

North:

General Plan: Residential Low (up to 5.8 dwelling units per acre)
Zoning: RL (Residential Low)
Land Use: Single- and Multi-Family Residential

South (Across West Foothill Boulevard):

General Plan: Neighborhood Commercial
Zoning: NC (Neighborhood Commercial)
Land Use: Multi-Tenant Office Building

West:

General Plan: Neighborhood Commercial
Zoning: NC (Neighborhood Commercial)
Land Use: Multi-Family Residential

East (Across Acacia Avenue):

General Plan: Neighborhood Commercial
Zoning: NC (Neighborhood Commercial)
Land Use: Religious Facility (Kwan Yin Meditation Temple)

DISCUSSION/ANALYSIS:

The project includes a proposal to occupy an existing, 7,068 square-foot, vacant commercial office building with an outpatient medical center (Casa Colina Healthcare). The facility will operate Monday through Saturday from 7:00 a.m. to 6:00 p.m., with a capacity of nine to 12 staff members and a maximum of 18 patients per hour. In addition, exterior improvements, such as restriping the parking lot and the installation of new landscaping, are proposed.

Operations

Casa Colina Healthcare proposes to operate an outpatient physical therapy center at 245 West Foothill Boulevard. The facility will provide rehabilitative services including physical therapy, occupational therapy, and speech pathology to clients recovering from injuries or managing mobility challenges. As an outpatient use, all services will be provided by appointment only and will not involve overnight care, emergency visits, or walk-in urgent treatment.

The business will operate Monday through Saturday from 7:00 a.m. to 6:00 p.m., with no operations on Sundays. Staffing will include between 9 to 12 employees, consisting of licensed therapists, therapy aides, and administrative personnel. Based on information provided by the applicant, the facility will accommodate up to 18 patients per hour, with average visit durations ranging from 45 to 60 minutes.

The business model emphasizes low-impact and individualized therapy sessions, conducted entirely within the existing commercial building. All equipment and materials will be stored indoors, and no outdoor activity, treatment, or storage is proposed. Patients will arrive independently or be dropped off, and no patient transport or loading zones are required.

The operational design prioritizes accessibility and convenience. Eight ADA-compliant parking stalls will be located adjacent to the primary entrance, along with an accessible pedestrian path of travel connecting to the public sidewalk. These site features, combined with the limited hours

and appointment-based service model, are intended to minimize impacts on adjacent residential properties and ensure compatibility with the surrounding neighborhood.

Site Plan/Parking

The existing site is improved with a 7,068 square foot building and a surface parking lot. The parking area is located to the east of the building and currently provides 37 parking spaces, including two ADA (Americans with Disabilities Act) stalls that are located by the southwest corner of the lot. It is accessed by two, 25-foot wide driveways; one on West Foothill Boulevard, and one on Acacia Avenue. Both driveways currently provide vehicular ingress and egress.

The applicant is proposing to redesign the parking lot area by adding two more parking spaces and increasing the ADA parking stalls from two to eight. As shown in Figure 1, all of the ADA stalls will be located to the east of the building making them the closest stalls available. A new light post will be added and placed at the center of the parking lot helping illuminate the new ADA parking stalls and a new path of travel will also be placed for pedestrians to access from the sidewalk adjacent to Foothill Boulevard. A small trash enclosure is also provided at the northwest corner of the property. Monrovia Municipal Code (MMC) Section 17.24.060 requires medical offices to provide one parking space per 200 square feet. The proposed medical office is 7,068 square feet, which requires 36 parking spaces. The proposed 39 parking spaces exceeds the required amount of parking spaces and is more than sufficient for this use.

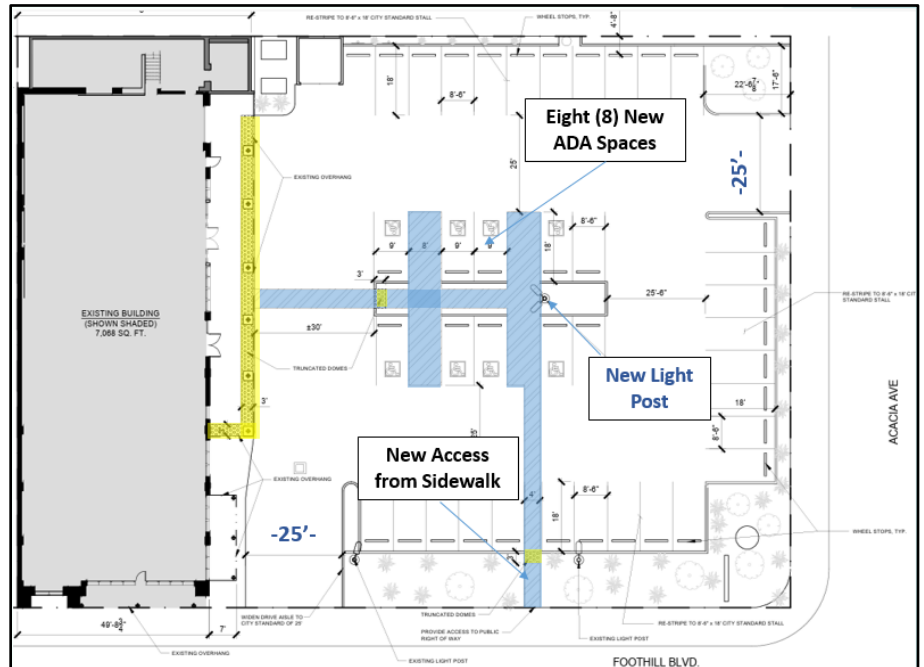


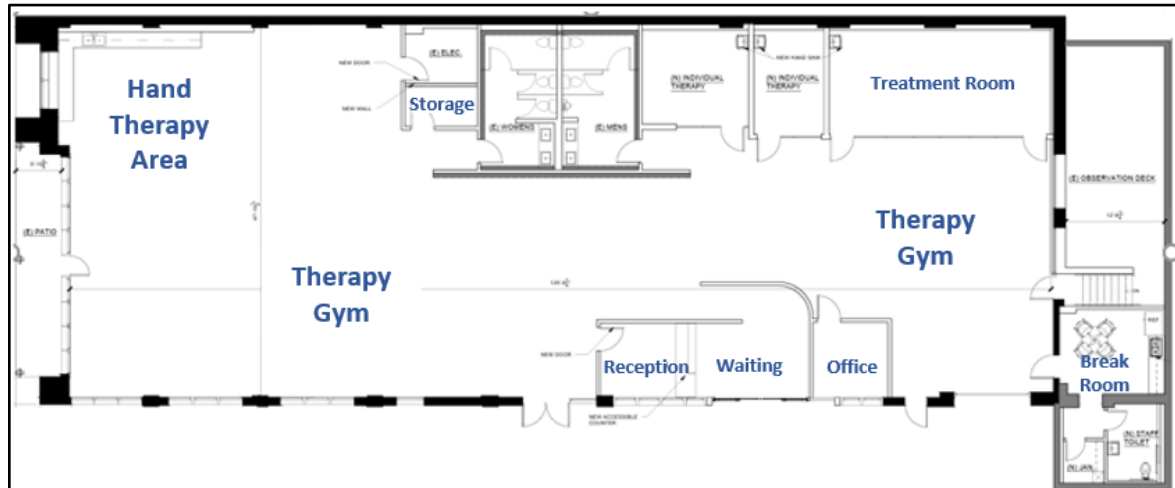
Figure 1. The site plan proposes to repurpose the existing parking lot for a new outpatient physical therapy center.

The architect has provided conceptual landscaping plans that incorporates quality landscape materials. The plan includes new trees, a variety of drought-tolerant plants, shrubs, and groundcover that will be planted throughout the site. The plan also incorporates the removal of seven palm trees located at the north and south end corners of the site.

Floor Plan

Only minor interior improvements are proposed to repurpose the existing office building into an outpatient physical therapy center. The proposed floor plan includes a new lobby, therapy gym, storage room, break room, and bathroom for staff as shown in Figure 2.

Figure 2 – Proposed Floor Plan



Development Review Committee Advisory Review

The Development Review Committee (DRC) conducted an Advisory Review of the project on March 19, 2025. Prior to the meeting, City staff mailed courtesy notices to property owners within a 300-foot radius of the subject property to encourage public participation. No verbal or written public comments were received. During the meeting, the DRC discussed the project's operational characteristics, site access, parking layout, and adjacency to residential uses. Following their discussion, the DRC unanimously recommended approval of the project to the Planning Commission.

Conclusion

The proposed outpatient therapy center is a permitted use within the Neighborhood Commercial (NC) zone with approval of a Conditional Use Permit per MMC Section 17.08.010(E), Footnote 1, and is compatible with existing commercial uses surrounding the site. This use will result in a new outpatient physical therapy center that will occupy a site that has been vacant for the past year. The proposed conditions of approval will ensure that the new physical therapy center will not negatively impact surrounding properties and residential neighborhoods.

RECOMMENDATION: Staff recommends approval of the CUP2025-0003 to allow for a new outpatient therapy center known as “Casa Colina Healthcare” located at 245 West Foothill Boulevard. If the Planning Commission concurs with this recommendation then, following the public hearing, the appropriate actions would be:

1. Pursuant to the California Environmental Quality Act (“CEQA”) and the City’s local CEQA Guidelines, the Planning Commission in the exercise of its independent judgment finds that CUP2025-0003 is categorically exempt from CEQA under Class 1. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or no expansion of existing or former use.

2. The Planning Commission finds that the custodian of records for all other materials that constitute the record of proceedings upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division located at 415 South Ivy Avenue, Monrovia, California, 91016.
3. The Planning Commission in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for CUP2025-0003, which are incorporated herein by this reference.
4. The Planning Commission approves CUP2025-0003, subject to the attached Planning Conditions on Data Sheet No. 1 and recommendations in the Staff Report, all of which are incorporated herein by this reference.

MOTION:

Close the public hearing and approve Conditional Use Permit (CUP2025-0003) with Conditions as presented in the Staff Report.

Development of the subject property and operations on the site must remain in substantial conformance at all times with the request and application forms and plans submitted by the applicant for CUP2025-0003 allowing a medical outpatient land use (physical therapy) to occupy a 7,068 square-foot commercial building with 39 parking spaces at 245 West Foothill Boulevard, as approved by the Planning Commission and placed on file in the office of the Planning Division, except as modified by the conditions imposed by the Planning Commission and by subsequent modifications determined by the Planning Division Manager to be in substantial compliance with the conditions of approval. The term "Applicant" as used herein shall include the applicant, any manager or operator of the business, the property owner, the property developer and all successors in interest to this Conditional Use Permit.

CONDITIONAL USE PERMIT (CUP2025-0003) TO PERMIT A MEDICAL OUTPATIENT LAND USE IN THE NC ZONING DISTRICT

GENERAL CONDITIONS

1. All approvals are subject to compliance with the Monrovia Municipal Code requirements.
2. The use or submittal into building plan check for the development associated with this CUP shall begin within one (1) year after its approval or it will expire without further action by the City. An extension may be filed in writing 30 days prior to expiration.
3. Approval of this request does not constitute a building permit. Applicant must obtain necessary building permits with the Building Division before starting construction.
4. Approval of this request does not constitute a business license. Applicant must obtain a business license from the Neighborhood and Business Services Division before starting operations.
5. Decisions of the Planning Commission are final unless a written appeal to the City Council is filed with the City Clerk within ten (10) days from said decision.
6. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.
7. All of the conditions shall be complied with prior to commencement of the construction, unless an different compliance period is specified as part of a condition.
8. The conditions listed herein shall be copied onto any development plans subsequently submitted to the Planning and Building Divisions for review.
9. Proposed exterior signage shall be submitted for review and approval by the Development Review Committee. No exterior sign may be installed prior to approval.

10. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Development Review Committee, Planning Commission or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.

PROJECT SPECIFIC CONDITIONS OF APPROVAL

11. A medical outpatient land use shall operate in a manner consistent with the representations made in the project description, site and floor plans, and narrative submitted as part of the Conditional Use Permit application. Any expansion of services beyond physical therapy, occupational therapy, or speech-language pathology, or the introduction of urgent care, diagnostic imaging, or medical procedures beyond basic rehabilitative treatment shall require review and approval by the Development Review Committee and may require an amendment to this Conditional Use Permit.
12. The approved floor plan is an integral part of the decision approving this CUP. There shall be no change in the design of the floor plan without the approval of the Planning Division unless the Building Official requires modification. Any change in the approved floor plan which has the effect of expanding or intensifying the present use shall require an amendment to the CUP.
13. The existing solid block wall located along the north property line shall be maintained in good condition as a physical buffer between the commercial use and the adjacent residential properties. The wall shall not be removed or modified without prior review and approval by the Planning Division.

BUSINESS OPERATION

14. All therapeutic services shall be provided on an appointment-only basis. Walk-in services or urgent care-type visits shall not be permitted. The Applicant shall ensure that patient scheduling is managed to avoid queuing or crowding on-site and to maintain consistency with the parking, staffing, and operational assumptions evaluated as part of this Conditional Use Permit.
15. Hours of operation shall be limited to Monday through Saturday from 7:00 am to 6:00 pm. Before any change is made in these hours of operation, approval by the Development Review Committee (DRC) shall be obtained by Applicant. Alternatively, the DRC may refer the matter to the Planning Commission for its review, in which case no change in the hours of operation shall be made without Planning Commission approval.

16. The facility shall operate in compliance with applicable local and state regulations at all times including the Monrovia Municipal Code and Zoning Ordinance.
17. Except for employees, contractors or vendors whose presence is necessary to conduct business after hours, or who perform cleaning, maintenance or repair of the premises, no other person shall be on the premises during closed hours.
18. Only pre-recorded amplified music is permitted on the premises, and such music shall not be audible outside the boundaries of the establishment. No entertainment facilities as defined by the Monrovia Municipal Code (such as live entertainment) are permitted unless approved by the Planning Commission pursuant to the Monrovia Municipal Code.
19. Deliveries shall occur on-site during normal business hours.
20. No roof mounted mechanical equipment shall be permitted on the building unless completely screened by the proposed roof design.
21. Plans showing all exterior lighting shall be submitted to the Planning Division for review prior to obtaining building permits and no exterior lighting shall be installed without the approval of the Planning Division Manager. All exterior lighting shall be designed, arranged, and installed so as to confine direct rays onto the premises and to direct light away from adjacent structures.
22. New ground level mechanical equipment shall be placed a minimum of 5' from the interior property lines and shall be completely screened with landscaping. Ground level mechanical equipment shall not be located within the front setback if construction is proposed.
23. All activities shall be conducted entirely within an enclosed building.
24. All supplies, products, materials, and equipment shall be stored within the building. Outdoor storage of supplies, products, materials, and equipment is prohibited.

LANDSCAPING

25. The Applicant shall submit plans which show all on-site trees to remain (the "Tree Retention Plan"). The Tree Retention Plan shall be submitted simultaneously with the grading plan, and be drawn to the same scale as the grading plan. The Tree Retention Plan shall be prepared or reviewed by a licensed Landscape Architect and recommendations of the licensed Landscape Architect shall be incorporated into the Tree Retention Plan prior to submittal to the City. The Tree Retention Plan shall be subject to the review and approval of the Planning Division Manager. After reviewing the Tree Retention Plan, the Planning Division Manager may require site design alterations to accommodate trees that will be preserved. Recommendations in the approved Tree Retention Plan shall be incorporated into the Landscape and Irrigation Plan.
26. The Tree Retention Plan shall include all trees that are to remain on-site (the "Retained Trees"). The Tree Retention Plan shall incorporate any necessary measures needed to protect the Retained Trees during construction or post-

construction periods. The Tree Retention Plan shall include at minimum the following:

- a. Tree protection fencing requirements. Each Retained Tree shall have a protective fence installed, surrounding the base of the tree at the drip line, prior to the start of construction. Such fencing shall remain in place during construction. To prevent soil compaction around the trees and to protect the trees from damage, grading operations within the drip line of the Retained Trees are prohibited.
 - b. Protection Measures. Any protection measures needed for the protection and preservation of the Retained Trees and all trees on adjacent properties on or near common property lines of the subject site, including any City parkway trees, shall be included in the Tree Retention Plan.
 - c. Recommendations on anticipated pruning of trees. Pruning shall be under the direction of a certified arborist if pruning occurs as part of the construction process.
27. A Landscape and Irrigation Plan prepared by a licensed Landscape Architect shall be submitted to the Planning Division for plan check showing the size, type, and location of all planting areas and shall incorporate the Tree Retention Plan and the following conditions:
- a. Landscaping shall be a combination of 24" and 36" box trees, shrubs, groundcover, and shall be maintained in good condition by Applicant. Applicant shall promptly replace any landscaping that dies.
 - b. All landscaping shall be maintained by a permanent automatic irrigation sprinkler system.
 - c. Any City right-of-way contiguous with the property shall be landscaped and maintained by the Applicant and incorporated into the required landscape plan.
27. A landscape documentation package pursuant to the requirements of the Model Water Efficient Landscape Ordinance shall be submitted to the Planning Division for approval prior to landscape construction. A Landscape Certificate of Completion shall be submitted to the Planning Division at the completion of the installation, prior to request for a final inspection and Certificate of Occupancy.
28. Landscaping shall be distributed throughout the parking area and shall be in addition to the required street setback landscaping.

PARKING

29. A minimum of at least 39 parking spaces shall be maintained on-site for the medical outpatient use, as shown on the approved set of plans.
 - a. The parking lot shall be re-slurry/sealed. All parking spaces that are provided as part of the project shall be clearly marked by 2" wide pavement paint or

alternate method if approved by the Development Review Committee. Double striping shall be used for delineating all parking spaces so as to provide a minimum parking area of 8'-6" in width by 18' in depth (see details in MMC §17.24.120).

- b. The parking lot shall be maintained by Applicant, including as-needed repairs and restriping.
 - c. Adequate wheel stops shall be installed and maintained as a safeguard to abutting property. The barrier shall be at least three feet from any property line, but in no case shall it be less than necessary to meet the intent of MMC §17.24.060 through §17.24.120 to accommodate for parking requires for the outpatient medical use.
30. There shall be no physical therapy related parking permitted on Acacia Avenue or Foothill Boulevard. A designated pick-up and drop-off area shall be marked on plans and onsite. Applicant shall be responsible for notifying its patrons of this restriction. In the event a violation of this Condition is verified as valid by the Police Department, Code Enforcement, or other City department, a review may be conducted by the Planning Commission (PC).

CONSTRUCTION SITE REQUIREMENTS

31. Applicant shall provide temporary perimeter fencing with view obscuring material during construction. If graffiti is painted or marked in any way upon the premises or on an adjacent area under the control of the Applicant (including without limitation, any temporary perimeter construction fencing or permanent wall), the graffiti shall be removed or painted over by Applicant within twenty-four hours, unless any law in effect at that time imposes a shorter time period for eradication. Fencing may be removed prior to landscape installation with Planning Division approval.
32. One waterproof sign (36" x 48") in both English and Spanish noting construction hours and a phone number for contact shall be posted by the Applicant at the front of the site prior to grading or construction.

GENERAL REQUIREMENTS

33. In addition to Planning (Data Sheet No. 1) conditions of approval, the Applicant shall also comply with all requirements of the Monrovia Municipal Code, Building Division and Fire Department that are directly applicable to the project.
34. This CUP may be called for review, including modification or revocation, at any time by City Staff, the City Council, or Planning Commission if a violation of the approved conditions or the Monrovia Municipal Code (MMC) is alleged, or if it is alleged that the establishment, or its patrons, are creating a public nuisance, and such violation or public nuisance is verified as valid by the Police Department, Code Enforcement, or other City department. In addition to any other remedy

available to the City, security measures may be required such as adding an employee to monitor the area where problems are occurring.

35. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written consent to all of the conditions of approval contained in Data Sheet Number 1. This CUP shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
36. All of the above conditions shall be complied with prior to commencement of the operation, unless an earlier compliance period is specified as part of a condition.

DRAFT

CONDITIONAL USE PERMIT

As required by Section 17.52.290 of the Monrovia Municipal Code, the decision for granting Conditional Use Permit CUP2025-0003 to establish a new outpatient physical therapy center (Casa Colina Healthcare) within an existing commercial building for the property located at 245 West Foothill Boulevard is based on the following findings:

- A. **That the site is adequate in size, shape and topography for the proposed use.** *The subject site is improved with one commercial building and a surface parking lot. The parcel is rectangular and relatively flat and of sufficient size to accommodate the new outpatient physical therapy center. The property is 29,674 square feet in size and has 200.50' of frontage along West Foothill Boulevard and a width of 148' along Acacia Avenue.*
- B. **That the site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use.** *Vehicular access to the site is provided by two, two-way driveways for ingress and egress; one driveway is located on West Foothill Boulevard, which is a secondary arterial street, and one driveway is located off Acacia Avenue. The proposal provides the required 37 parking spaces for medical outpatient office use plus two additional parking spaces providing a total of 39 parking spaces including eight ADA spaces.*
- C. **That the proposed use is compatible with the General Plan and any applicable specific plan, and will not adversely impact the objectives of the General Plan and any applicable specific plan.** *The proposed use is consistent with the City of Monrovia General Plan. The property is not located within a Specific Plan area. The new outpatient physical therapy center supports Policy 1.7 of the Land Use Element by introducing a commercial service that directly supports nearby office and employment uses, contributing to a balanced and service-oriented commercial environment. It also aligns with Policy 1.9, which encourages the development of commercial goods and services that serve both the City's business community and its residents. In addition, the project implements Policy 6.5, which calls for strategies that minimize the impact of commercial uses on adjacent residential areas. Conditions of approval limit hours of operation, require all activity to occur indoors, prohibit outdoor storage, and include landscaping and a solid wall for residential buffering. The project further supports Policy 13.1 by incorporating high-quality site design, improved accessibility, and thorough review by the Planning Commission. These elements collectively ensure that the proposed use is consistent with the General Plan and will not adversely impact its objectives.*

- D. **That the use will comply with the applicable provisions of the zoning ordinance, except for approved variances.** *There are no variances requested for this CUP. The proposed outpatient physical therapy facility is in compliance with the permitted uses set forth for the Neighborhood Commercial (NC) zone.*
- E. **That the proposed location of the use and the conditions under which it will be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.** *The outpatient physical therapy facility will be conducted entirely indoors and during limited hours of operation (Monday through Saturday, 7:00 AM to 6:00 PM). All equipment and materials will be stored inside, and no outdoor activity or storage is allowed. The project includes improvements to ADA accessibility, new landscape buffering, and a new light post to enhance the path of travel. The facility will have a maximum of 18 patients per hour and will be staffed by 9 to 12 employees. Additionally, a solid block wall on the north property line will help buffer the adjacent single-family and multi-family residential properties. These operational and physical improvements ensure the facility will not create adverse impacts on the surrounding neighborhood.*