

Planning Commission

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



City Attorney
Joanna Hoff

Commission Secretary
Angel Hernandez

<http://cityofelcentro.org/>

AGENDA

**CITY OF EL CENTRO
PLANNING COMMISSION**

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

TUESDAY, FEBRUARY 10, 2026 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/81164635306?pwd=sYM5xv6hN9t9RbLf0SkYcXdwUbvWyR.1>

Optional dial-in number: 1-669-900-6833
Meeting ID:811 6463 5306 **Passcode:**568811

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

NOTICE TO THE PUBLIC

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

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

CALL TO ORDER:

ROLL CALL

CONSENT AGENDA

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

1. Approval of January 13, 2026, Planning Commission Minutes.

PUBLIC HEARINGS

2. ZOTA Multi-Family Residential Use Regulations

PUBLIC HEARING TO CONSIDER ISSUING A RECOMMENDATION TO THE CITY COUNCIL REGARDING MULTI-FAMILY RESIDENTIAL PERMITTED USES AND CONDITIONAL USE PERMIT 26-01 FOR OASIS COFFEE HOUSE AT 450 S. WATERMAN AVENUE

Presentation: Valeria Landeros, Assistant Planner

Recommendation:

Open the public hearing and, after allowing input from all proponents and opponents of the project, move forward by taking the following actions:

- 1. Issue a recommendation to the City Council to approve the proposed amendment to the Zoning Code pertaining to multi-family residential permitted uses.*
- 2. Approve Conditional Use Permit 26-01 to allow the operation of Oasis Coffee House within the existing church, subject to the adoption of the zoning ordinance text amendment by City Council.*

NEW BUSINESS

NON-ACTION INFORMATION ITEMS

3. Community Development Department Report

PUBLIC COMMENTS

ADJOURNMENT

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

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



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

Item: 1.
Meeting: 2/10/2026 5:30 PM
CONSENT AGENDA

APPROVAL OF JANUARY 13, 2026, PLANNING COMMISSION MINUTES.

STAFF REPORT - ACTION ITEM:

ATTACHMENTS:

1. 01.13.2026 Minutes

MINUTES OF THE PLANNING COMMISSION
TUESDAY, JANUARY 13, 2026
5:30 PM

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

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 Ashley Bertussi presided over the meeting.

ROLL CALL

PRESENT:

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

ABSENT: None

CITY STAFF:

Community Development Director, Angel Hernandez
Principal Engineer, Felix de Leon Jr.
Building Inspector, Virgilio Anguiano
Associate Planner, Andrea Montañó
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 December 9, 2025, Planning Commission Minutes.

Commissioner Alvarez requested a change to the letterhead. Staff took note and will correct.

Commissioner Alvarez moved to approve, seconded by Commissioner Lopez.

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

Voting No: None

Abstaining: Commissioner Perez

2. Finding of Public Convenience or Necessity for Wal-Mart Gas Station Convenience Store at the northwest corner of Waterman Avenue and Bradshaw Drive

Commissioner Popejoy moved to approve, seconded by Commissioner Alvarez.

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

Voting No: None

Abstaining: None

PUBLIC HEARINGS

NEW BUSINESS

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

The Planning Commission nominated Vice-Chairperson Jeffrey Chan and Commissioner Andy Alvarez to attend the conference. Vice-Chairperson Chan accepted while Commissioner Andy Alvarez will check if his schedule will allow it. If he cannot attend, Commissioner Armando Muñoz will take his place.

Commissioner Popejoy moved to approve, seconded by Commissioner Lopez.

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

Voting No: None

Abstaining: None

NON-ACTION INFORMATION ITEMS

4. Community Development Department Report

No questions were asked about the Community Development monthly report.

PUBLIC COMMENTS

No public comments were obtained.

ADJOURNMENT

The meeting was adjourned at 5:46 P.M.



PUBLIC HEARING TO CONSIDER ISSUING A RECOMMENDATION TO THE CITY COUNCIL REGARDING MULTI-FAMILY RESIDENTIAL PERMITTED USES AND CONDITIONAL USE PERMIT 26-01 FOR OASIS COFFEE HOUSE AT 450 S. WATERMAN AVENUE

Project: Revisions to Multi-Family Residential Allowed Uses	Location: City Wide & 450 S. Waterman Avenue
Applicant: Oasis Coffee House	Project Type(s): Zoning Ordinance Text Amendment & Conditional Use Permit
Staff Planner: Valeria Landeros, Assistant Planner	Proposed Use: Not Applicable

PROJECT SUMMARY

Current zoning code prohibits most non-residential uses except for public parks, playgrounds, libraries, fire and police stations, day care centers, churches, schools, museums/cultural centers, country clubs, and golf courses within residential zones. These standards are found in Chapter 29, Section 29-53 of the Zoning Ordinance (see **Exhibit A**) which regulates permitted uses in residential zones. The applicant, Oasis Coffee House, is requesting a Conditional Use Permit to operate a coffee shop within an existing church located in the multi-family (R3) residential zone. To allow the CUP would require amendments to the zoning code to expand conditionally permitted uses in multi-family residential zones (R3) to include retail sales, services, and office uses operated subordinate to an existing conditionally permitted use.

Staff has prepared a draft ordinance (see **Exhibit B**) that would implement the proposed changes into the City’s Municipal Code. If the zoning ordinance text amendment (ZOTA) is approved it would require approval by the City Council. Once the ZOTA is adopted, the Planning Commission could issue a conditional use permit to the applicant, Oasis Coffee House.

STAFF RECOMMENDATION: Open the public hearing and after allowing input from all proponents and opponents of the project move forward by making the following actions:

- 1. Issue a recommendation to the City Council to approve the proposed amendment to the Zoning Code pertaining to multi-family residential permitted uses.***

- 2. Approve Conditional Use Permit 26-01 to allow the operation of Oasis Coffee House within the existing church, subject to the adoption of the zoning ordinance text amendment by City Council.



CUP 26-01 Oasis Coffee House
450 S. Waterman Avenue
El Centro, CA 92243

Project
Location Map



BACKGROUND

RESIDENTIAL ZONE USE REGULATIONS

The residential zone consists of a range of dwelling unit densities and housing types as well as a mixture of “other uses” that are allowed within these zones with a conditional use permit. The permitted uses for residential zones are found in Section 29-53 of the Municipal Code (see **Exhibit A**), below is Table 29-53.1 section (b) which lists other uses allowed in the residential zone with a CUP.

Use	RAP	RR	R1	R2	R3
(b) <i>Other uses</i>					
(1) Public parks, playgrounds, schools, libraries, fire and police stations	C	C	C	C	C
(2) Day care centers, nursery schools	C	C	C	C	C
(3) Churches and parochial schools	C	C	C	C	C
(4) Private schools	C	C	C	C	C
(5) Museums and cultural centers	C	C	C	C	C
(6) Country clubs	C	C	C	C	C
(7) Golf courses	C	C	C	C	C

PROJECT SITE

The proposed site for this project is located at 450 South Waterman at the First Christian Church of El Centro. This church is located within the multi-family (R3) zone and is operated with a conditional use permit, issued in 1985 (see **Exhibit C**).

The existing building proposed for this coffee shop is roughly 550 square feet and was built in 1969 as a sanctuary room, this building was later converted into a coffee shop and conference room. In 2015, the church submitted new floor plans to remove the conference room and create a break room with a commercial kitchen (see **Exhibit D**). These plans were submitted to the City of El Centro – Building Division as well as the Imperial County Health Department and permitted in December of 2015 (see **Exhibit E & F**). The building is constructed as permitted, and currently operates as a coffee shop during church operational hours. The proposed business would not require any changes to the current building floor plans and will operate as built (see **Exhibit G**).

SURROUNDING AREA

This site is located in a mixed residential neighborhood with Single-Family, Variable, and Multi-Family Residential zones surrounding the property, and an elementary school directly to the south in a Limited Use zone. Below is a table summarizing the abutting land uses and zoning designations.

Direction	Uses	Zoning
North	Multi-Family Apartments	Multi-Family Residential (R3)
East	Single Family Residences	Single-Family Residential (R1) Variable Residential (R2)
South	Elementary School	LU (Limited Use)
West	Multi-Family Apartments	Multi-Family Residential (R3)



CUP 26-01 Oasis Coffee House
450 S. Waterman Avenue
El Centro, CA 92243

**Project
Zoning Map**



BUSINESS OPERATION

The project proposes to utilize the existing coffee shop and restroom, as well as the dry storage area seen in the floor plan (see **Exhibit G**). The room labelled “Employee Area” is reserved for church use and will remain unused for business operations. There is also outdoor patio space with seating that is a part of the church operations but will be open to the public during business hours.



Coffee shop and restroom area.



Employee hallway and dry storage space.

Oasis Coffee House is intended to operate seven days a week, with the following hours: Sunday 8:30am-1:30pm, Monday-Friday 6:00am-3:00pm, and Saturday 12:00pm-9:30pm. They plan to host occasional events and gatherings on the weekends, designed to remain consistent with the primary use of the space as a coffee shop. Seating will be available within the interior of the shop and the outdoor church patio will be open to patrons of the coffee shop. Specific event details, schedules, and hours of operation may vary based on business needs, staffing, weather conditions, or special circumstances. The business will operate in compliance with all applicable local regulations, permits, and ordinances.

ANALYSIS

RECOMMENDED MULTI-FAMILY RESIDENTIAL PERMITTED USES

Staff reviewed the existing permitted and conditionally permitted uses within the Multi-Family Residential (R3) zone and evaluated how these regulations apply to institutional uses that are already allowed with a Conditional Use Permit, such as churches, schools, and similar community-serving facilities. Under the current Zoning Ordinance, limited home occupations such as daycare facilities, residential-care facilities, and micro-enterprise home kitchens are permitted, but only within existing residences and are not applicable to other uses allowed in the residential zone.

To better align the Zoning Ordinance with contemporary land use practices and provide clearer guidance for future applications, staff recommends amending Section 29-53 of the Municipal Code to allow limited retail sales, services, and office uses as conditionally permitted accessory uses when they are subordinate to an existing conditionally permitted use within the R3 zone. These uses would remain subject to approval of a Conditional Use Permit and would be evaluated on a case-by-case basis by City staff and the Planning Commission to ensure compatibility with surrounding residential uses. The proposed amendment does not introduce stand-alone commercial uses into multi-family residential zones. Instead, it establishes a framework for allowing

small-scale, neighborhood-serving uses that are integrated into existing institutional uses, such as churches, and that operate at a scale and intensity consistent with the surrounding residential environment. Limitations related to floor area, operational characteristics, and site design would continue to be reviewed through the Conditional Use Permit process.

LAND USE AND ZONING COMPATIBILITY

The proposed coffee shop is located within an existing church facility that operates under a valid Conditional Use Permit within the Multi-Family Residential (R3) zone. Churches are conditionally permitted uses in residential zones pursuant to Section 29-53 of the El Centro Municipal Code. The proposed coffee shop is intended to function as an accessory use that is subordinate to the primary church use and will operate within an existing, permitted structure on the site.

The proposed use is compatible with the surrounding residential neighborhood due to its limited scale, indoor-oriented operations, and hours of operation that are consistent with daytime and early evening activity. The coffee shop will not operate as a stand-alone commercial establishment and will remain physically and operationally integrated with the church facility. As conditioned, the project is consistent with the intent of the R3 zone, which allows for a mix of residential uses and limited community-serving uses through discretionary review.

ACCESS, CIRCULATION, AND PARKING

The project site is accessed from South Waterman Avenue and is served by existing driveways and on-site circulation patterns associated with the church use. The coffee shop will utilize the existing parking facilities provided for the church, which were previously approved as part of the church's Conditional Use Permit. Given the small size of the coffee shop (approximately 550 square feet) and its subordinate relationship to the primary use, the project is not anticipated to generate additional parking demand beyond what the site can reasonably accommodate. Pedestrian access is provided through existing walkways connecting parking areas to the coffee shop building and outdoor patio area. No changes to site access or circulation are proposed.

PUBLIC SERVICES AND UTILITIES

The project site is currently served by existing City water, sewer, and utility infrastructure. The proposed coffee shop will operate within a building that has already been permitted for food service use and includes an approved commercial kitchen. No expansion of utility services is required. All applicable building, health, and fire code requirements will continue to apply, and the operator will be required to maintain compliance with all City and County regulations as a condition of approval (see **Exhibit J**).

NOISE AND SECURITY CONDITIONS

The coffee shop will operate primarily during morning and early evening hours, which limits potential noise impacts to surrounding residential properties. Occasional events or gatherings are proposed but are intended to remain consistent with the primary use of

the space as a coffee shop and church-related activities. Outdoor seating areas are already part of the church operations and will be subject to conditions ensuring that noise levels remain compatible with the residential neighborhood.

The proposed use is significantly less intensive than other conditionally permitted uses allowed in the R3 zone and is not expected to result in adverse impacts related to traffic, noise, lighting, or late-night activity. Any potential operational impacts can be adequately addressed through conditions of approval.

BUILDING CONDITIONS AND AESTHETICS

The coffee shop will operate within an existing, legally constructed building that was previously permitted and approved for similar use. No exterior or interior expansions are proposed. The project will continue to utilize the building as currently constructed and permitted. The site will be maintained in a clean and orderly condition, and outdoor seating areas will be managed to ensure compatibility with the surrounding residential environment. Staff is recommending a condition to restrict signage so that there is no new signage, leading to proliferation of signage in this zone (see **Exhibit J**).

PUBLIC NOTICING AND ENVIRONMENTAL REVIEW

PUBLIC NOTICING

A public hearing is scheduled before the Planning Commission on February 10, 2026 and a public hearing notice was published in the Imperial Valley Press on Tuesday, January 20, 2026. Notices were also posted at three locations throughout the City and posted on the City of El Centro's official Facebook page as well as mailed to all property owners within 300 feet of the subject site. As of the date of this staff report, staff has not received written comments or objections. If recommended for approval by the Planning Commission, staff will distribute and publish a second public hearing notice for the City Council public hearing.

ENVIRONMENTAL REVIEW

The proposed Zoning Ordinance Text Amendment and Conditional Use Permit are exempt from the California Environmental Quality Act (CEQA) pursuant to multiple provisions of the CEQA Guidelines.

ZONING ORDINANCE TEXT AMENDMENT

The proposed Zoning Ordinance Text Amendment is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption. The amendment is a policy-level action that modifies the list of conditionally permitted accessory uses within the Multi-Family Residential (R3) zone but does not authorize any specific development, physical expansion, or increase in allowable density. The amendment establishes discretionary review standards for future projects, which would be subject to separate environmental review as required. Because the proposed

amendment does not, by itself, result in any physical change to the environment, and it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment, the activity is exempt from further CEQA review pursuant to Section 15061(b)(3).

CONDITIONAL USE PERMIT FOR OASIS COFFEE HOUSE

The proposed Conditional Use Permit for Oasis Coffee House is exempt from CEQA pursuant to CEQA Guidelines Section 15301 (Class 1 – Existing Facilities). The project involves the continued use of an existing, legally constructed building with no proposed expansion, exterior alteration, or intensification of use beyond what has already been permitted for the site. The coffee shop will operate within an existing structure that was previously approved and permitted for similar use, including food service. In addition, the project qualifies for an exemption under CEQA Guidelines Section 15303 (Class 3 – New Construction or Conversion of Small Structures), as it involves the conversion of an existing accessory building of approximately 500 square feet to a small commercial use, with no expansion of the building footprint and only minor operational changes.

FINDINGS

ZONING ORDINANCE TEXT AMENDMENT

In determining the advisability of issuing a recommendation for adopting amendments to Chapter 29, the Planning Commission shall consider the findings found in Section 24-328 of the El Centro City Code used for approving amendments to the Zoning Ordinance. Below are the recommended findings in support of the amendment:

1. The proposed amendment or zone change shall be in conformity with the general plan map and text, and other development policies of the city.

The proposed amendment is in conformity with the City's General Plan, specifically, the following goals and policies:

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 Zoning Ordinance Text Amendment supports this policy by allowing limited accessory commercial and service uses only when subordinate to an existing conditionally permitted institutional use within the Multi-Family Residential (R3) zone. The amendment maintains the primary residential function of the zone while providing a

framework for compatible, community-serving activities that will enhance land use within residential neighborhoods.

The amendment facilitates adaptive reuse of existing, legally established institutional buildings by allowing compatible accessory uses to operate within them. This approach supports efficient land use without requiring new construction, expansion of building footprints, or conversion of residential land to commercial zoning.

Land Use Goal 1- Policy 1.9 Encourage the development of local-serving commercial uses in proximity to adjacent residential neighborhoods to serve the day-to-day needs of El Centro's residents.

The amendment supports this policy by enabling limited, locally serving uses, such as coffee shops or similar services, to operate within existing institutional facilities located in residential areas, without introducing stand-alone commercial development into residential zones.

2. The proposed amendment or zone change is appropriate for the property or properties which will be affected by such action, with consideration given to access, size of parcel(s), relationship to similar or related uses, and other considerations deemed relevant by the commission and council.

The amendment applies citywide to the Multi-Family Residential (R3) zone but is limited in scope to accessory uses that are subordinate to an already approved conditional use. The amendment does not authorize stand-alone commercial development in residential zones and does not alter development standards related to height, setbacks, lot coverage, or density. Because all accessory uses would require approval of a Conditional Use Permit, each proposal would be evaluated individually to ensure proper access, appropriate scale, and compatibility with adjacent residential uses.

3. The proposed amendment or zone change is necessary and proper at this time, and is not likely to be detrimental to property or residents affected by such action.

The amendment addresses a gap in the Zoning Ordinance by providing clarity regarding accessory uses within institutional facilities located in residential zones. As community-serving institutions evolve to provide accessory services, the amendment allows the City to regulate such uses through discretionary review rather than relying on ad hoc interpretations. The amendment will not be detrimental to surrounding properties, as all uses remain subject to conditions of approval intended to protect public health, safety, and welfare.

CONDITIONAL USE PERMIT

In determining the advisability of issuing a recommendation for adopting amendments to Regarding the application for Conditional Use Permit 26-01 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 coffee shop is an accessory use to an existing church, which is a conditionally permitted use within the Multi-Family Residential (R3) zone pursuant to Section 29-53 of the El Centro Municipal Code. While a coffee shop is not independently permitted in the R3 zone, approval of the related Zoning Ordinance Text Amendment would allow limited accessory retail and service uses when subordinate to an existing conditionally permitted use.

Upon adoption of the Zoning Ordinance Text Amendment by the City Council, the proposed coffee shop would be an authorized accessory use subject to approval of a Conditional Use Permit. Therefore, the proposed use is one for which a Conditional Use Permit may be granted under Chapter 29 of the Municipal Code.

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 coffee shop is consistent with the City's General Plan by providing a small-scale, neighborhood-serving use within an existing community institution. The use is limited in size, subordinate to the primary church use, and designed to operate during hours that are compatible with surrounding residential development. The project is consistent with the following goals from the General Plan:

Land Use Goal 1- Policy 1.9 Encourage the development of local-serving commercial uses in proximity to adjacent residential neighborhoods to serve the day-to-day needs of El Centro's residents.

The proposed coffee shop will operate within an existing building on a church property and will not expand the building footprint or intensify the primary use of the site. The limited scale and accessory nature of the use, along with conditions of approval, ensure that the project remains compatible with the surrounding residential neighborhood.

This project will provide a neighborhood-serving amenity that can be accessed by nearby residents without the need to travel to larger commercial areas. The use supports local access to services while remaining subordinate to the primary institutional use.

Land Use Goal 1- Policy 1.19 Employ mixed use concepts and policies to encourage infill development, redevelopment, and revitalization of underutilized sites.

The proposed accessory coffee shop supports this policy by introducing a limited, mixed-use component within an existing institutional site located in a residential area. The use activates an underutilized accessory building on the church property and

represents infill redevelopment that enhances site functionality without altering the primary residential character of the surrounding neighborhood.

Land Use Goal 4 - Policy 4.3: Update the Zoning Code to allow uses that both support entrepreneurship and activate and revitalize key areas of the city by incentivizing infill development and reuse of existing structures through small-scale, artisan manufacturing; maker-spaces and co-working uses; and pop-up retail, including food trucks.

The proposed project aligns with this policy by supporting a small, locally operated business within an existing structure, without expansion or new construction. The coffee shop represents a small-scale entrepreneurial use that reuses an existing building and contributes to site activation in a manner consistent with the intent of encouraging infill development and adaptive reuse through updated zoning regulations.

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

The existing structure (approximately 550 square feet) and surrounding site are adequate to support the proposed coffee shop without expansion. The site was previously permitted for similar use, and no changes to the building footprint are proposed.

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 site is accessed from South Waterman Avenue and utilizes existing parking and circulation facilities associated with the church. Given the limited scale and accessory nature of the coffee shop, the project will not create traffic volumes beyond what the existing infrastructure can accommodate.

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 (see **Exhibit J**) and will ensure that the health, safety, and welfare of the community is maintained.

NEXT STEPS

If the Planning Commission adopts a resolution recommending approval of the proposed Zoning Ordinance Text Amendment and approves Conditional Use Permit No. 26-01, staff will proceed with the following actions:

1. Zoning Ordinance Text Amendment:

Staff will prepare the proposed amendments for consideration by the City Council. A public hearing before the City Council will be scheduled, and public notice will be provided in accordance with State law and City requirements. Adoption of the Zoning Ordinance Text Amendment by the City Council is required before the amendment becomes effective.

2. Conditional Use Permit:

Conditional Use Permit No. 26-01 shall become effective upon adoption of the Zoning Ordinance Text Amendment by the City Council. Following adoption, staff will issue the Conditional Use Permit subject to the approved conditions of approval.

3. Permits and Operational Approvals:

Prior to commencement of operations, the applicant shall obtain all required building, fire, health, and business permits and approvals from the City of El Centro and any other applicable agencies. City staff will conduct final inspections to ensure compliance with all conditions of approval and applicable codes.

RECOMMENDATION & OPTIONS

OPTIONS

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

ZONING ORDINANCE TEXT AMENDMENT

1. Move to recommend approval of the proposed Zoning Ordinance Text Amendment pertaining to permitted accessory uses within the Multi-Family Residential (R3) zone, subject to adoption of the required findings; or
2. Move to recommend denial of the proposed Zoning Ordinance Text Amendment, subject to adoption of the required findings against the proposal; or
3. Motion to continue the public hearing for further study or to allow staff additional time to address outstanding issues.

CONDITIONAL USE PERMIT

1. Move to recommend approval of Conditional Use Permit No. 26-01 for Oasis Coffee House, subject to City Council's adoption of ZOTA 25-01 and the adoption of conditions of approval; or
2. Move to deny Conditional Use Permit No. 26-01; or
3. Motion to continue the public hearing for further study or to allow the applicant or staff additional time to address outstanding issues.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission open the public hearing and, after receiving public testimony, adopt the resolution recommending approval of the

proposed Zoning Ordinance Text Amendment to the City Council and approve Conditional Use Permit No. 26-01, subject to the adoption of the required findings and conditions of approval.

ATTACHMENTS

- Exhibit A – Sec. 29-53. Residential Zone Use Regulations
- Exhibit B – Draft Ordinance
- Exhibit C – Conditional Use Permit for 450 S. Waterman
- Exhibit D – 2015 Building Plans
- Exhibit E – 2015 City of El Centro Building Permits & Inspection
- Exhibit F – 2015 Imperial County Health Department Approval Letter
- Exhibit G – Site Plan and Floor Plan
- Exhibit H – Department Comments
- Exhibit I – Resolution for ZOTA
- Exhibit J – Resolution for CUP

EXHIBIT A

Sec. 29-53. Residential zones use regulations.

The uses identified in table 29-53.1 shall be permitted uses where the symbol "P" appears. Where the symbol "C" appears, the use requires a conditional use permit pursuant to article V, division 6 of this chapter. The symbol "X" indicates that the use is prohibited.

Table 29-53.1 Residential Zones Use Regulations

Use	RAP	RR	R1	R2	R3
(a) Residential uses					
(1)Single-family dwellings	P	P	P	P	P
(2)Manufactured homes on permanent foundations, see limitation above in this section 29-53 and article IV, division 2 manufactured home regulations. A manufactured home on a permanent foundation is permitted only on a lot where no other manufactured home on a permanent foundation, single-family dwelling or multiple-family dwellings are located, regardless of the lot size and the number of dwelling units otherwise permitted by this section, except when a manufactured home is used as an ADU, in accordance with division 10, section 29-168.	P	P	P	P	P
(3)Duplex (attached) and two-family dwellings	X	X	P ¹	P	P
(4)Multi-family dwellings	X	X	X	P	P
(5)Group dwellings	X	X	X	X	P
(6)Planned unit development, see section 29-178	C	C	C	C	C
(7)Manufactured home parks, see article IV, division 2 manufactured home regulations	C	C	C	C	C
(8)Recreational vehicle park, see article IV, division 3 recreational vehicle parks	X	X	C	C	C
(9)Senior citizen apartment projects, see article IV, division 4 density bonus program	X	X	X	C	C
(10)Retirement homes	X	X	X	C	C
(11)Convalescent homes	X	X	X	X	C
(12)Accessory dwelling unit	P	P	P	P	P
(13)Emergency shelters	X	X	X	X	P
(14)Residential care facilities, small	P	P	P	P	P
(15)Residential care facilities, large	X	P	P	P	P
(16)Supportive housing, transitional housing	P	P	P	P	P
(b) Other uses					
(1)Public parks, playgrounds, schools, libraries, fire and police stations	C	C	C	C	C
(2)Day care centers, nursery schools	C	C	C	C	C
(3)Churches and parochial schools	C	C	C	C	C

	(4)Private schools	C	C	C	C	C
	(5)Museums and cultural centers	C	C	C	C	C
	(6)Country clubs	C	C	C	C	C
	(7) Golf courses	C	C	C	C	C
	(8)Public and private parking lots, see section 29-134	X	X	X	X	C
	(9)Agricultural uses, including farm employee housing	X	P	X	X	X
(c)	<i>Accessory structures and uses.</i> The following accessory structures and uses are permitted or conditionally permitted, as indicated, and are subject to section 29-162 of the chapter, or other law and ordinances established to regulate such uses:					
	(1)Small family day care home	P	P	P	P	P
	(2)Large family day care home within and accessory to a single-family dwelling, see section 29-162(4)	P	P	P	P	P
	(3)Home occupation, see section 29-162(2)	P	P	P	P	P
	(4)Private garages and carports	P	P	P	P	P
	(5)Patio rooms and shelters, gazebos, mezzanines, laundry rooms, small buildings for personal storage or household items, hobby rooms (nonbusiness purposes)	P	P	P	P	P
	(6)Private greenhouses, flower, and vegetable gardens	P	P	P	P	P
	(7)Signs in compliance with chapter 22.1 of the El Centro City Code	P	P	P	P	P
	(8)Communication facilities, see requirements in article IV, division 8, Communications facilities, including exemptions in section 29-258 and excluding collocation facilities discussed section. 29-259	C	C	C	C	C
	(9)Collocation facilities in compliance with section 29-259	P	P	P	P	P
(d)	<i>Prohibited uses.</i> The following uses are prohibited in all residential zones:					
	(1)Commercial uses	X	X	X	X	X
	(2)Industrial/manufacturing uses	X	X	X	X	X
	(3)Advertising structures (billboards, as defined in chapter 22.1 of the City Code)	X	X	X	X	X
	(4)Commercial cannabis activity as defined in chapter 13 of the City Code	X	X	X	X	X

(Ord. No. 24-03, § 2, 9-17-24)

EXHIBIT B

ORDINANCE 25-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO AMENDING CHAPTER 29 OF THE EL CENTRO MUNICIPAL CODE REGARDING RESIDENTIAL ZONES USE REGULATIONS

THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council of the City of El Centro finds as follows:

WHEREAS, the proposed amendments to Chapter 29 of the El Centro Municipal Code regarding residential zones use regulation are intended to provide greater flexibility for mixed-use development; and

WHEREAS, these amendments are consistent with the City of El Centro General Plan and Housing Element’s policies to allow accessory uses in the multi-family zone.

SECTION 2. Section 29-53 of Article II of Chapter 29 shall be amended as follows:

Table 29-53.1 Residential Zones Use Regulations

Use	RAP	RR	R1	R2	R3
(a) <i>Residential uses</i>					
(1) Single-family dwellings	P	P	P	P	P
(2) Manufactured homes on permanent foundations, see limitation above in this section 29-53 and article IV, division 2 manufactured home regulations. A manufactured home on a permanent foundation is permitted only on a lot where no other manufactured home on a permanent foundation, single-family dwelling or multiple-family dwellings are located, regardless of the lot size and the number of dwelling units otherwise permitted by this section, except when a manufactured home is used as an ADU, in accordance with division 10, section 29-168.	P	P	P	P	P
(3) Duplex (attached) and two-family dwellings	X	X	P ¹	P	P
(4) Multi-family dwellings	X	X	X	P	P
(5) Group dwellings	X	X	X	X	P

EXHIBIT B

	(6)Planned unit development, see section 29-178	C	C	C	C	C
	(7)Manufactured home parks, see article IV, division 2 manufactured home regulations	C	C	C	C	C
	(8)Recreational vehicle park, see article IV, division 3 recreational vehicle parks	X	X	C	C	C
	(9)Senior citizen apartment projects, see article IV, division 4 density bonus program	X	X	X	C	C
	(10)Retirement homes	X	X	X	C	C
	(11)Convalescent homes	X	X	X	X	C
	(12)Accessory dwelling unit	P	P	P	P	P
	(13)Emergency shelters	X	X	X	X	P
	(14)Residential care facilities, small	P	P	P	P	P
	(15)Residential care facilities, large	X	P	P	P	P
	(16)Supportive housing, transitional housing	P	P	P	P	P
(b)	<i>Other uses</i>					
	(1)Public parks, playgrounds, schools, libraries, fire and police stations	C	C	C	C	C
	(2)Day care centers, nursery schools	C	C	C	C	C
	(3)Churches and parochial schools	C	C	C	C	C
	(4)Private schools	C	C	C	C	C
	(5)Museums and cultural centers	C	C	C	C	C
	(6)Country clubs	C	C	C	C	C
	(7) Golf courses	C	C	C	C	C
	(8)Public and private parking lots, see section 29-134	X	X	X	X	C
	(9)Agricultural uses, including farm employee housing	X	P	X	X	X
(c)	<i>Accessory structures and uses.</i> The following accessory structures and uses are permitted or conditionally permitted, as indicated, and are subject to section 29-162 of the chapter, or other law and ordinances established to regulate such uses:					

EXHIBIT B

	(1)Small family day care home	P	P	P	P	P
	(2)Large family day care home within and accessory to a single-family dwelling, see section 29-162(4)	P	P	P	P	P
	(3)Home occupation, see section 29-162(2)	P	P	P	P	P
	(4)Private garages and carports	P	P	P	P	P
	(5)Patio rooms and shelters, gazebos, mezzanines, laundry rooms, small buildings for personal storage or household items, hobby rooms (nonbusiness purposes)	P	P	P	P	P
	(6)Private greenhouses, flower, and vegetable gardens	P	P	P	P	P
	(7)Signs in compliance with chapter 22.1 of the El Centro City Code	P	P	P	P	P
	(8)Communication facilities, see requirements in article IV, division 8, Communications facilities, including exemptions in section 29-258 and excluding collocation facilities discussed section. 29-259	C	C	C	C	C
	(9)Collocation facilities in compliance with section 29-259	P	P	P	P	P
	(10)Retail sales, services, and office uses that are subordinate to a conditionally permitted use listed in Table 29-53.1(b) and where the net building area does not exceed 1000 square feet.	X	X	X	X	C
(d)	<i>Prohibited uses.</i> The following uses are prohibited in all residential zones:					
	(1)Commercial uses	X	X	X	X	X
	(2)Industrial/manufacturing uses	X	X	X	X	X
	(3)Advertising structures (billboards, as defined in chapter 22.1 of the City Code)	X	X	X	X	X
	(4)Commercial cannabis activity as defined in chapter 13 of the City Code	X	X	X	X	X

EXHIBIT B

SECTION 3. Effective Day of Ordinance

This Ordinance shall take effect thirty (30) days from and after its adoption. Within fifteen (15) days after adoption, it shall be published once in a newspaper, published and circulated within the City of El Centro, California. This ordinance shall not be applicable to completed applications filed with the City before its effective date.

INTRODUCED at a regular meeting of the City Council of the City of El Centro, California, held on the _____ day of _____, 2026.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the _____ day of _____, 2026.

CITY OF EL CENTRO

By _____
Sonia Carter, Mayor

ATTEST:

By _____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By _____
Joanna Smith Hoff, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Ordinance No. 25 - _____ had its first reading on _____, 2026, and had its second reading on _____, 2026 and was passed by the following vote:

AYES:
NOES:
ABSENT:

EXHIBIT B

ABSTAINED:

AYES:

NOES:

ABSENT:

ABSTAINED:

By _____
Norma Wyles, City Clerk

EXHIBIT C



Rita Noden
CITY CLERK

P. O. BIN 1701
EL CENTRO, CA 92244
(619) 352-0211

July 9, 1985

First Christian Church
450 S. Waterman
El Centro, California 92243

Dear Mr. Ryerson:

Please be advised that the El Centro City Council at their regular meeting of June 19, 1985 unanimously approved to grant **Conditional Use Permit #348** to allow the expansion of the First Christian Church site with the construction of a two-story building, 6,400 square feet in size to be used for offices and a multi-purpose room on Portion of Tract 268, T.15/16S., R.13/14E., S.B.B.M., subject to some conditions outlined by the Planning Commission at their regular meeting of May 21, 1985.

Any questions please feel free to contact this office or that of Planning.

Sincerely,

Rita M. Noden
Rita M. Noden, City Clerk

cc: **Planning Dept.**

PLANNING
DEPARTMENT



CITY HALL
P. O. BIN 1701
1275 MAIN STREET
EL CENTRO, CA 92244
(619) 352-4391

May 31, 1985

El Centro City Council
1275 Main Street
El Centro, CA 92243

Attention: City Clerk Re: Conditional Use Permit #348

Please be advised that at the El Centro Planning Commission meeting of May 21, 1985, it was moved, seconded and carried that the Planning Commission grant Conditional Use Permit #348 to allow the expansion of the First Christian Church site with the construction of a two-story building, 6,400 square feet in size to be used for offices and a multi-purpose room on Portion of Tract 268, T.15/16S., R.13/14E., S.B.B.M., subject to some conditions.

A copy of the Planning Commission minutes outlining the conditions is attached for your information.

Sincerely,

EL CENTRO PLANNING DEPARTMENT

Oliver M. Alvarado
Planning Director

r

"WHERE THE SUN SPENDS THE WINTER"

CONDITIONAL USE PERMIT

NO 348

EL CENTRO, CALIFORNIA

PETITIONERS' NAME FIRST CHRISTIAN CHURCH DATE May 31, 1985

PROPERTY DESCRIPTION 450 S. Waterman No, Street Lots Blocks

Portion of Tract 268, T.15/16S., R.13/14., S.B.M. Subdivision or Other

HEARING DATE May 21, 1985 LAST DAY POSTING May 10, 1985 POSTING COMPLETED May 10, 1985 DATE ADVERTISED May 10, 1985

SUMMARY OF REQUESTS:

NOW ZONED R-1 NEIGHBORING ZONES Mixed residential

PROPOSED USE AND IMPROVEMENT Construction of a two-story building, 6,400 sq.

ft.in size which will be used for offices and a multipurpose room.

PLANNING STAFF FINDINGS:

- 1. Proposed use is permitted pursuant to Section 29-38 of the City Code.
2. Proposed use is consistent with the City's General Plan.
3. Proposed use is adequate in size and shape to accommodate said use.
4. Site for proposed use relates properly to streets which are designed to carry the type and quantity of traffic to be generated by the proposed use.
5. Proposed use will have no significant deleterious effect on the environment.
6. Conditions stipulated by the City are necessary to protect the public health, safety and welfare of the community.

HEARING HELD May 21, 1985 ATTENDANCE Petitioner present

MAJOR POINTS PRESENTED:

ROLL CALL:

FOR:

Ayes: Carlson, Arviso, Arballo, Ramirez

AGAINST:

Noes: None

Absent: Benson Abstaining: Tyler

DECISION OF PLANNING COMMISSION: May 21, 1985 DATE

DENIED OR GRANTED UNDER CONDITIONS: See P.C. Resolution: 85-18

APPEAL DATE COUNCIL HEARING DATE

COUNCIL DECISION: VOTE: FOR PLANNING COMMISSION 6-19-85 AGAINST PLANNING COMMISSION

CITY OF EL CENTRO PLANNING COMMISSION
REGULAR MEETING OF MAY 21, 1985

The El Centro Planning Commission convened in regular session in the Council Chambers, 1275 Main Street, El Centro, California at 7:30 P.M.

PRESENT: Carlson, Arviso, Arballo, Ramirez
ABSENT: Benson, *Tyler
ALSO PRESENT: James Darrow, City Attorney

APPROVAL OF MINUTES: Regular minutes of April 16, 1985, having been received and read by the Commission, were approved as submitted.

Chairperson Arballo announced that the order of the agenda would be rearranged and that item number three would be heard before item number two.

PUBLIC HEARING - CONDITIONAL USE PERMIT #348 - To consider allowing the construction of an ancillary facility at the First Christian Church site. The proposal calls for the construction of a two-story building, 6,400 square feet in size which will be used for offices and a multipurpose room. Project site is located at 450 South Waterman Avenue and is further described as Portion of Tract 268, T.15/16S., R.13/14E., S.B.B.M.

This being the time and place set, public hearing was held on Conditional Use Permit #348. Secretary stated that the request was to allow the church to construct a two-story building, 6,400 square feet in size which would be used for offices and a multipurpose room. Secretary described the project further and gave a brief history of the previous permits granted to the church. The secretary stated that the church had been granted an amendment to the original C.U.P in 1969 to allow the addition of the sanctuary and gym. Secretary explained that a condition for the permit required the provision of 87 off-street parking spaces, which as yet, had not been provided. Secretary noted that there were 62 existing parking spaces and an additional 26 were proposed along the west perimeter of the lot. Secretary stated that a total of 87 parking spaces would have to be provided as previously agreed to for the proposed expansion. Secretary also stated that a Negative Declaration had been prepared for the project and no adverse impacts were identified. Options available to the Commission were outlined. Secretary stated that there were no objections to the proposal and outlined the conditions for approval.

Claude Finnell, representative of the church described the project further. Mr. Finnell stated that there were no problems with the staff report but had a concern pertaining to the required 87 off-street parking spaces. Mr. Finnell explained that the church had never had any problems with parking and requested that the condition requiring the additional parking spaces be dropped until there was a problem. Mr. Finnell explained that the new addition would be utilized during the week only and would have no conflict with the weekend gatherings. Mr. Finnell also stated that the paving of the required off-street parking spaces could not be done at this time because of economic reasons.

Chairperson Arballo asked Mr. Finnell if the church got congested with the existing parking spaces. Mr. Finnell stated that the parking lot filled up but was not congested.

Commissioner Arviso asked why the parking spaces had to be paved. The Secretary explained that the initial expansion required 87 parking spaces and that the paving was required by the City Code in order to assure safe and all weather parking. Secretary explained that the amount of parking spaces was determined on the seating capacity.

Discussion was held on the seating capacity of the church and the required off-street parking spaces.

Chairperson Arballo stated that it appeared that the applicant had problems with providing the required off-street parking spaces and suggested that an extension be given. Chairperson cited the bowling alley as an instance where an extension was granted.

The City Engineer explained that the bowling alley had been given a one year extension from the issuance of the occupancy permit for the paving of the parking lot. The City Engineer stated that he could see no problem with a one year extension for compliance with the required off-street parking spaces for the church.

Mr. Finnell agreed to the one year extension to provide the required off-street parking spaces.

*Commissioner Tyler arrived at 7:55 P.M.

After further discussion, it was moved by Arviso and seconded by Carlson that the Planning Commission adopt staff's findings and amended conditions and grant Conditional Use Permit #348 with the adoption of the following resolution:

P.C. RESOLUTION: #85-18

WHEREAS, public hearing was held on Conditional Use Permit #348, May 21, 1985, in the Council Chambers, 1275 Main Street, and

WHEREAS, public hearing was advertised and posted according to law, and

WHEREAS, petitioner's representative was present and agreed to the amended conditions as outlined by staff, and

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

WHEREAS, proposed use is permitted pursuant to Section 29-38 of the City Code, and

WHEREAS, proposed use is consistent with the City's General Plan, and

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

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

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

WHEREAS, Negative Declaration #85-10 was prepared for the proposal, and

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

THEREFORE, be it resolved that the Planning Commission grants Conditional Use Permit #348 to allow the expansion of the First Christian Church site with the construction of a two-story building 6,400 square feet in size to be used for offices and a multi-purpose room on Portion of Tract 268, T.15/16S., R.13/14E., S.B.B.M., subject to the following conditions:

1. A minimum of eighty-seven (87) paved off-street parking spaces shall be provided in accordance with the City Code. The paving requirement shall be completed within one year from the issuance of the occupancy permit for the proposed structure.
2. Proposed building is hereby deemed an accessory structure which shall be subordinate and incidental to the main building structure and use of the lot.
3. A minimum of ten percent (10%) landscaping shall be maintained for the project site.
4. Project shall comply with submitted site plan and construction shall begin within 180 days from Planning Commission date of approval. All conditions shall be met prior to occupancy.
5. Approval is given subject to compliance with all applicable City regulations.

ROLL CALL: Ayes: Carlson, Arviso, Arballo, Ramirez
 Noes: None
 Absent: Benson
 Abstaining: Tyler

ATTEST:

Oliver M. Alvarado
 Secretary-Director

Ruben Arballo
 Chairperson

**COFFEE SHOP REMODEL FOR
FIRST CHRISTIAN CHURCH
450 S. WATERMAN ST
EL CENTRO, CA 92243**

PROJECT DATA:

PROPERTY ADDRESS: 450 S. WATERMAN ST
EL CENTRO, CA

BUILDING USE: COMMERCIAL

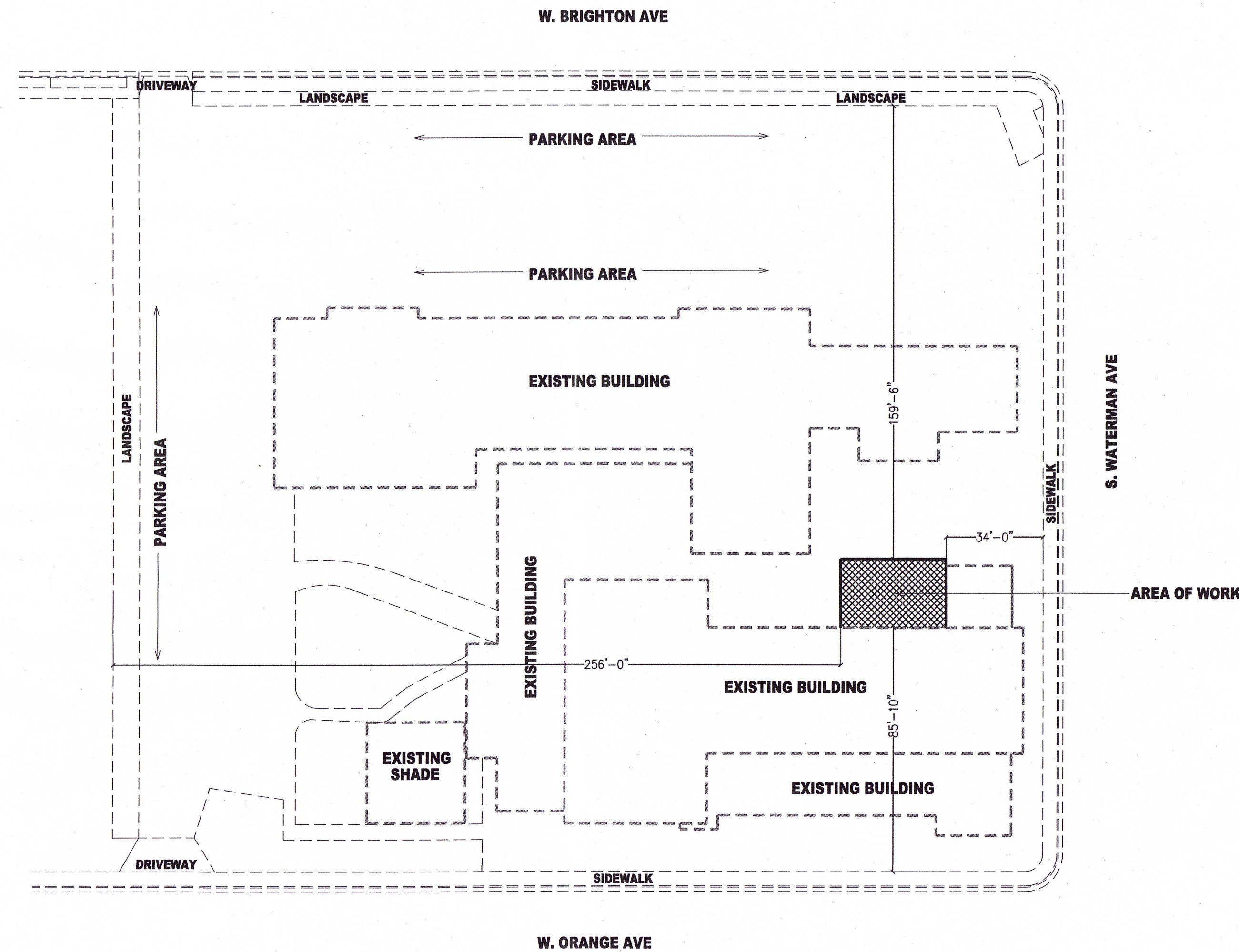
EXISTING COFFEE SHOP AREA: 682 SQ. FT.

ADDITION: 0 SQ. FT.

GOVERNING CODES:

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING CODES AS WELL AS FIRE CODES AND/OR LOCAL CODES AND ORDINANCES:

- 2013 CALIFORNIA BUILDING CODE (CBC) BASED UPON THE 2012 IBC
- 2013 CALIFORNIA MECHANICAL CODE (CMC) BASED UPON THE 2012 UMC
- 2013 CALIFORNIA PLUMBING CODE (CPC) BASED UPON THE 2012 UPC
- 2013 CALIFORNIA ELECTRICAL CODE (CEC) BASED UPON THE 2011 NEC
- AMERICAN CONCRETE INSTITUTE (ACI 318-99)



PLOT PLAN
SCALE 1/32" = 1'-0"



SCOPE OF WORK:

EXISTING COFFEE SHOP TO BE REMODELED AND A RESTROOM TO BE ADDED.

Break room
Commercial kitchens require Health department approval. Additional code requirements may be required by both Health and Building.

NO.	DESCRIPTION	SCALE
1	SCHEMATIC PLOT PLAN	A1
2	EXISTING FLOOR PLAN, NEW FLOOR PLAN, PLUMBING PLAN & POWER PLAN.	A2
3	ADA DETAILS	A3

RECEIVED
City of El Centro

SEP 23 2015

Community Development
Department

PROJECT ADDRESS: 450 S. WATERMAN ST EL CENTRO, CA 92243		PAGE 1 OF 2
SCALE: AS SHOWN		
DATE: 9/06/2015		
CONTAINS: SCHEMATIC PLOT PLAN		DRAWING NUMBER A1

CITY OF EL CENTRO
BUILDING AND SAFETY DEPARTMENT

The plan is not to be used for any other purpose than that for which it was prepared. It is not to be construed as a guarantee of accuracy. Any violation of the codes must be corrected. This recommendation does not relieve the applicant from any other requirements of the codes.

9/28 Spok w/JEP @ 4:35 PM

EXHIBIT D

WINDOW SCHEDULE						
SYMBOL	SIZE		FRAME		NOTES	GLASS TYPE
	WIDTH	HEIGHT	TYPE	MAT.		
A	4'-0"	4'-0"	SLIDING	VYNIL	EXISTING	DUAL PANED TEMPERED
B	6'-0"	4'-0"	SLIDING	VYNIL	EXISTING	DUAL PANED TEMPERED

DOOR SCHEDULE					
SYMBOL	SIZE		THICK	FRAME MAT.	NOTES
	WIDTH	HEIGHT			
1	3'-0"	6'-8"	1-3/8"	GLASS	EXISTING
2	3'-0"	6'-8"	1-3/8"	SOLID	EXISTING
3	3'-0"	6'-8"	1-3/8"	SOLID	NEW

WALLS LEGEND

- NEW
2"x4" STUDS AT 16" O.C. W/ R-13 INSULATION
1/2" DRYWALL BOARD ON BOTH SIDES
- EXISTING
C.M.U. WALLS TO REMAIN
- EXISTING
2"x4" INTERIOR WALLS TO REMAIN
- EXISTING
2"x4" INTERIOR WALLS TO BE DEMOLISHED

NOTES:

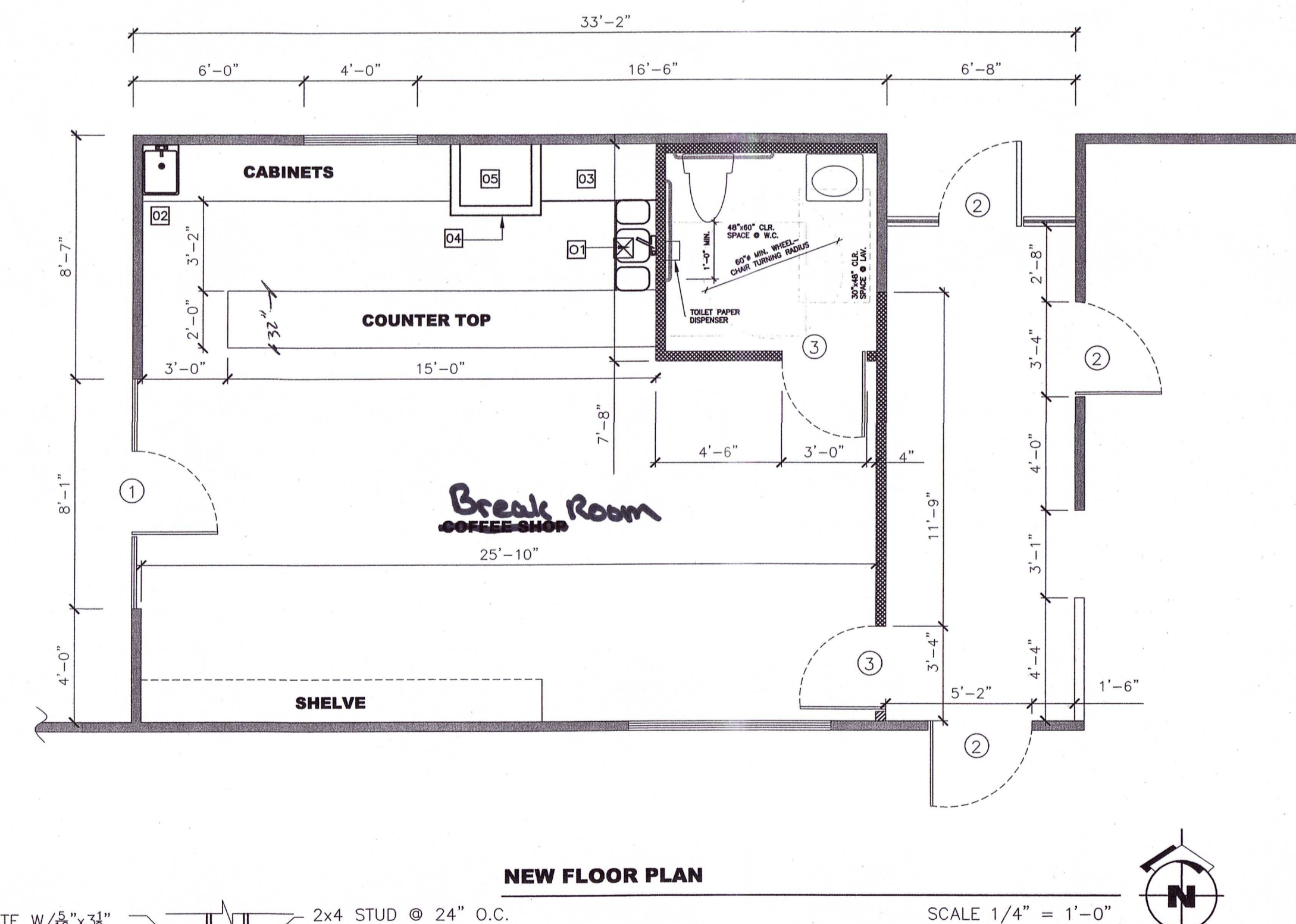
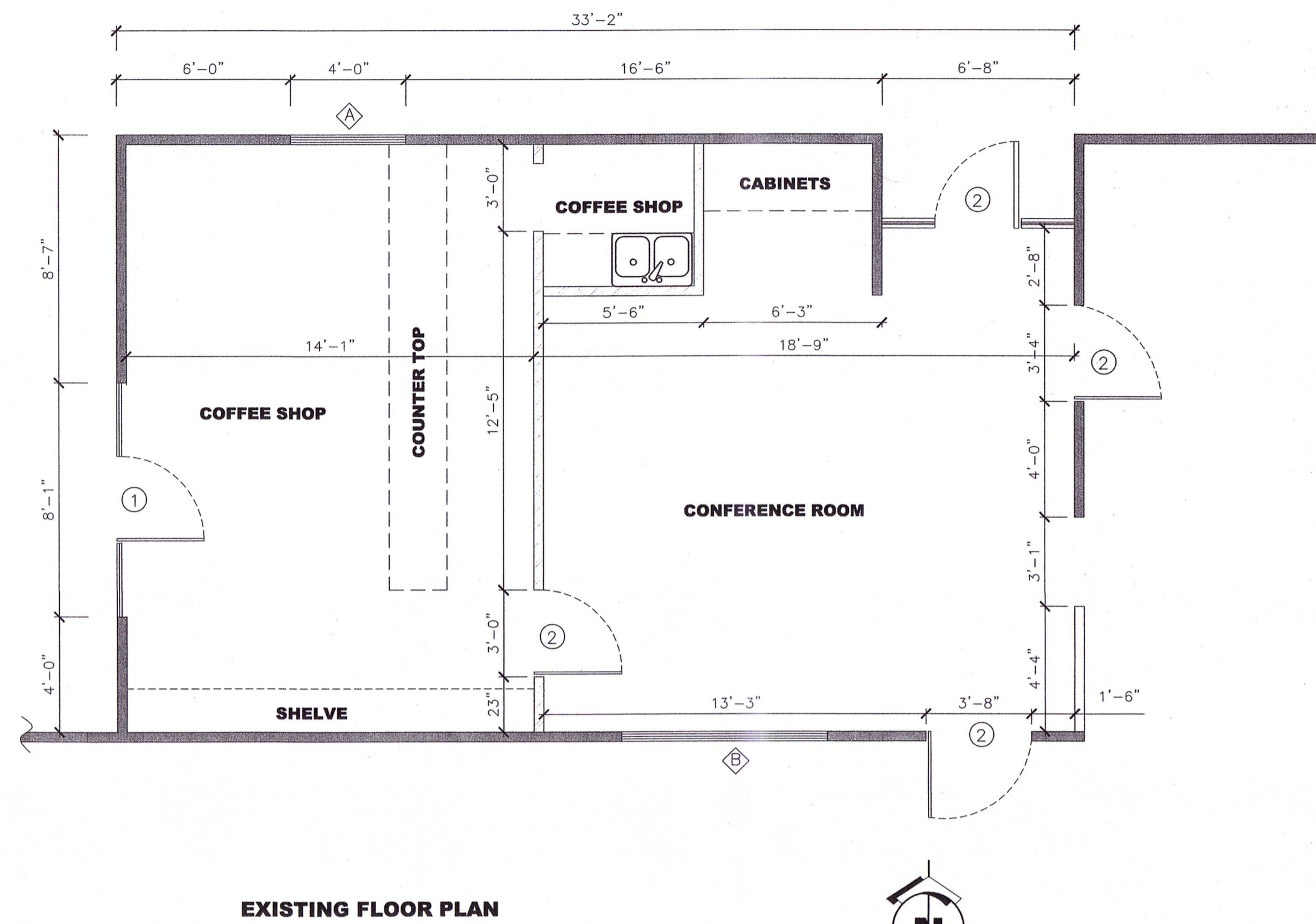
1. ALL HAND SINKS ARE PROVIDE WITH SOAP AND SINGLE-USE TOWELS IN SANITARY DISPENSERS.
2. ALL SINKS WILL BE PROVIDED WITH HOT AND COLD RUNNING WATER THROUGH MIXING FAUCETS.
3. IT IS REQUIRED THAT FLOOR SINKS BE LOCATED TO BE READILY ACCESSIBLE FOR INSPECTION AND CLEANING.
4. LIGHT FIXTURES IN FOOD PROCESSING AREAS, IN OPEN FOOD STORAGE AREAS, IN UTENSIL WASHING AREAS AND IN UTENSIL STORAGE AREAS MUST BE SHATTERPROOF OR BE PROTECTED WITH SHATTERPROOF SHIELDS.
5. FLOOR SURFACES IN ALL AREAS IN WHICH FOOD IS PREPARED, PACKAGED, OR OPEN FOOD IS STORED, WHERE ANY UTENSIL IS WASHED, WHERE REFUSE IS STORED, WHERE JANITORIAL FACILITIES ARE LOCATED, IN RESTROOMS, AND IN ALL EMPLOYEE CHANGE ROOMS SHALL BE COMMERCIAL GRADE, SMOOTH, DURABLE, NON-ABSORBENT, AND EASILY CLEANABLE. FLOORING MUST CONTINUE UP THE WALL MINIMUM 4" A SEAMLESS MANNER, FORMING A 3/8" MINIMUM RADIUS COVE AS AN INTEGRAL WITH THE FLOORING.
6. THE FLOOR MOUNTED EQUIPMENT WILL BE INSTALLED 6" LESS. CASTERS OR COMPLETELY SEALED IN POSITION ON A 4" HIGH CURB WITH A CONTINUOUSLY COVERED BASE.
7. THE HOOD ALLOWING FOR THE REQUIRED 6" OVERHANG.
8. THE VENTILATION HOOD EXHAUST AND MAKE UP AIR SYSTEM ARE ELECTRICALLY INTERLOCKED.

THE RESTROOM DOORS MUST BE SELF-CLOSING

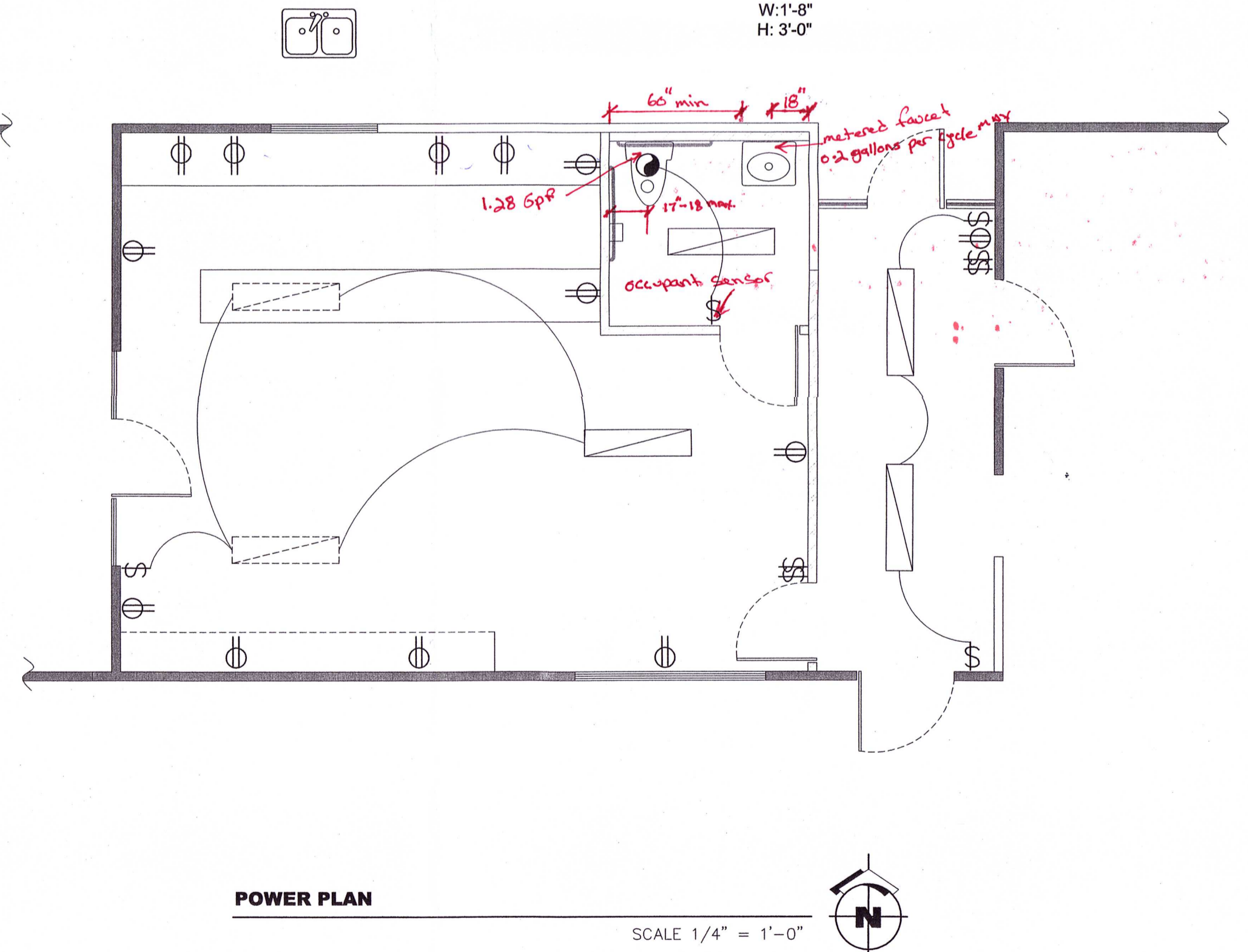
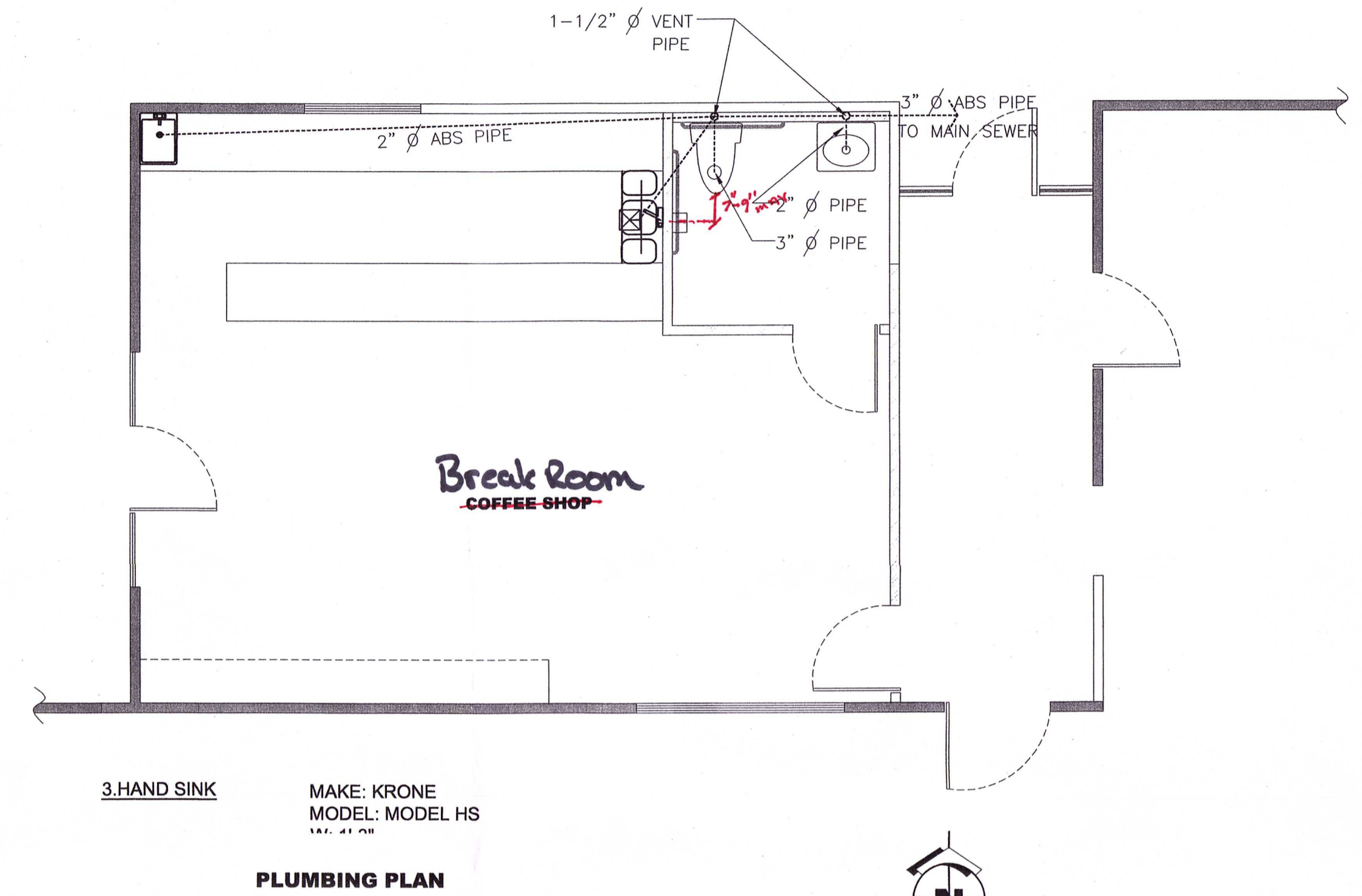
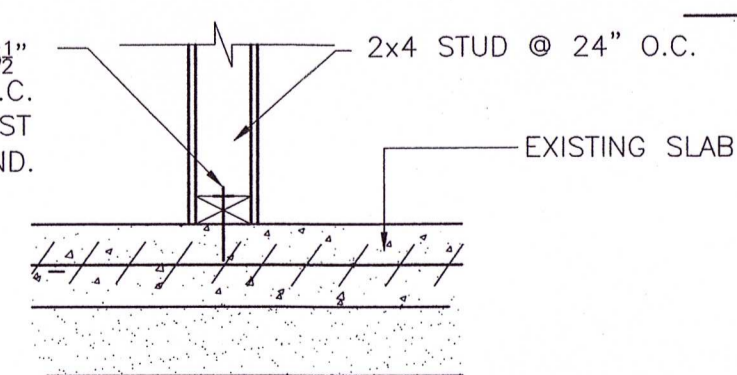
LIGHTING LEGEND

- WALL OUTLET GFI
- SWITCH
- WALL OUTLET
- EXHAUST FAN W/ DUCT TO EXTERIOR
- EXIST. 1'x4' 2 TUBE FLUORESCENT LAMPS
- NEW 1'x4' 2 TUBE FLUORESCENT LAMPS

- 01 SINK: 36" CAST-IRON THREE BOWL W/GARBAGE DISPOSAL (ISLAND).
- 02 HAND WASH MAKE: KRONE MODEL: MODEL HS W: 1'-3" D: 2'-4" H: 2'-10"
- 03 STAINLESS STEEL PREP. TABLE
- 04 STANDARD HOOD
- 05 STANDARD HOOD



2"x4" P.T. PLATE W/ 6" x 3/4" HILT SHOT PINS @ 32" O.C.
I.C.B.O.# CF72P8 S23, FIRST PIN 6" FRONT PLATE END.



PROJECT ADDRESS: 450 S. WATERMAN AVE EL CENTRO, CA 92243		PAGE 2 OF 2
SCALE: AS SHOWN		
DATE: 8/06/2015		
CONTAINS: EXISTING FLOOR PLAN, NEW FLOOR PLAN, PLUMBING & POWER PLAN		
DRAWING NUMBER A2		

The City of El Centro is not responsible for the accuracy of the information provided in this drawing. The applicant is responsible for the accuracy of the information provided in this drawing. Any information or data shown on this drawing must be correct. This recommendation does not relieve the applicant from any liability incurred by the applicant.

EXHIBIT E



CITY OF EL CENTRO
BUILDING PERMIT APPLICATION
 1275 Main Street
 El Centro, CA 92243
 (760) 337-4508
 Fax (760) 337-2319

Permit Fee: <u>\$289.00</u>
Application Date: _____
Building Permit # <u>15-1306</u>
Valuation: <u>5,000.00</u>

This permit is to be issued in the name of the Licensed Contractor or the Property Owner as the permit holder of record who will be responsible and liable for the construction.

TYPE OF APPLICATION (CHECK ALL THAT APPLY)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> BUILDING
<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> PLUMBING
<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> DEMOLITION | <input type="checkbox"/> NEW RESIDENTIAL
<input type="checkbox"/> NEW COMMERCIAL
<input type="checkbox"/> NEW POOL
<input type="checkbox"/> NEW SIGN
<input type="checkbox"/> GARAGE ENCLOSURE | <input type="checkbox"/> RESIDENTIAL REMODEL
<input checked="" type="checkbox"/> COMMERCIAL REMODEL
<input type="checkbox"/> FIRE ALARMS
<input type="checkbox"/> FIRE SPRINKLERS
<input type="checkbox"/> OTHER _____ |
|--|--|--|

*Project Address: <u>450 S. Waterman</u>	*Contact Information: Fax#: _____ Name: <u>Jeff Sturdevant</u> Phone#: _____
*Property Owner: <u>First Christian Church</u> Owner's Phone #: <u>(760) 352-8300</u>	*Email: <u>(760) 427-7431</u>
*Property Owner's Mailing Address: <u>450 S. Waterman Ave.</u>	Assessors Parcel Number: <u>052551002</u> ZONING: _____
* If this is a RESIDENTIAL permit, does dwelling have an attached garage or gas appliances? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <u>529 3035 St E 3125.38 sq ft west 20ft</u>	Block: _____ Lot: _____ Subdivision: _____
*OWNER/BUILDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	*Prime Contractor: _____ *Phone #: _____ *Business License #: _____
Contractor Address: _____	*State License #: _____
*DETAILED DESCRIPTION OF WORK: <u>Coffee shop Remodel & Bathroom Addition</u>	
EXPIRATION OF PLAN REVIEW: APPLICATIONS FOR WHICH NO PERMIT IS ISSUED WITHIN 180 DAYS FOLLOWING THE DATE OF APPLICATION SHALL EXPIRE BY LIMITATION, AND PLANS AND OTHER DATA SUBMITTED FOR REVIEW MAY THEREAFTER BE RETURNED TO THE APPLICANT OR DESTROYED. REQUESTS FOR A 180 DAY PLAN CHECK EXTENSION MUST BE MADE IN WRITING TO THE BUILDING OFFICIAL PRIOR TO THE EXPIRATION DATE.	
*Applicant's Signature: <u>[Signature]</u>	*Application Date: <u>9/22/15</u>
OFFICE USE ONLY	
APPROVALS REQUIRED:	NOTES:
<input type="checkbox"/> PLANNING	
<input type="checkbox"/> ENGINEERING/PUBLIC WORKS	RECEIVED City of El Centro
<input type="checkbox"/> ESGIL	SEP 23 2015
<input type="checkbox"/> HEALTH DEPT. APPROVAL	Community Development Department
<input type="checkbox"/> SCHOOL FEES	
<input type="checkbox"/> APCD APPROVAL	

[Signature]



City of El Centro,
CA

1275 W Main Street
El Centro, CA 92243
(760) 337-4508 Voice
(760) 337-2319 Fax

INSPECTION RECORD

Issue Date: September 30, 2015

PURPOSE: (COMM) ALTERATION OR ADDITION

PROJECT DESCRIPTION: Remodel Coffee shop and Bathroom Addition

PROJECT #
CALT-15-1306

(760) 337-4508
Inspections

LOCATION
450 Waterman Ave.
El Centro, CA 92243

LEGAL
Tr 268 Lot 16-13
Por S 293.03Ft Of E 329.38Ft Of W2 Of S2 Tr
268 16-13 2Ac

CONTRACTOR

Owner/Builder
Same as mailing
El Centro, CA 92243
(760) 000-0000 PH

OWNER

1St Christian Ch Of El Centro
450 S Waterman Ave
El Centro, CA 92243

TYPE OF INSPECTION	APPROVAL	DATE	REMARKS
Building Fire Sprinkler			
Building Drywall			
Building Gypsum Wallboard			
Building Insulation	<i>Per</i>	10-20-15	
Building Siding			
Building Smoke Detectors			
Ceiling Grid/T-Bar			
Electrical Meter Release			
Electrical Rough-In	<i>Per</i>	10-19-15	
Electrical Underground			
Framing	<i>Per</i>	10-19-15	
Mechanical Rough-In	<i>Per</i>	10-19-15	
Plumbing Backflow			
Plumbing Gas Meter Release			
Plumbing Gas Test			
Plumbing Rough-In	<i>Per</i>	10-19-15	
Plumbing Sewer Connection			
Plumbing Sewer Tap			

Plumbing Top-Out			
Plumbing Underground			
Plumbing Water Connection			
C of O Inspection			
Building Final	<i>FSH</i>	<i>1-7-16</i>	
Certificate of Occupancy			

**DO NOT COVER ANY WORK BEFORE IT HAS BEEN INSPECTED
THIS CARD MUST BE POSTED ON THE JOB**

City of El Centro

Building and Safety/Code Enforcement Division

1275 Main Street • El Centro, CA. 92243 • TEL: (760) 337-4508 • FAX: (760) 337-2319

The Declarations below are mandated by the State of California under Section 19825 of the Health and Safety Code.

OWNER BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, California Business and Professions Code: Any City which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is a licensed contractor's License Law (Ch. 9 (Commencing with Sec. 7000) of Div. 3 of the B. & P.C.) or that he is exempt there from and the basis for the alleged exemption. Any violations of Sec. 7031.5 by any applicant for a permit subjects that applicant to a civil penalty of not more than five hundred dollars (\$500.00)

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, B. & P.C.: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale, If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the projects with a contractor(s) licensed pursuant to the Contractor's License Law.)

I, am exempt under Sec. _____, B.&P.C. for this reason:

Owner [Signature]

HAZMAT INDICATE IF THE INTENDED OCCUPANCY WILL USE CHEMICALS
YES INITIALING YES ACKNOWLEDGES THAT H&S CODE SECTIONS
NO 25505, 25533 AND 25534 AS WELL AS FILING DIRCTIONS WERE MADE AVAILABLE TO YOU.

IMPORTANT

Application is hereby made to the Building Official for a permit subject to the conditions and restrictions set forth on this application. Each person upon whose behalf this application is made and each person at whose request and for whose benefit work is performed under or pursuant to any permit issued as a result of this application agrees to, and shall indemnify and hold harmless the City of El Centro officers, agents and employees.

WORKER'S COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Worker's Compensation Insurance or a certified copy thereof (Sec. 3700, Lab. C.)

Policy No. _____ Carrier _____

- Certified copy is hereby furnished
Certified copy is filed with the department of Building & Safety.

Date _____ Applicant _____

CERTIFICATE OF EXEMPTION FROM WORKERS'S COMPENSATION INSURANCE

I certify that in the performance of the work for which any manner so as to become subject to the Worker's Compensation Laws of California.

Date _____ Applicant _____

NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

CONSTRUCTION LEADING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3907, Civ. C.).

Lender's Name _____

Lender's Address _____

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions code, and my license is in full force and effect.

License Class _____ License No. _____

Contractor _____

I agree not to occupy or allow occupancy of any building authorized by this permit until final building inspection approval has been received. I certify that I have read this application and state that the above information is correct. I agree to comply with all City, and State laws relating to the building construction, and hereby authorize representatives of the City to enter the above-mentioned property for inspection purposes. I also certify by my signature below that I have received approved plans and comments for this project. I further agree to adhere to all City, State and Federal laws regarding the work to be performed under this permit.

[Signature] 9/30/15
Signature of Owner or Contractor ONLY Date



**City of El Centro,
CA**

1275 W Main Street
El Centro, CA 92243

(760) 337-4508 Voice
(760) 337-2319 Fax

(COMM) ALTERATION OR ADDITION

Issue Date: September 30, 2015

PROJECT DESCRIPTION: Remodel Coffee shop and Bathroom Addition

PROJECT #
CALT-15-1306

(760) 337-4508
Inspections

LOCATION
450 Waterman Ave.
El Centro, CA 92243

LEGAL
Tr 268 Lot 16-13
Por S 293.03Ft Of E 329.38Ft Of W2 Of S2 Tr
268 16-13 2Ac

CONTRACTOR

Owner/Builder
Same as mailing
El Centro, CA 92243
(760) 000-0000 Phone

OWNER

1St Christian Ch Of El Centro
450 S Waterman Ave
El Centro, CA 92243

NOTICES

- 1) All work must be done in compliance with the 2013 CEC.
- 2) A copy of the signed permit and approved plans must be on site at all times.
- 3) The project address must be clearly posted at the job site.
- 4) Contractors must have a City Business License.
- 5) Permit becomes void if work not commenced within 180 days of issuance!
- 6) No occupancy is granted until final inspection has been obtained.
- 7) Call (760) 337-4508 to schedule inspections. All inspections must be called for 24 hours in advance.

OCCUPANCY INFORMATION

ICC - A-3 Assembly Churches - 5 - B
Square Footage: 0
Valuation: \$ 5,000.00

INFORMATION

APN	052551002000
Automatic Sprinkler System Required	No
Is project disturbing any dirt?	No
Valuation	5000.00

FEES **TOTAL = \$ 289.06**

SB1473 Fee	\$1.00
SMIP Fee	\$1.40
Ungrouped Fees	\$14.30
Plumbing	\$25.10
Electrical	\$63.70
Plan Check Fee	\$72.31
Building Permit	\$111.25

PAYMENTS **TOTAL = \$ 289.06**

Owner/Builder () **PAID**
Cash on 09/30/2015 (\$289.06)

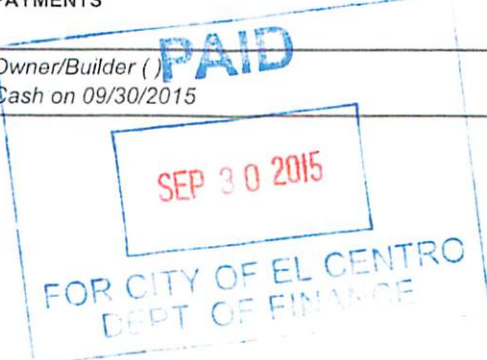




EXHIBIT F

COUNTY OF IMPERIAL
PUBLIC HEALTH DEPARTMENT

ROBIN HODGKIN, M.P.A.
Director

STEPHEN W. MUNDAY, M.D., M.P.H.
Health Officer

RECEIVED
City of El Centro

DEC 23 2015

Community Development
Department

December 22, 2015

Oswaldo Ortiz
170 22nd Street
El Centro, CA 92243

SUBJECT: Plan Review for Anazao Coffee Co/ First Christian Church, 450 S. Waterman Ave, El Centro, CA

Imperial County Public Health Department, Division of Environmental Health received plans for construction of the Anazao Coffee Co/ First Christian Church at 450 S. Waterman Avenue, El Centro, CA on November 17, 2015. Additional information was requested by our office and plans were resubmitted on December 14, 2015.

Following a review of the re-submitted plans, this office has determined the plans to be complete and approved and after obtaining approval from the Building Official, you may proceed with construction and/or installation. Your copy of the approved plans must be obtained from our office and maintained on site during construction and final inspection.

Please be aware that any deviation from the approved plans will require further review and approval by this office prior to construction and/or installation.

If you have any questions or concerns, please contact me at (442) 265-1888 or email fernandovilla@co.imperial.ca.us.

Sincerely,

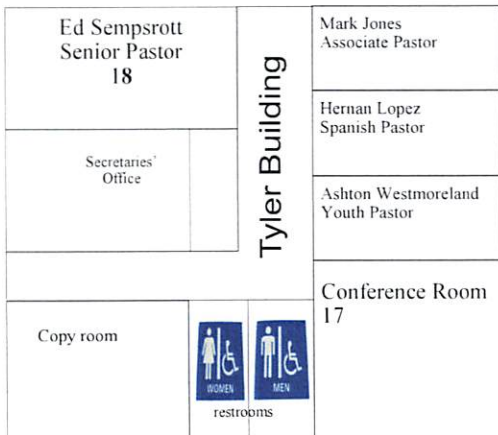
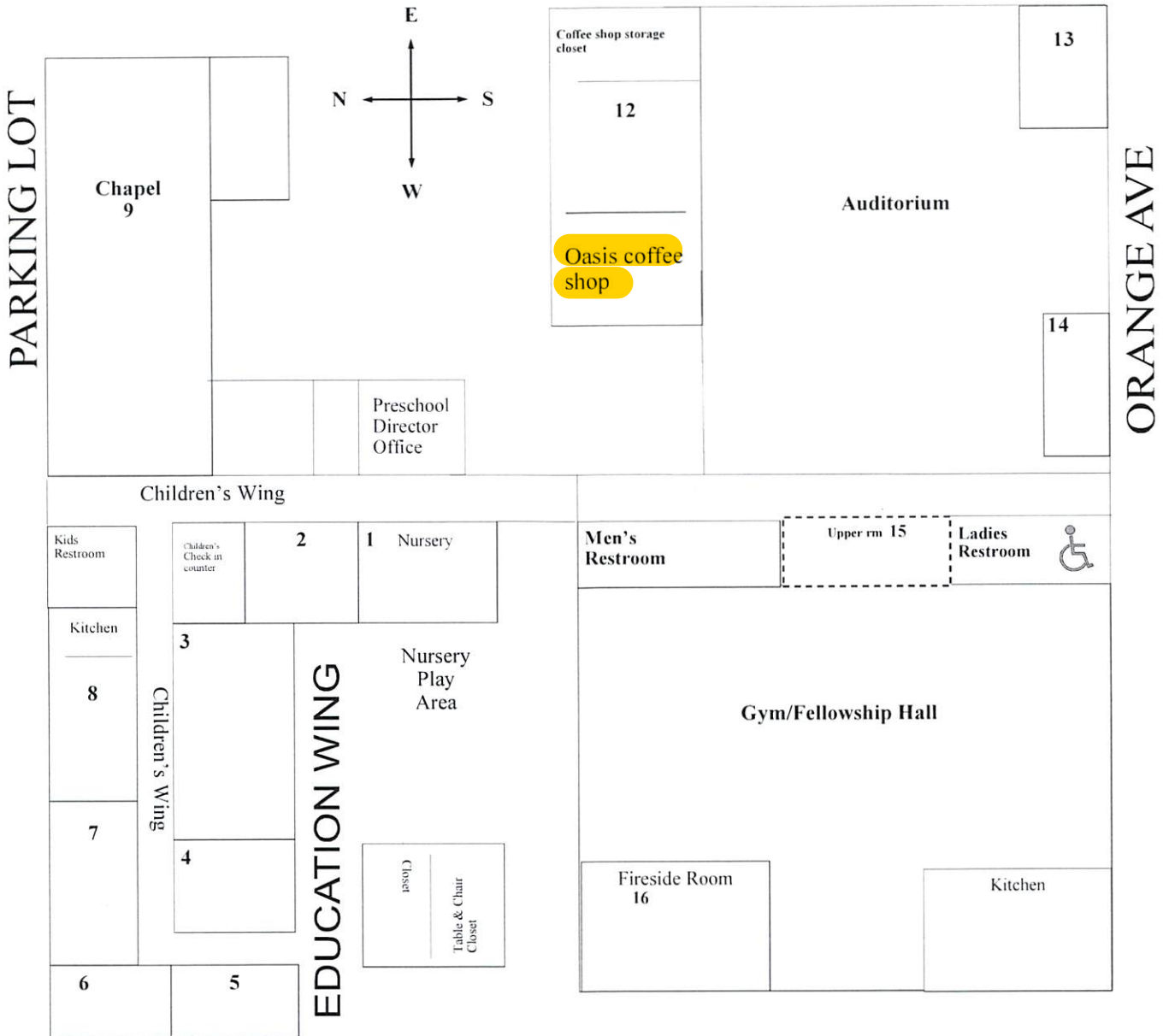
Fernando Villa
Registered Environmental Health Specialist
Division of Environmental Health

CC: City of El Centro, Building Official

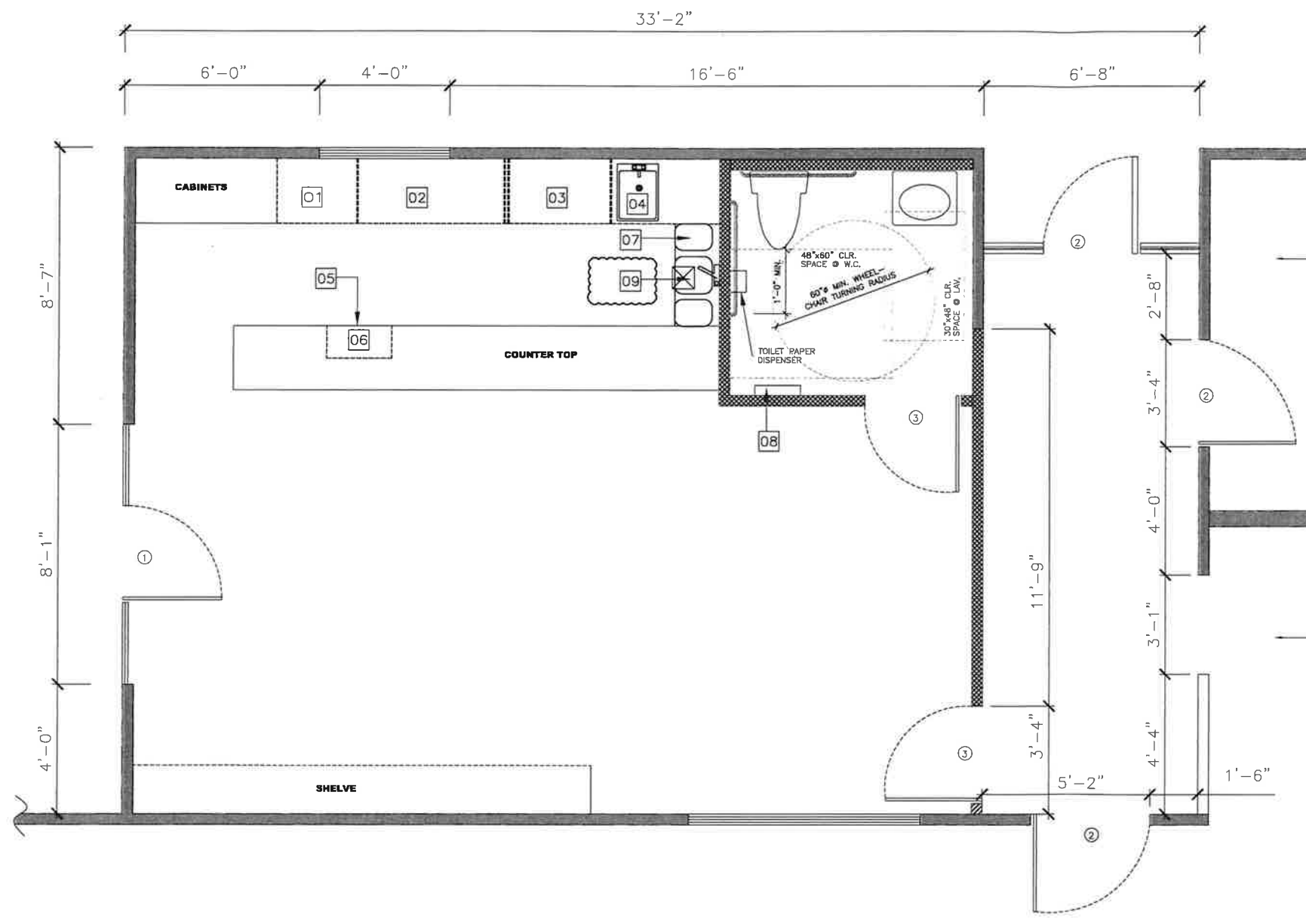
EXHIBIT G

First Christian Church
 450 So. Waterman Ave.
 El Centro, CA 92243 (760)352-8300

WATERMAN AVE



Playground Area



GENERAL NOTES:

- 1.- COMMERCIAL QUARRY TILE IS INSTALLED IN KITCHEN AND BATHROOM
- 2.- ALL FOOD-RELATED AND UTENSILS-RELATED EQUIPMENT SHALL MEET OR BE EQUIVALENT TO SANITATION REQUIREMENTS ESTABLISHED BY AN AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) ACCREDIT PROGRAM SUCH AS NSF UNDER COUNTER FRIDGE MODEL = 9404
- 3.- ALL EQUIPMENT THAT DISCHARGES WASTE WATER MUST BE CONNECTED TO A FLOOR SINK.
- 4.- TOILET ROOMS SHALL BE VENTED BY MEANS OF A LIGHT SWITCH-ACTIVATED EXHAUST FAN CONSISTENT WITH THE REQUIREMENTS OF LOCAL BUILDING CODES.
- 5.- A VERTICAL BARRIER (6 INCHES IN HEIGHT ABOVE SINKS) IS TO BE INSTALLED BETWEEN HAND SINK AND 3 COMPARTMENT SINK DRAIN, AND BETWEEN THE FOOD PREPARATION SINK.

- 01 E22M3 DOUBLE STACKED ELECTRIC CONVECTION OVEN.
- 02 30" WIDTH x 60" LENGTH WORK TABLE
- 03 PREP SINK
- 04 HAND WASH SINK
- 05 FRIDGE UNDER COUNTER
- 06 ESPRESSO MACHINE
- 07 3 COMPARTMENT SINK WITH TWO INTEGRAL METAL-DRAIN BOARDS FOR MANUALLY, RINSING AND SANITIZING EQUIPMENT UTENSILS WILL BE INSTALLED
- 08 TANKLESS WATER HEATER
- 09 FLOOR SINK

NOTES:

1. ALL HAND SINKS ARE PROVIDED WITH SOAP AND SINGLE-USE TOWELS IN SANITARY DISPENSERS.
2. ALL SINKS WILL BE PROVIDED WITH HOT AND COLD RUNNING WATER THROUGH MIXING FAUCETS.
3. IT IS REQUIRED THAT FLOOR SINKS BE LOCATED TO BE READILY ACCESSIBLE FOR INSPECTION AND CLEANING.
4. LIGHT FIXTURES IN FOOD PROCESSING AREAS, IN OPEN FOOD STORAGE AREAS, IN UTENSIL WASHING AREAS AND IN UTENSIL STORAGE AREAS MUST BE SHATTERPROOF OR BE PROTECTED WITH SHATTERPROOF SHIELDS.
5. FLOOR SURFACES IN ALL AREAS IN WHICH FOOD IS PREPARED, PACKAGED, OR OPEN FOOD IS STORED, WHERE ANY UTENSIL IS WASHED, WHERE REFUSE IS STORED, WHERE JANITORIAL FACILITIES ARE LOCATED, IN RESTROOMS, AND IN ALL EMPLOYEE CHANGE ROOMS SHALL BE COMMERCIAL GRADE, SMOOTH, DURABLE, NON-ABSORBENT, AND EASILY CLEANABLE. FLOORING MUST CONTINUE UP THE WALL MINIMUM 4" A SEAMLESS MANNER, FORMING A 1/4" MINIMUM RADIUS COVE AS AN INTEGRAL WITH THE FLOORING.
6. THE FLOOR MOUNTED EQUIPMENT WILL BE INSTALLED 6" LEGS, CASTERS OR COMPLETELY SEALED IN POSITION ON A 4" HIGH CURB WITH A CONTINUOUSLY COVED BASE.

THE RESTROOM DOORS MUST BE SELF-CLOSING

**DRY STORAGE
W/ 96 LINEAR FEET OF
STORAGE MINIMUM.**

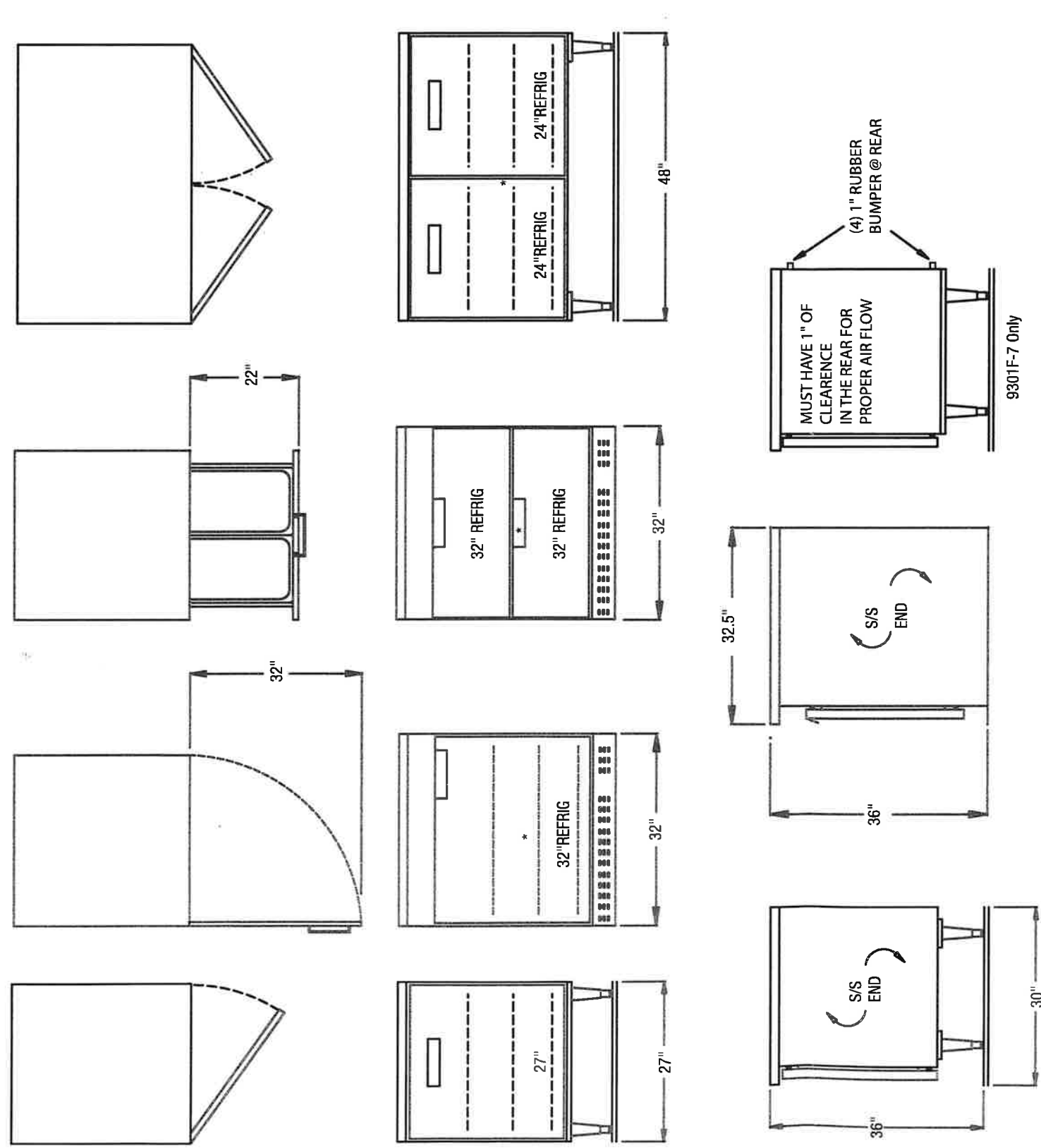
EMPLOYEE AREA

FLOOR PLAN
SCALE 1/2" = 1'-0"

PROJECT ADDRESS: 450 S. WATERMAN AVE EL CENTRO, CA 92243	
SCALE: AS SHOWN	
DATE: 12/10/2015	
CONTAINS: EXISTING FLOOR PLAN, NEW FLOOR PLAN, PLUMBING & POWER PLAN	
DRAWING NUMBER 1 OF 4	



Models 9000-7 & 9404-32-7 Undercounter



Drawings are to be viewed in the same order as the chart, one drawing to represent refrigerator and freezer units

Model	L	D	H	Doors	Storage Cu. Ft.	Pan Capacity	HP	Volt	Amps	NEMA	Ship Wt.
9404-7	27"	30"	36"	(1) 27"	5.66	-	1/4	115/60/1	5.5	5-15P	190
9404F-7	27"	30"	36"	(1) 27"	5.66	-	1/3	115/60/1	6.8	5-15P	190
9404-32-7	32"	32.75"	36"	(1) 32"	8.62	-	1/4	115/60/1	5.5	5-15P	252
9404F-32-7	32"	32.75"	36"	(1) 32"	8.62	-	1/2	115/60/1	8.2	5-15P	252
9404-32D-7	32"	32.75"	36"	(2) 32" drawers	-	(2) 12"x20"x6" per drawer	1/4	115/60/1	5.5	5-15P	300
9404F-32D-7	32"	32.75"	36"	(2) 32" drawers	-	-	1/3	115/60/1	6.8	5-15P	300
9301-7	48"	30"	36"	(2) 24"	10.82	-	1/4	115/60/1	5.5	5-15P	265
9301F-7	48"	30"	36"	(2) 24"	10.82	-	1/2	115/60/1	8.2	5-15P	265

markings exclude model 9404-32F-7



A DOVER COMPANY

1055 Mendell Davis Drive, Jackson, MS 39272. 888-994-7636, unifiedbrands.net
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EXHIBIT H

City of El Centro Interoffice Memorandum

Department of Building and Safety

To: Valeria Landeros, Assistant Planner
From: Frank Soto, Building Official
Date: 1/13/2026
Subject: **ZOTA 25-01/Conditional Use Permit – Oasis Coffee House**

The Department of Building and Safety has no objections or comments to the proposed text amendment.

Respectfully,

Frank Soto

Frank Soto
Acting Assistant Community Development
Director/ Building Official

CITY OF EL CENTRO
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

INTER-OFFICE REVIEW MEMORANDUM

DOCUMENT REVIEW TYPE:

SPR

CUP

TPM

PM

Review Date: 01/28/2026

TO: Valeria Landeros, Assistant Planner

FROM: Luis Alonzo- Assistant Engineer

SUBJECT: ZOTA/Conditional Use Permit NO. 25-01 Oasis Coffee House at 450 S. Waterman Avenue

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 may 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.
- Any work on the City R/W will require an encroachment permit from this department.
- Grading permit is required. Approved grading permit shall be obtained prior to building permit issuance.
- Provide trash enclosure built to city standards. Location shall be coordinated with City trash operator.
- 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 and drainage plan 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 ensure compliance with the American with Disability Act (ADA) as well as proper drainage.
- 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.
- Erosion Control Plan shall be submitted for review and approval with 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 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.
- A hydrology study is required.
- A hydrology report is to be submitted along with grading permit application prepared by a licensed civil engineer. Report shall identify mitigation such that runoff to streets is no greater than existing conditions.
- 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 a Storm Water Management Plan.
- Storm water shall be maintained on-site to the Maximum Extent Practicable (MEP) by percolating into the ground. This may require a combination of retention/detention basins, bio-swales, landscaping or other methods approved by the City.
- Other: Refer to Additional Requirements section at end of this document

ADA

- All sidewalks 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 fronting streets 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:
 - a. Site is proposing one (1) coffee shop with a seat capacity of 35 maximum.
 - b. Per Resolution No. 07-100, 1 EDU per 35 seating or less capacity for Restaurant/Café (Sit Down Restaurant).
 - EDUs = $(35/35) \times 1.0 \text{ EDU} = 1.0 \text{ EDU}$
 - c. This building was previously used as a coffee shop. Per Resolution No. 07-100, 1 EDU per 35 seats or less.
 - EDUs = $(35/35) = 1.00 \text{ EDUs}$. 1.0 EDUs are therefore credited (-1.0 EDUs).
 - d. Based on preliminary provided information, no increase in use or intensity from historical use is anticipated therefore no sewer or water capacity fee will be assessed. Re-evaluation required if use or intensity change.

2. Backflow preventers shall be installed for domestic water service lines serving the coffee shop (existing or new). Backflow preventers and installation details shall be included in the utility plans and submitted to the City of El Centro Water Department for review and approval.

3. A pre-treatment program is not required at this time as the proposed kitchenette does not include cooking appliances such as burners, fryers, or similar equipment typically associated with commercial kitchens. However, if future modifications include the installation of such appliances or a change in use to a commercial kitchen, plans must be resubmitted to the Public Works Department for further assessment.

4. Applicant shall comply with CR&R trash service requirements. Applicant shall receive approval from CR&R if planning on utilizing the existing trash enclosure.

5. Any non-ADA compliant or tripping hazard condition on sidewalks or curb ramps, fronting the proposed project shall be removed and replaced according to City Standards.

Respectfully,



Luis Alonzo
Assistant Engineer

01/28/2026

Date

From: [Frank Pacheco](#)
To: [Valeria Landeros](#)
Cc: [Felix De Leon Jr](#); [Frank Soto](#); [Angel Hernandez](#)
Subject: RE: CUP 26-01 – Grease Interceptor Determination Needed
Date: Thursday, January 22, 2026 11:43:24 AM
Attachments: [image002.png](#)

Good morning,

After reviewing the WDA there is no need for any grease control device. Please call me if there is any questions or concerns.

Thank you.

Frank Pacheco, Environmental Compliance Specialist
City of El Centro - Public Works, Environmental Compliance Division
307 W. Brighton Ave., El Centro, CA 92243
📞 W: (760) 337-3177 | 📠 F: (760) 337-3172
✉️ FPacheco@ecpw.org | 🌐 www.cityofelcentro.org



From: Valeria Landeros <vlanderos@cityofelcentro.org>
Sent: Thursday, January 22, 2026 11:23 AM
To: Frank Pacheco <FPacheco@cityofelcentro.org>
Cc: Luis Alonzo <lonzo@cityofelcentro.org>; Felix De Leon Jr <f_deleon@cityofelcentro.org>
Subject: CUP 26-01 – Grease Interceptor Determination Needed

Good morning,

As per your conversation last week with Angel, I am writing to request your review and guidance regarding CUP 26-01 for Oasis Coffee House, proposed to be located within First Christian Church of El Centro. In order to continue processing the application and prepare the Conditions of Approval, we need to determine whether the proposed use will be required to install a grease interceptor.

The project site includes an existing commercial kitchen within the church that was previously installed and permitted by both the City of El Centro and the Imperial County Health Department. The kitchen has since been converted to a coffee shop and is currently used to serve parishioners.

The Engineering Division has requested that the applicant submit a Waste Discharge Application, which I have attached to this email, for your review to assess any potential requirements related to grease interception or wastewater impacts.

Please let me know if you need any additional information or documentation to complete your review. Thank you for your time and assistance.

Best regards,



Valeria Landeros

Assistant Planner | [Community Development](#)

Address	1275 W. Main Street, El Centro, CA, 92243
Email	vladeros@cityofelcentro.org
Office	(760) 337-4869
Fax	(760) 352-4867

EXHIBIT I

RESOLUTION NO. 26-

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL CENTRO RECOMMENDING APPROVAL OF AMENDMENT NO. 25-01, TO CHAPTER 29 OF THE CITY OF EL CENTRO MUNICIPAL CODE, ESTABLISHING ACCESSORY USES AS PERMITTED IN THE R3-MULTI-FAMILY RESIDENTIAL WHEN OPERATED SUBORDINATE TO EXISTING CONDITIONALLY PERMITTED USES.

WHEREAS, a public hearing was held on Zoning Ordinance Text Amendment No. 25-01 to amend Section 53 of Division 2, Article II, Chapter 29 of the El Centro Municipal Code; and

WHEREAS, said Zoning Ordinance Text Amendment will establish “Retail sales, services, and office uses that are subordinate to a conditionally permitted use and where the net building area does not exceed 1000 square feet, in compliance with Section 53 of Division 2, Article II, Chapter 29 of the El Centro Municipal Code” as a conditionally permitted use; and

WHEREAS, said public hearing was held; and

WHEREAS, the public hearing was advertised on January 20, 2026 in the *Imperial Valley Press*, a newspaper of general circulation; and

WHEREAS, the petition was initiated by Oasis Coffee House; and

WHEREAS, a public hearing was conducted on February 10, 2026 and the petitioner’s representative was present and heard and no one was present to object to the petition nor were any objections filed with the Commission; and

WHEREAS, the text proposed amendment is in conformity with the City’s General Plan map and text and other development policies; and

WHEREAS, the proposed text amendment is appropriate for the property or properties which will be affected by such action, with consideration given to access, size of parcel(s), relationship to similar or related uses, and other considerations deemed relevant by the commission and council; and

WHEREAS, the proposed text amendment is necessary and proper at this time, and is not likely to be detrimental to property or residents affected by such action; and

WHEREAS, the proposed Zone Ordinance Text Amendment is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15061 (b)(3) as the ordinance will not have a significant adverse effect on the environment.

NOW, THEREFORE, be it resolved that the Planning Commission recommends approval of Zoning Ordinance Text Amendment 25-01, amending the Zoning Ordinance to establish “Retail

EXHIBIT I

sales, services, and office uses that are subordinate to a conditionally permitted use and where the net building area does not exceed 1,000 square feet” as permitted in the R3-Multi-Family Residential Zone.

PASSED AND ADOPTED on February 10, 2026 by the following vote:

ROLL CALL: Ayes:
 Noes:
 Absent:
 Abstaining:

CITY OF EL CENTRO
PLANNING COMMISSION

By _____
Ashley Bertussi, Chairperson

ATTEST:

By _____
Angel Hernandez, AICP
Secretary-Director

EXHIBIT J

RESOLUTION NO. 26- FOR CONDITIONAL USE PERMIT NO. 26-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL CENTRO APPROVING CONDITIONAL USE PERMIT 26-01 TO OPERATE OASIS COFFEE HOUSE AT 450 S. WATERMAN AVENUE WITHIN FIRST CHRISTIAN CHURCH OF EL CENTRO

WHEREAS, a public hearing was held on the petition for Conditional Use Permit No. 26-01 at a regular Planning Commission Meeting held on February 10, 2026 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, an application for a zoning ordinance text amendment (ZOTA 25-01) was submitted to allow the operation of a coffee shop within a church in the R3 zone; and

WHEREAS, ZOTA 25-01 is subject to approval by the City Council which would allow the operation of a coffee shop with a conditional use permit pursuant to Section 29-53 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 15301, Class 1 of the California Environmental Quality Act of 1970, as amended, pertaining to existing facilities; 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. 26-01, to allow the operation of a coffee shop in an existing building

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located at 450 S. Waterman Avenue, further identified as APN 052-551-002, subject to approval of ZOTA 25-01.

GENERAL CONDITIONS

1. The project shall consist of the operation of a 550 square foot coffee shop in an existing building on property located at 450 S. Waterman Avenue, further identified as APN 052-551-002.
2. The coffee shop shall not open to the public until the approval of ZOTA 25-01 by City Council.
3. The project shall operate in accordance with the site plan as approved by the Planning Commission.
4. The coffee shop shall not open to the public until the applicant receives a City of El Centro business license.
5. 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.
6. Unless otherwise mentioned hereto, conditions of approval shall be satisfactory met prior to the issuance of a business license.
7. The project site shall be maintained in a good, clean, orderly manner, free of any debris or junk materials.
8. All improvements within the public right of way shall be designed and constructed in accordance with City standards and specifications and submitted for review with an Encroachment Permit.
9. The project shall comply with all other applicable Federal, State and City regulations, ordinances and resolutions.

BUILDING DESIGN AND DEVELOPMENT

10. The maximum building occupancy shall be determined by the Building Official. A sign showing the maximum building occupancy shall be posted within the building.
11. Business must ensure there is an ADA access from the nearest public sidewalk to the coffee shop building.
12. Any non-ADA compliant or tripping hazard conditions on the sidewalks or curb ramps, fronting the proposed project shall be removed and/or replaced according to City standards

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13. No additional signage shall be installed at the site, business shall utilize existing signage which consists of the projection sign located on the exterior of the building.

OPERATING RESTRICTIONS

14. The coffee shop shall operate on the following schedule:
 - Sunday: 8:30am – 1:30pm
 - Monday-Friday: 6:00am – 3:00pm
 - Saturday: 12:00pm – 9:30pm

UTILITIES

15. Backflow prevention devices shall be installed for fire, irrigation and domestic water service lines. Backflow prevention device specifications and installation details, including the location, shall be submitted to the City of El Centro Public Works Department for review and approval.
16. On-site water, sewer and storm-drain systems shall be maintained by the property owner and not the City. Any future tie-ins to the on-site system shall first require a Building Permit. Any future work or maintenance of the on-site utilities shall be performed by contractors licensed to do such work. Public Works staff shall inspect connections to the existing private water and sewer lines.
17. A pre-treatment program is not required at this time as the proposed kitchenette does not include cooking appliances such as burners, fryers, or similar equipment associated with commercial kitchens. If future modifications are made to include the installation of such appliances or there is a change in use to the commercial kitchen, plans must be resubmitted to the Public Works Department for further review.
18. Applicant shall provide a letter of approval from CR&R if planning on utilizing the existing trash enclosure.
19. Per Resolution No. 07-100, it is 1 EDU per 35 seating or less for restaurant/café (sit-down restaurant). The building was previously operated as a coffee shop and is therefore credited 1.0 EDU. At an occupancy of 35 for a coffee shop, capacity fees were assessed as follows:
 - 35 seats = 1 EDU
 - Historical credit = -1 EDU

Therefore, no sewer or capacity fees will be assessed.

PASSED AND ADOPTED on February 10, 2026 by the following vote:

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ROLL CALL: Ayes:
 Noes:
 Absent:
 Abstaining:

CITY OF EL CENTRO
PLANNING COMMISSION

By _____
Ashley Bertussi, Chairperson

ATTEST:

By _____
Angel Hernandez, AICP
Secretary-Director



PLANNING COMMISSION

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

Item: 3.

Meeting: 2/10/2026 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. A request for proposals has been released with proposals due on February 27, 2026.

Safety, Open Space/Conservation, Noise Element Update – The contract was awarded to Harris and Associates on December 16, 2025. Work is expected to commence by February 15, 2026.

Downtown Fee Waiver Program – Staff is reviewing the financial impact of the program. Scheduled for consideration by the City Council by February 17, 2026.

Yard Sale Enforcement and Education – Staff is preparing a public education campaign reminding residents of yard sale requirements.

ATTACHMENTS:

1. Planning Project Report 2-4-2026

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montaño	Chelsea Apartments at NEC 6th Street and Spear Avenue	Staff received TSM Completeness Check comments from the Engineering Division and provided them to the Applicant on October 2, 2023. As of February 3, 2026 applicant is still considering next steps.	CEQA COZ GPA TSM	Paused	288 unit apartment complex. Zone Change from CT to R3. Subdivision of 12.9 acre parcel.	22-000001
Andrea Montaño	TSM 22-03, CEQA 22-02, COZ 22-03, GPA 22-02, CUP 22-04 Town Center Single-Family/Industrial Subdivision	This project has been paused by the applicant until further notice.	CEQA 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 Montaño	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. Staff received comments from Caltrans on December 2, 2025. The consultant is preparing the updates to the ICE Study.	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
Andrea Montaño	LLA/LM 23-01 Lot Line Adjustment Dahm 1425 Cypress Drive	Applicant was provided with corrections on 11/20/23. The deed of trust was received on 1/19/2026. Applicant submitted corrections on 1/30/26.	LLA/LM	Paused	Adjust lots between two residential parcels	23-000009
Andrea Montaño	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. on 2/3/26 staff issued a 30 day inactivity notice.	LLA/LM	Paused	Lot line adjustment of parcels.	23-000021
Andrea Montaño	COZ 23-01, TSM 23-01, SP 23-01 Gale 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 November 21, 2025 to discuss the anticipated resubmittal. As of February 3, 2025 a resubmittal has not been received.	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 Montaño	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. Staff provided updated recorded documents on 2/2/26.	LLA/LM	Paused	Merge two properties into one.	24-000006
Andrea Montaño	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 however the previously requested preliminary title report was not received. The preliminary title report was submitted on 12/15/ 2025 which allowed engineering to continue the review. On 12/22/25 Engineering requested an easement that was noted in the title report. On 2/3/26 Engineering requested additional documentation regarding the previously requested easement.	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

Planning and Zoning Projects

Owner	Project name	Status Summary	Project Type	Status	Description	MyGov ID
Andrea Montañó	SPR 24-18 Akbar Zadeh_Self Storage_044-220-110	Staff issued a denial notice on 1/22/26 .	SPR	Canceled	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. The applicant was provided the Certificate of Merger document, to be signed and notarized, on November 19, 2025. As of 12/30/2025 the applicant is actively obtaining necessary signatures.	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 12/22/2025, 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. Staff received previously requested fee's on 2/2/26. Consultants to begin work on 2/4/26 for an Air Quality Study, Biological Study, and Traffic Studies. Site Plan Corrections and additional requested information is still pending as of 2/3/26.	CUP	Paused	Expansion of freight yard.	25-000023
Andrea Montañó	LLA 25-02 In-N-Out Burgers_Lot Merger_2390 S. 4th St.	Project was cancelled due to inactivity on 1/11/26.	LLA/LM	Paused	Merge lot to upgrade existing parking lot, new improvements for the expansion of existing drive-thru lane.	25-000026
Valeria Landeros	LLA 25-04 LC Engineering_Lot Merger_290 Solano Ave.	Letter of Incompleteness sent 10/16. Follow up email sent 1/20.	LLA/LM	Paused	Lots are being requested to be merged to become a legal lot.	25-000048
Valeria Landeros	ZOTA 25-01 Shandi Jones_Coffee Shop_450 S. Waterman Ave.	Letter of incompleteness sent 11/24. Meeting held 12/23. Scheduled for Planning Commission Meeting 2/10.	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	General Plan Amendment COZ 25-01 SPR 25-20 Toma & Saco El Centro_Apartment Complex_1438 & 1448 Woodward Ave.	Letter of incompleteness sent 11/26. Corrections received 1/14. Additional corrections letter sent 1/30.	COZ SPR	In Progress	Construction of 18-unit apartment complex.	25-000056
Andrea Montañó	TPM 25-01 Jorge Pacheco_Split Parcel_875 S. Glenwood Dr.	The applicant received the 1st comment letter on 12/15/2025. The applicant communicated with staff on 1/21/26 that corrections were ongoing and asked additional questions.	TPM	In Progress	one parcel to be subdivided into three parcels.	25-000057
Andrea Montañó	TSM 25-01 Venking,LLC_New Condominiums_Waterman Avenue	The applicant received the 1st Comment Letter on 12/19/2025. Engineering and Planning Staff will begin reviewing corrections submitted on 1/26/26	TPM	In Progress	49- Condominium Units- parcel map waiver for tentative map.	25-000059
Valeria Landeros	SPR 25-21 Fred Cohen_Travel Center Improvements_550 Wake Ave.	Letter of incompleteness sent 12/04.	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
Valeria Landeros	CUP 25-05 Ernesto Vega_Event Hall_1698 Main Street	Letter of incompleteness sent 12/18. Corrections received 1/22. Additional corrections letter sent 1/30.	CUP	In Progress	300-person event hall, new building with 100 total parking spaces.	25-000063
Andrea Montañó	SPR 25-22 Duggins Construction_Burlington Store_2430 Cottonwood St.	The comment letter was issued to the applicant on January 6, 2026.	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
Valeria Landeros	SPR 25-23 Duggins Construction_Metal Structure_105 W. Commercial Ave.	Letter of incompleteness sent 12/12.	SPR	In Progress	New 55,590 sq. ft. metal structure and site improvements for Peri & Sons Packing.	25-000066
Andrea Montañó	GPA 25-01 COZ 25-02 CUP 25-06 Morningside Ventures, LLC_Sunset Pointe Subdivision_2003 W. Main St.	Staff issued the project incompletion notice on January 13, 2026.	GPA CUP COZ TSM	Paused	Proposed gated subdivision/PUD consisting of 37 detached townhomes. Zone Change, General Plan Amendment, CUP and Tentative Subdivision Map.	25-000067
Valeria Landeros	PCN 25-01 Walmart Stores_Gas Station Store_2156 N. Waterman Ave.	Memo sent to PD 12/12. Scheduled for Planning Commission 1/13. Approved by Planning Commission 1/13. PCN Letter Sent 1/22.	PCN	Done	The sale of beer and wine from the convenience store, with similar hours to the adjacent Walmart Store.	25-000069
Andrea Montañó	ZVL 25-09 Zoning Verification Letter for 634 Thomas Lane	The letter is anticipated to be completed on January 26, 2026	ZVL	Done	zoning verification letter and associated documents for 634 Thomas Lane.	25-000071
Andrea Montañó	ZVL 25-10 Verification Letter for Vacant lots across Thomas Lane	The letter is anticipated to be completed on January 26, 2026	ZVL	Done	zoning verification letter and associated documents for 053-810-025, 053-810-026 and 053-810-027	25-000072
Andrea Montañó	ZVL 25-11 Verification Letter for 602 Wake Ave.	The letter is anticipated to be completed on January 26, 2026	ZVL	Done	zoning verification letter for 602 wake ave.	25-000073
Andrea Montañó	ZVL 25-12 Verification Letter for 053-810-039 & 053-810-038	The letter is anticipated to be completed on January 26, 2026	ZVL	Done	zoning verification letter and associated documents for vacant land	25-000074
Andrea Montañó	ZVL 25-13 Zoning Verification Letter 664 Thomas Lane	The letter is anticipated to be completed on January 26, 2026	ZVL	Done	zoning verification letter and associated documents.	25-000075
Andrea Montañó	CUP 25-07 John Strong_Medical Office_1498 Main St. Suite A	Letter of incompleteness was sent on January 20, 2026.	CUP	Paused	Medical office 8am-8pm	25-000076
Andrea Montañó	MVP 26-01 Rose Celebration Co._Selling Bouquets_719 Main Street	Staff issued permit on January 28, 2026.	Mobile Vendor Permit	Done	Sell Market bouquets and/or you-pickup bouquets.	26-000001
Valeria Landeros	TUP 26-01 Marys Flower Shop_Event Flower Sales_1360 N. Imperial Ave.	Staff mailed determination letter on January 29, 2026.	TUP	Done	Sell flowers and toys in February 12,13,14, & 15 as well as May 7,8,9 and 10.	26-000002
Valeria Landeros	TUP 26-01 Mary's Flower Shop_Event Flower Shop_1360 N. Imperial Ave.	Staff mailed determination letter on January 29, 2026.	TUP	Done	Sell flowers and toys in February 12,13,14&15 as well as May 7,8,9 & 10	26-000002
Andrea Montañó	MVP 26-02 Cafesito Bar_Mobile Coffee Shop	Staff issued permit on February 2, 2026.	Mobile Vendor Permit	Done	Mobile Coffee Shop	26-000003
Valeria Landeros	TUP 26-02 Iglesia del Dios Vivo_Sell Flowers_290 N. Imperial Ave. & 1999 W. Adams Ave.	Staff mailed determination letter on February 3, 2026.	TUP	Done	Temporary Flower Sales at two locations: 290 N Imperial Ave. 2/14/2026 & 5/9/2026 and at 1999 W. Adams Ave 2/13-2/14 & 5/8-5/10/2026	26-000004
Andrea Montañó	SPR 26-01 Trivista ,Inc._New Clinic Space_1501 W. Main St.	Staff sent out memo for comments. Comments are due on 2/17/2026.	SPR	In Progress	Interior improvements for new clinic space in the existing building.	26-000005