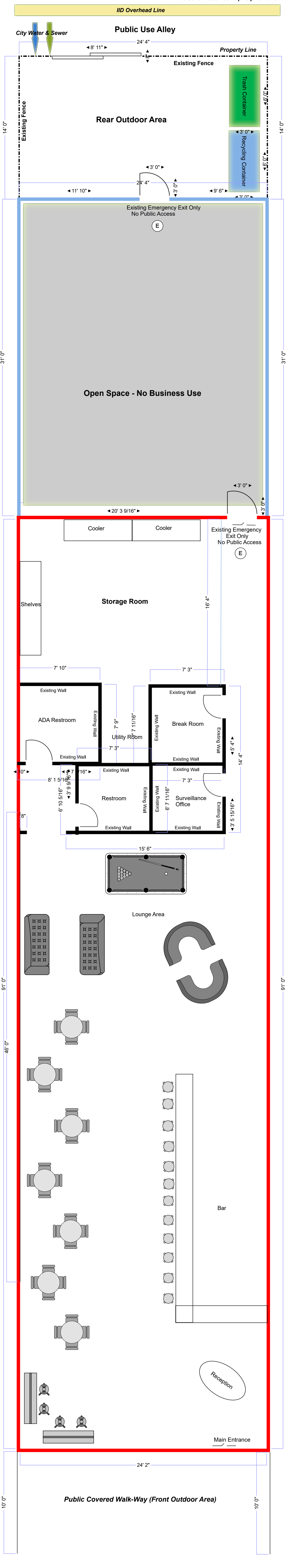


EXHIBIT C



Sidewalk Fronting Project Site

EXHIBIT C



Front of Building

EXHIBIT C



Building Interior (facing entrance)

EXHIBIT C



Back Room (labeled Open Space on Site Plan – see Exhibit B)

Exhibit D

Department of Alcoholic Beverage Control
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE
 ABC 211 (6/99)

State of California
RCUD CITY CLERK'S
OCT 2 25 AM 9:33

TO: Department of Alcoholic Beverage Control
 34-160 GATEWAY DR.
 STE 120
 PALM DESERT, CA 92211
 (760) 324-2027

File Number: **673694**
 Receipt Number: **3045054**
 Geographical Code: **1304**
 Copies Mailed Date: **September 26, 2025**
 Issued Date:

DISTRICT SERVING LOCATION: PALM DESERT

First Owner: PERAZA PLAZA LLC

Name of Business:

**Location of Business: 669 W MAIN ST
 EL CENTRO, CA 92243-2919**

County: IMPERIAL

Is Premises inside city limits: Yes **Census Tract: 0116.00**

**Mailing Address:(If different from premises address) 1970 WOODSIDE DR
 EL CENTRO, CA 92243-4455**

Type of license(s): 48, 58 **Dropping Partner: Yes ___ No ___**

Transferor's license/name: 571894 / LOPEZ JR, JOSEPH MANUEL

<u>License Type</u>	<u>Transaction Type</u>	<u>Master</u>	<u>Secondary LT And Count</u>		
48 - On-Sale General Public Premises	PER/PRM	Y	58[1]		
58 - Caterer Permit	PER/PRM	N			

<u>License Type</u>	<u>Transaction Description</u>	<u>Fee Code</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
Application Fee	DBL TRF: PREMISES AND PERSON	NA	0	09/26/25	\$1,525.00
Application Fee	FEDERAL FINGERPRINTS	NA	2	09/26/25	\$48.00
Application Fee	STATE FINGERPRINTS	NA	2	09/26/25	\$78.00
58 - Caterer Permit	ANNUAL FEE	NA	1	09/26/25	\$280.00
48 - On-Sale General Public Prc	ANNUAL FEE	P40	0	09/26/25	\$1,505.00
Total					\$3,436.00

Have you ever been convicted of a felony? No
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? No

STATE OF CALIFORNIA **County of IMPERIAL** **Date: September 26, 2025**

Applicant Name(s)

PERAZA PLAZA LLC

EXHIBIT E

CITY OF EL CENTRO
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

INTER-OFFICE REVIEW MEMORANDUM

DOCUMENT REVIEW TYPE:

SPR

CUP

TPM

PM

Review Date: November 21st, 2025

TO: Valeria Landeros, Assistant Planner

FROM: Jaime Hidalgo, Engineering Technician

SUBJECT: Conditional Use Permit 25-04 – La Plaza Bar at 669 W. Main Street

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.
- 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 over 1 acre and 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 standard. 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. (see notes below)
- Provide street lighting to city standards on all fronting streets.

- Construct half width of the streets fronting the site or one lane each direction plus parking lane, whichever is greater to City standards.
- 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. Capacity Fees per Resolution No. 07-100:
 - a. La Plaza Bar (Bar/Nightclub w/o food) ; 1 EDU per each 100 seating capacity.
56 seats / 100 seats = 0.56 EDU
 - b. Based on historical use of store occupancy EDU credit is assessed as follows:
Existing Building (Shop, Offices): 2,000 S.F. x 1 EDU / 2,000 S.F. = 1.0 EDU
 - c. Estimated Capacity Fees:
0.56 EDU < 1.0 EDU assessed therefore no additional capacity fees are required at this time. Should additional square footage be constructed, or a change of occupancy be performed, additional capacity fees may be added when Tenant Improvement Building Permits are applied for. Water and Sewer capacities fees shall be paid either through a building permit, a water and sewer connection application, or an encroachment permit.
2. Any severely broken, lifted, or tripping hazard portions of sidewalk, driveways, and/or curb & gutter fronting the proposed project shall be removed and replaced.
3. Per ADA requirements, an ADA accessible pathway shall be provided to the Proposed Development from the Public Right of Way.
4. 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 an encroachment permit application. If necessary, 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. 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 an encroachment permit application

Respectfully,

Jaime Hidalgo
Engineering Technician

Date

**City of El Centro
Interoffice Memorandum**

**Department of
Building and Safety**

To: Valeria Landeros, Assistant Planner
From: Frank Soto, Building Official
Date: 11/25/2025
Subject: Conditional Use Permit 25-04
Proposal: La Plaza Bar

1. A building permit shall be required for any construction and/or demolition.
2. All areas of this new proposed bar shall be accessible to persons with disabilities.
3. All exit doors shall open in the direction of travel and shall be provided with fire exit hardware.
4. The exit leading to the rear of the building shall be delineated with floor markings and shall include the wording " Exit Route, Do Not Block Or Obstruct."
5. A business license inspection shall be required before opening for business.
6. Expect additional code requirements or upgrades after the inspection is conducted.

Respectfully,

Frank soto

Frank Soto
Assistant Community Development
Director/ Building Official

EXHIBIT F

**PLANNING COMMISSION RESOLUTION NO. 25---
FOR CONDITIONAL USE PERMIT NO. 25-04**

WHEREAS, a public hearing was held on the petition for Conditional Use Permit No. 25-04 at a regular Planning Commission Meeting held on December 09, 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 operation of a bar is subject to a conditional use permit pursuant to Section 29-61 of the City Code; 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 proposal is categorically exempt from formal environmental review pursuant to Article 19, Section 15303(c), Class 3 of the California Environmental Quality Act of 1970, as amended, pertaining to infill development; 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. 25-04, to allow the operation of a bar in an existing building located at 669 W. Main Street, further identified as APN 053-104-002.

GENERAL CONDITIONS

1. The project shall consist of the operation of a lounge bar on property located at 669 W. Main Street, further identified as APN 053-104-002 (project site).
2. The project shall be developed in accordance with the site plan as approved by the Planning Commission.

EXHIBIT F

3. The bar shall not operate until the applicant receives a City of El Centro business license.
4. Prior to the issuance of a business license, a site inspection shall be conducted by city staff to verify compliance with the conditions of approval, building code requirements, and fire code requirements.
5. Unless otherwise mentioned hereto, conditions of approval shall be satisfactory met prior to the issuance of a business license.
6. The project site shall be maintained in a good, clean, orderly manner, free of any debris or junk materials.
7. The project shall comply with all applicable Federal, State and local codes, ordinances and resolutions.

BUILDING DESIGN AND DEVELOPMENT

8. The maximum building occupancy shall be determined by the Building Official. A sign showing the maximum building occupancy shall be posted within the building.
9. All doorways leading to the building exterior shall be kept free of any obstructions.
10. The rear room labeled open space on the site plan shall be delineate with floor marking identifying the path for emergency exit and shall be labeled with the wording “Exit Route, Do Not Block or Obstruct”.
11. All exit doors shall open in the direction of travel and be equipped with code-compliant panic hardware – including the exterior gate providing access to the public alley.
12. Prior to the painting of the building exterior the City must be first notified. The walls, columns, and all exterior building elements are to be in a uniform or complimentary color scheme. Prior to any modifications to the building exterior, the applicant shall submit building elevations, color samples or other exhibits to the Community Development Department to review compliance with Section 29-63 “Commercial Zone Design Standards” of the El Centro City Code. Exterior building colors shall be appropriate to and enhance the architectural style and materials of the structure. Intense primary colors shall be prohibited as the dominant overall color for the building. The color palette chosen shall generally be compatible with the colors of adjacent structures.
13. All new exterior lighting shall be hooded and arranged to shine light away from adjacent properties and streets.
14. Prior to any installation of exterior signage, the operator shall consult with the community development department to determine the necessity of obtaining a building permit and to review the conformance with Chapter 22.1 “Signs” of the El Centro City Code.

EXHIBIT F

15. 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.

LITTER AND SIDEWALK CONDITIONS

16. The operator shall provide for the cleaning and removal of litter within the adjacent sidewalk on Main Street. The cleaning and removal of litter shall be completed by 8:00 AM the morning after the bar is in operation.
17. The operator shall provide proof of commercial trash collection services at the bar.
18. Trash containers servicing the project site shall be stored and kept from obstructing access through the alleyway. Trash containers shall not be stored or kept within sidewalks, driveways, or public roadways abutting the project site.
19. Any graffiti applied on the building exterior shall be removed within 72 hours after the occurrence.

OPERATING RESTRICTIONS

20. The bar shall not operate after 2:00 A.M.
21. Admittance to the bar shall be restricted to patrons 21 years of age or older.

SECURITY

22. At minimum, two security personnel shall be present at the bar during operating hours on weekends, of which one security person shall be stationed at the entrance of the building to monitor the entry of patrons, maintain a clear egress, verify identification of patrons, and ensure compliance with entry requirements.
23. An IP base security camera system shall be installed at the facility.
24. The operator shall ensure the orderly queuing of patrons entering the facility do not obstruct the public sidewalk.

PASSED AND ADOPTED on December 09, 2025 by the following vote:

ROLL CALL: Ayes:
 Noes:
 Absent:
 Abstaining:

EXHIBIT F

CITY OF EL CENTRO
PLANNING COMMISSION

By _____
Ashley Bertussi,
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

Item: 3.

Meeting: 12/9/2025 5:30 PM
NEW BUSINESS

DISCUSSION AND ANY NECESSARY ACTION REGARDING ATTENDANCE AT THE CAL CITIES PLANNING COMMISSIONER'S ACADEMY

STAFF REPORT - ACTION ITEM:

The League of California Cities (Cal Cities) will host the Planning Commissioner's Academy from March 11th to March 13th, 2026 in Anaheim, California. The Community Development Department was allocated funding for two Planning Commissioners to attend the event. Funding includes travel, hotel, and registration fees for the event. Further information regarding the event may be found on the event webpage at:

<https://my.calcities.org/Events/Calendar-Of-Events/Meeting-Home-Page?meetingid=%7B7866AF6D-6841-F011-B4CB-7C1E5200E689%7D>

Staff is requesting that the Planning Commission open the item for discussion and select two members to attend.

ATTACHMENTS:

None



PLANNING COMMISSION

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

Item: 4.

Meeting: 12/9/2025 5:30 PM

Category: Presentation

NON-ACTION INFORMATION ITEMS

2026 PLANNING COMMISSION MEETING CALENDAR

STAFF REPORT - INFORMATION ITEM:

Please find the 2026 Planning Commissioner Calendar for your reference.

ATTACHMENTS:

1. Planning Commission Deadlines



CITY OF EL CENTRO

2026 PLANNING COMMISSION AGENDA DEADLINES

Planning Commission Meeting Dates <small>(2nd Tuesday of Every Month at 5:30 p.m.)</small>	Planning Commission Clerk Deadline	Newspaper Deadline for Public Hearing Notices <small>legals@ivpressonline.com</small>
January 13, 2026	January 6, 2026	December 30, 2025
February 10, 2026	February 3, 2026	January 27, 2026
March 10, 2026	March 3, 2026	February 24, 2026
April 14, 2026	April 7, 2026	March 31, 2026
May 12, 2026	May 5, 2026	April 28, 2026
June 9, 2026	June 2, 2026	May 26, 2026
July 14, 2026	July 7, 2026	June 30, 2026
August 11, 2026	August 4, 2026	July 28, 2026
September 8, 2026	September 1, 2026	August 25, 2026
October 13, 2026	October 6, 2026	September 29, 2026
November 10, 2026	November 3, 2026	October 27, 2026
December 8, 2026	December 1, 2026	November 24, 2026

Environmental Assessment Committee and Administrative Committee
meets the 2nd and 4th Thursday at 9:00 a.m.



PLANNING COMMISSION

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

Item: 5.

Meeting: 12/9/2025 5:30 PM

Category: Presentation

NON-ACTION INFORMATION ITEMS

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

STAFF REPORT - INFORMATION ITEM:

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 – The contract award is expected to go before the City Council on December 16, 2025.

2025 Building and Fire Code Adoption – 2025 Building and Fire Code was adopted on December 2, 2025. Will be in effect by January 2, 2026.

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

Zoning Variance 25-01 — City Council will host a public hearing on December 16, 2025 regarding Zoning Variance 25-01 for the corner cutback on 2779 W. Main St.

ATTACHMENTS:

1. Active 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
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 23-03 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
Andrea Montañó	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

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montañó	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 Montañó	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 Montañó	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 Montañó	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 incompletion 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 Montañó	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 Montañó	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	Paused	Expansion of freight yard.	25-000023
Andrea Montañó	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 Montañó	CUP 25-03 The Potter's House Church_Worship Services_401 W. Main Street	Project was approved by Planning Commission on November 17, 2025.	CUP	Done	Place of worship, services twice a week. Every Sunday at 11am and 6:30pm. Midweek Currently about 30 members.	25-000034

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
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 11/7. Department comments due 11/25. Scheduled to go to Planning Commission 12/9. Staff report complete 11/21.	CUP	In Progress	Bar/Lounge in previous retail location.	25-000044
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	Done	New masonry wall and footing Foundation	25-000047
Valeria Landeros	SPR 25-16 Lopez Air_New Warehouse_1150 N. 4th St	Determination Letter was mailed on November 18, 2025.	SPR	Done	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.	Approval letter was send.	TUP	Done	Barber Expo on November 2, 2025	25-000051
Valeria Landeros	COZ 25-01 SPR 25-20 Toma & Saco El Centro_Apartment Complex_1438 & 1448 Woodward Ave.	Letter of incompleteness sent 11/24.	COZ SPR	In Progress	Construction of 20-unit apartment complex.	25-000056
Valeria Landeros	SPR 25-17 Juan Ortiz_Coffee Shop_626 W. State St.	Determination Letter send on November 14, 2025.	SPR	Done	Build a coffee shop 1,172 sq. ft.	25-000052
Valeria Landeros	SPR 25-18 Fernando Abell_Commercial Strip Center_1865 Adams Ave.	Received updated site plan on November 18, 2025.	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.	Determination Letter was send on November 19, 2025.	SPR	Done	The project proposes a store selling furniture, cabinetry vanities and other home related products.	25-000054
Valeria Landeros	SPR 25-14 Sergio Hernandez_4plex building_315 W. Orange	Determination Letter was mailed on November 18, 2025.	SPR	Done	Proposed construction of a two-story wood-frame duplex building with two detached units.	25-000041
Valeria Landeros	ZOTA 25-01 Shandi Jones_Coffee Shop_450 S. Waterman Ave.	Scheduled to go to City Council 12/16. Staff report complete 11/21.	ZOTA	In Progress	Coffee Shop Within the existing church building. Fronting onto South Waterman & the Northwest corner of Waterman & Orange Ave.	25-000055
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
Valeria Landeros	ZVL 25-07 Verification Letter for 3451 S. Dogwood Ave.	Letter sent 11/10.	ZVL	Done	Verification for 054-530-005, 054-530-002, 054-530-003, 054-530-004, 054-530-042, 054-530-038	25-000058
Andrea Montaña	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
Valeria Landeros	TUP 25-19 Sonia Gil_Toy Drive_950 N. Imperial Ave.	Approval Letter was send on 12/02/2025.	TUP	Done	3rd Annual Toy Drive from Local Car Club	25-000060
Valeria Landeros	SPR 25-21 Fred Cohen_Travel Center Improvements_550 Wake Ave.	Staff is reviewing application	SPR	In Progress	Construction of a new fueling canopy with 6 new dispensers. Interior and exterior of the existing C-Store tenant improvement, new exterior drive-thru lane for quick service food. New parking spaces and addition of landscaping.	25-000061
Andrea Montaña	TUP 25-20 Francisco Duarte_Frankys Hot Dogs_705 4th Street	Staff is reviewing application	TUP	In Progress	Hot Dog Cart operating on private property at 705 S. 4th street (letty's Casita)	25-000062
Valeria Landeros	CUP 25-05 Ernesto Vega_Event Hall_1698 Main Street	Staff is reviewing application	CUP	In Progress	300-person event hall, new building with 100 total parking spaces.	25-000063
Andrea Montaña	SPR 25-22 Duggins Construction_Burlington Store_2430 Cottonwood St.	Staff is reviewing application	SPR	In Progress	New 30,000 square feet retail store and site improvements	25-000064

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montaño	ZVL 25-08 Verification Letter for 3351 S. Dogwood Ave.	Staff is reviewing the application.	ZVL	In Progress	Zoning verification Letter to seek: zoning compliance, adjacent property designations and uses, code violations and change of ownership.	25-000065
Valeria Landeros	SPR 25-23 Duggins Construction_Metal Structure_105 W. Commercial Ave.	Staff is reviewing the application.	SPR	In Progress	New 55,590 sq. ft. metal structure and site improvements for Peri & Sons Packing.	25-000066
Valeria Landeros	LLA 25-04 LC Enginerring_Lot Merger_290 Solano Ave.	Letter of Incompleteness sent 10/16.	LLA/LM	Paused	Lots are being requested to be merged to become a legal lot	25-000048